

School Improvement Committee – Part I Minutes							
Date/Time	27:06:18 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	Tania Skeaping (left 5.31pm)	TS	Ian Courtney	IC	Lee Rose	LR
Marilyn Livingstone (arrived 4.25pm)	ML						

Apologies	Initials	Reason (Category of Trustee)

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Susanne Kiff	SK	CFO
Sally Wood	SW	Governance Manager

Minutes to
Attendees
Apologies

41 - Apologies
<ul style="list-style-type: none"> No apologies have been received. ML is expected shortly.

42 – Declaration of Interest
<ul style="list-style-type: none"> No declarations of interest were stated.

43 – Agree & sign off previous minutes
<ul style="list-style-type: none"> Part I and Part II minutes from 17:05:18 were agreed and signed by TS.

44– Matters Arising

- Glossary – HF advised this is ongoing and needs to be amalgamated and then go back to Heads group.
- Data training, this will take place in September with real data from this academic year. It is an expectation for all Governors to attend this training. HF advised that classroom monitor will be set up for all Primary schools which also has capacity to provide data for Y7 and Y8. There is also a Trustee link in and they will provide training in the autumn term. There will also be an expectation for people to attend this training from both LGB Governors and Trustees. Classroom monitor also has online training for people to do training.
- Conference for LGBs, this is still ongoing. After running the support staff conference, something similar could be provided for Governors as the framework and materials are in place. **Governor’s conference to take place in the autumn term and data sessions to run in the second half term**
- Equality Act working party to be completed by 4/10/18. SK spoke to CAT, but they didn’t have a policy in place.
- **PSHE review during DC / HF visits is ongoing**
- MAT Development and Improvement Fund Plan is very skeletal at this time and needs some flesh on the bones. Martin Smith has queried if money can be spent elsewhere if not utilised for original purpose. Some SLE at HCC has been put in place. The money has to be spent by March 2019.
- CEO and Vice CEO training has been booked.

Action:

HF to produce a glossary for Trustees / LGBs
DC / HF to arrange a Governor’s conference
DC / HF to identify a date for data training
HF to continue with Equality Act working party
HF to ask questions regarding curriculum content for PSHE and S/RE during next round of visits and to ask schools to ensure that schools are more explicit on their websites about what they do

45 - Matters Brought Forward at the Direction of the Chair

- Trustees acknowledged the sad news of the death of a Tavistock pupil and discussed the support available. Dc and HF are visiting Tavistock on Monday

ML arrived 4.25pm

46 – SEN Strategic Lead

- Trustees noted a new SENCO had been appointed at Okehampton Primary who was very experienced.
- There had also been a new SENCO, Steve Williams, appointed across the Okehampton Federation Primaries who also has secondary experience he currently works at Holsworthy Community College. Trustees noted that Sam Williams will fulfil the SENCO role in the first instance at Holsworthy College.
- HF advised she had been speaking to Jeanette Savage about forming the SEN strategic group which the new SENCOs could join as well as the Central Hub SENCO. A similar approach to SEN is needed.

Trustees asked if this involved succession planning in schools

HF responded yes

47 - Cross Phase working across the MAT

- DC advised that this had been mentioned at the support staff forum today.
- Trustees noted that the previous night, there had been discussion for three Y6 classes to come into Okehampton College for a morning rotating around a cycle of PE, Language and Science lessons. This would be a trial but could be replicated at Holsworthy Community College.
- Trustees were advised that the Federation Transition Project (for schools under 100 pupils and pupils from schools outside catchment) would be for one week in the summer term 2019 instead of two weeks.
- DC advised they would like to create a MAT school council event where the councils would come along from schools, similar to a MAT parliament.
- Another idea was around pupil awards to be presented at a cooperative awards evening to support the maintenance of cooperative values.
- Trustees noted that the date was set for the Ability Games for September, as well as MAT netball and football tournaments also in September. The plan was to hold a student conference on utopia.
- Trustees noted the need to be realistic about capacity.
- Good feedback has been received from parents and pupils for this term's Federation fortnight transition project.

48 – School Judgements

- Bradford Primary School is the school that has an OFSTED rating of 'requires improvement'. It is being visited on Monday.
- Trustees acknowledged the responsibility of ensuring improvement within the school
- Trustees noted that the KPIs that have been worked on over a period of time does not use the OFSTED terminology of outstanding, good etc. They use terms such as high priority and sustaining excellence. They also include the specifics from phonics and early years regarding attainment and progress.

Trustees asked about the decision to use different terminology

HF responded it was linked with the OFSTED guidebook and represented a journey on school improvement.

Trustees queried that in connectivity purposes, it was easier to use the same phases and different terminology can create confusions

HF responded that the schools knew where they were in terms of OFSTED. This was about pushing them on a journey of improvement, it wasn't about waving big sticks at schools, it was showing them to path to where they needed to go. IC added that through his national leader of governance experience, that when a school gets to what OFSTED perceives to be good, they stop, but actually good is not good enough.

- Trustees noted the strong priority for turning 'requires improvement' schools to 'good' and for turning 'good' schools to 'outstanding' and then sustaining that level. Progress will be evidenced throughout the year via the

KPIs rather than just a yes / no to indicate a KPI has been achieved. Y3/4/5 data will be on there as well and Jon Lunn / Neil Swait will work with HF on that . Document to be uploaded on the Trustee sharepoint site.

Trustees asked if safeguarding was covered in the KPIs

It was confirmed yes it was.

Trustees asked what else the KPIs covered

HF responded that Jane Lake had undertaken a safeguarding audit and that was a straight yes / no responses. Attendance was also included

- Trustees noted there were adverts out for 2 MAT EWOs working term time, but the current EWO's working within the schools were unlikely to apply. Analysis had indicated that all the money currently spent on EWO services compared to employing staff within the MAT would result in an extra 1000 hours of an EWO.
- Trustees noted there were MAT solutions available for attendance, down to a more local person being able to knock on a door if needed.

Trustees asked what the KPIs covered for secondary

DC responded they were similar from an academic point of view and if you looked at all information in respect of attainment 8 and progress 8, it would be too much so it focused on disadvantaged groups. The data would be entered on a traffic light basis and they were currently finding the MAT average for this year and last year for Primary schools

Trustees asked if that informed the MAT development plan

DC / HF responded they wanted to listen to people and wanted things to be up to date. Come September, everything would be in place and these would align against SIPs. There is a standard form for primaries and a standard front cover for secondary schools. These would be checked to ensure they are fit for purpose and cross checked by Jon Lunn, Neil Swait and then HF/ DC. Common themes would be put together and then feed into a MAT development plan.

Trustees asked if the schools' improvements plans demonstrate MAT working

DC / HF responded they had shared regional and Devon priorities and if schools were struggling with those, they would be included on the plan. Secondaries would have their own design except for the front cover.

- Trustees noted that all schools were being asked to have impact on other schools, there are pockets of good practice where schools could help other schools and so the plans should show how that school to school working is operating and the impact.

Trustees asked for confirmation that the SIPs would be considered, cross referenced and then commonalities identified

DC / HF responded yes and advised that Trustees would have the plan by the end of September

Trustees queried that at times, the plans can simply be left on the shelf and not be a live document

HF responded that it didn't work that way in every schools, they would be reviewed regularly and things added as time went on.

- Trustees noted there was an Understanding Data document just released from the EFSA, June 2018 – available [here](#)

Action:

HF to forward KPI document to SW upload on Trustee sharepoint site.

49 – Visit Notes - Primary

Trustees asked if there was any surprises from the visit notes

HF responded they reaffirmed the lack of challenge for more able pupils and staff were in agreement. More had now been going on and DC and HF doing first introductory visit notes.

Trustees asked if those visits were producing any moments of epiphany

HF responded the visits were very much an introduction one and the data would be used much more next term, there had been changes of leadership and this would enable more substantial conversations to be held. Whilst this used to take place between DC and Phil Whittley, some Heads of Schools had never have those.

- Trustees noted that the visit to Tavistock would take place in September. Holsworthy Community College is in a very different position
- Trustees noted the visit notes had been shared and then DC and HF would coach the heads. They needed to walk in the lessons, talk to the children and follow up particular aspects of school improvement plan. Neil Swait would be doing an overall OFSTED style visit and HF and DC would be picking up what has been done since then.

Trustees asked what would they receive

DC responded they would receive a visit note. Trustees were invited to accompany DC and HF. It was also noted it may be good practice to meet with LGB Governors to enable them to articulate their School.

- Trustees noted that leadership and governance were part of the KPIs and noted the need for encouraging Governors to attend training and use the NGA online learning
- Trustees noted that work was ongoing for Clerking hours and a succession plan was needed for the Clerks to future proof ourselves.
- Trustees recognised that clerking is the key to good governance and could be a risk if that wasn't in place.
- Trustees noted there were more visit notes to follow and Neil Swait would continue to provide this support as the arrangement with him had been extended for another year.
- Trustees briefly discussed Boasley Cross where they had altered the age range and consultation was taking place for this retrospectively. Trustees discussed the risk of maintaining the numbers with preschools.

50 – CEO / Vice CEO Visit Notes

Trustees asked how the visits notes from Neil Swait fed into the visits by DC and HF

HF responded they were used towards SIPs and SEFs and it was all the triangulation. They were identifying areas that OFSTED might pick up on and follow them up. HF added that from the next academic year improvement plans will be in place and if schools were classed as high priority, they would be visited more more times in the year and receive more SLE support. Low priority schools are seen less but HF and DC are the follow up from these notes.

- HF advised that during a visit to Okehampton Primary, DC and herself had carried out a tour and DC / IC had visited the school prior to that. They received a presentation on disadvantaged pupils which had been good.
- Trustees noted that Sarah Godbeer had been appointed permanent Head now.

- Phil Whittlely had been met with and impact during the year discussed identifying where schools are now and where they should be going forward. There had been lots of changes and things were a lot more settled now. There is a general concern over the quality of teaching and learning in primaries where one Teacher could be 50% of the quality of teaching grade which would then not match the SEF. A strategic way of developing teaching and learning in the schools will be developed.

Trustees asked how detached should Executive Heads and Headteachers should be from first line teaching and the percentage they should be undertaking, maintaining that link to the pupils

HF / DC agreed it was non-negotiable and Phil Whittlely would provide cover where needed.

51 – LGB Minutes

- Trustees considered recent minutes from LGBs and noted the level of challenge had improved. Risks and concerns do need to filter through to Trustees from LGBs
- Trustees discussed whether the MAT was causing pressure resulting in over assessment, however agreed that moderation was the answer to that.
- DC and HF are looking at aspects in their visits, ie books to check there is progress.
- Trustees noted that staff were aware their assessments would be moderated.

52 - Risks Identified / Forthcoming Changes

Trustees identified the following risks

- Governor knowledge of data
- Risk of over assessment/ moderation
- School improvement – lack of lengthy school leadership experience across the MAT, although that is about training, leadership and management.
- The meeting moved to Part II

TS left 5.31pm

Trustees queried if the financial aspect of that affects the other schools in the cluster

DC responded no, they had to manage their own budget. The Business Manager has left, the Deputy Head had reduced a day and the budget should just about be OK.

Trustees asked where the 20 children were going

HF responded they were being home educated in a group.

Action:

SK to add risks to the risk register

53 – Meeting Review

- LR fed back the meeting review

54 – Date of next meeting

- Okehampton College – Thursday 4 October - 4pm.

Action Table from 27:06:2018

WHO	WHAT	WHEN
HF	Produce a glossary for Trustees / LGBs	04:10:18
DC / HF	To arrange a Governor's conference for first half of Autumn term	15:10:18
DC / HF	Identify a date for data training for second half of Autumn term	01:12:18
HF	Continue with Equality Act working party	04:10:18
HF	To ask questions regarding curriculum content for PSHE and S/RE during next round of visits and to ask schools to ensure that schools are more explicit on their websites about what they do	01:09:18
HF	Forward KPI document to SW upload on Trustee sharepoint site.	05:07:18
SK	Add risks to the risk register	30:07:18