

Ethos Committee – Part I Minutes							
Date/Time	18:09:18 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	Marilyn Livingstone	ML	Ian Courtney	IC	Amanda French	AF

Apologies	Initials	Reason (Category of Trustee)
John Lawlor	JL	Personal

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

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

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> <li>JL has sent apologies for the meeting.</li> </ul>

2 – Declaration of Interest
<ul style="list-style-type: none"> <li>There were no declarations of interest stated.</li> </ul>

3 – Agree and sign off previous minutes
<ul style="list-style-type: none"> <li>The minutes of the Ethos Committee meeting held on 02:05:18 were agreed and signed by ML.</li> </ul>

## 4– Matters Arising

- The changes for the questionnaire were completed in May. Trustees noted there was a Parent Forum being held at Tavistock that evening which was an information giving sessions. Information evenings take place at Okehampton College, schools are using different terms. What is key is consistency in feedback with the key stages split down in the information and differentiation between staff and pupils.
- HF is reviewing bullying in general during her visits. Anti-bullying week is coming up in November and that leads some conversations.
- All Heads are aware of the need for Ethos Committees, but struggling to generate enthusiasm. LGBs are struggling to fully understand requirements.
- **HF will hold the session for Ethos Committee Chairs to discuss expectations.**
- DC updated that the context in each individual school is different. Heads would welcome prescriptive guidance but the content would be relevant to the school
- Terms of reference are complete
- The SIAMS link was shared with Heads / LGBs
- SIAMS was discussed at the HT meeting. Liz Wiseman was earmarked as a Lead of this, but her capacity needs to be reviewed. Trustees noted other options for a SIAMS Lead if required.

**Action:**

**HF to provide a session for the Ethos Committee Chairs once they are elected to discuss expectations**

## 5 – Matters Brought Forward at the Direction of the Chair

- Trustees generally discussed whether the time was right for a review of the original ethos and values of the MAT.
- Trustees noted that the original model for the MAT was one of earned autonomy, which although still present had changed given the level of alignment and prescription that Headteachers had indicated that they wanted in place
- Trustees agreed to undertake a review after the first year, when audits have taken place and the budget situation would be clearer.

**Action:**

**SW to agenda review of values and ethos for Full Trustees meeting**

## 6 – Ethos Committees in schools

### 6.1 Review of Primary Parent meetings held / 6.2 Discussion re School Ethos Committee structure / 6.3 Collation of LGB Ethos Committee minutes

- Trustees reviewed the ‘parent forum’ minutes previously circulated and discussed the content and style.
- Trustees acknowledged the key was to have an individual present to capture the specific ethos points discussed and noted the meetings would ideally be joint purpose, gaining feedback from the community.
- Trustees again acknowledged the different audiences and different context in the schools.
- Trustees agreed that the parent forums / meetings needed to continue, but the Ethos Committee need to overlay these.

- Trustees discussed whether this could take place in a secondary school at the end of / during a parents evening and discussed some options for when schools could make the most of the time when parents were in schools, possibly in conjunction with the new Y7 information evenings for example.
- Trustees discussed that HF could coach Heads on the requirements of the Committee during visits.
- Trustees agreed that the discussion document should include the schools vision which would open the discussion as to whether that was being achieved as well as having an idea of questions / subjects giving prompts for discussion.
- Trustees agreed to review the quality of the next set of minutes and at that point offer more guidance if required. Trustees agreed that schools could include the Ethos Committee in whichever forum they found most appropriate as it wasn't just about parents, but equally staff and pupils.
- Trustees agreed the minutes should be brief and limited to one page unless there was a specific issue.
- **ML to produce guidance for schools and circulate**

**Action:**

**ML to produce guidance for schools and circulate**

## 7 – Mental Health

- Trustees noted that within the MAT development plan, there were 5 main drive, one of these being a happy and healthy MAT.
- Trustees were advised there is a clear plan for mental health with Jane Lake championing a mental health lead for each school. Reference is made to each schools strengths and they are looked at the Teacher workload kit. All LGBs and Headteachers will include mental health as part of the School Improvement Plan. DTSA is happy to be steered in terms of providing training.

### Trustees asked if staff led mental health committee take place in any school

HF responded that Okehampton Primary had a working party. Governor visits will also review this, rather than a Governor's Committee.

- Trustees were conscious that the approach needed to be MAT wide and the subject may mean different things in different schools. Trustees agreed it would be useful to pull all the strategies used within the MAT together. DC and HF provide supervision to Headteachers.
- SK advised that APL will provide training to two members of staff from each school in mental health / first aid support for young children during a free 2 day course in January. **SK to get the training booked and communication that to schools to identify two staff**

### Trustees challenged if the MAT had a grip on mental health

HF responded the needs change from year to year and the approach had to be really reactive.

- Trustees noted the October conference was headlined as mental health, human utopia which was around wellbeing and building resilience in youngsters.

### Trustees asked how many children that involved

DC responded it was 20 youngsters from each of the cooperative schools.

- Trustees agreed that mental health should filter through everything, but agreed that wellbeing is a better term than mental health.

Trustees asked if LGBs could report metrics as to what has taken place with the information added to a Headteacher report.

DC / HF responded it was important to note that intervention was happening and it could be identified.

- Trustees reviewed the results of the questionnaire from the support staff forum and noted the 'red' areas were few and DC / HF were very pleased with the outcomes, despite some reluctance from staff initially.
- Trustees noted the comments were being built on and being put into practice. MAT noticeboards are already in all staff rooms and weekly bulletins taking place.
- Trustees noted it was a chance for schools to mix with others, but not all staff had the opportunity to do that as they needed to go back to schools.

Trustees asked if the general opinion was that the forum was useful

HF responded that support staff talk to her more and it has opened up lines of communication. DC added the perception was that support staff aren't valued and the event needed to occur more often. These could also be training sessions.

HF left 5.20pm

<b>Action:</b>	SK to get APL training booked and communication that to schools to identify two staff
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## 8 – Annual Report to Members

- Trustees discussed whether there was enough time passed for a report to be written and agreed this wasn't the case, given that few Ethos Committee minutes had been received from the schools.
- Trustees agreed for ML to produce a short report in the wider context about the numbers of meetings of the process of establishing the Committees
- Trustees acknowledged there was confusion regarding Ethos Committees and that was their responsibility.
- It was agreed that at the first meeting, each school should reflect on vision and their own distinctiveness.

<b>Action:</b>	ML to produce a short report in the wider context about the numbers of meetings of the process of establishing the Committees
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## 9 – Risks Identified / forthcoming changes

- Ethos Committees are not in place yet.
- Movement away from our original vision of the MAT
- Mental health / wellbeing – a risk of not understanding what is happening in the schools
- Changes to local mental health provision. Mental health / wellbeing to be a standing agenda item and to be included on Headteacher reports.

<b>Action:</b>	SK to update the risk register
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	<p><b>SW</b> to Mental health / wellbeing to be a standing agenda item and to be included on Headteacher reports.</p> <p><b>DC / HF</b> to ensure mental health is included on Headteacher reports.</p>
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**10 – Meeting Review**

- IC read out the meeting review.

**11 – Date of next meeting**

- Okehampton College – Tuesday 22 January 2019 – 4pm

**Action Table from 18:09:2018**

WHO	WHAT	WHEN
HF	Provide a session for the Ethos Committee Chairs once they are elected to discuss expectations	31:12:18
SW	To agenda review of values and ethos for Full Trustees meeting	DONE
ML	To produce guidance for Ethos Committees for schools and circulate	15:10:18
SK	Get APL training booked and communication that to schools to identify two staff	30:09:18
ML	Produce a short report in the wider context about the numbers of meetings of the process of establishing the Committees	05:10:18
SK	To update the risk register	30:09:18
SW	Mental health / wellbeing to be a standing agenda item	DONE
DC / HF	Ensure mental health is included on Headteacher reports.	10:10:18