

Ethos Committee – Part I Minutes							
Date/Time	02:05:18 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	Marilyn Livingstone	ML	Ian Courtney	IC	Tania Skeaping	TS
John Lawlor	JL						

Apologies	Initials	Reason (Category of Trustee)
Amanda French	AF	Unknown

<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

11 - Apologies
<ul style="list-style-type: none"> <li>No apologies have been received. AF did not attend the meeting.</li> </ul>

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

13 – Agree and sign off previous minutes
<ul style="list-style-type: none"> <li>The minutes of the Ethos Committee meeting held on 18:01:18 were agreed and signed by ML.</li> </ul>

**14– Matters Arising**

- All actions are either completed, ongoing or are agenda items within this meeting.

**15 – Matters Brought Forward at the Direction of the Chair**

- There were no matters brought forward at the direction of the Chair.

**16 – Questionnaires**

- Trustees discussed the difficulty in having context around the figures provided.
- IC referenced the Office of National Statistics data and quoted some of the figures on there for the same age group. 34% of population are happy, 35.6% responded they felt what they do is worthwhile and 30% were satisfied with their lives.
- Trustees noted this exercise had created a benchmark going forward.
- Overall, Trustees noted that KS1 looked better than KS2.
- Trustees noted that the data has been presented as KS1 and KS2 for Primary Schools and for secondary schools as KS1 (KS3) and KS2 (KS4). The data evidenced that children felt more assured when they go into KS4.
- Okehampton College was noted as being low compared to the others, with just over half the respondents feeling happy at school.
- TS advised that pastoral care at Okehampton College was being reviewed as the LGB were aware that morale was lower than it had been before.
- Some context was provided for Okehampton Primary in KS1, with 63% feel safe and when that was unpicked, the children were thinking of some very specific things and not about school in general.
- The response to a question about bullying was considered and noted to be quite high, especially in Chagford, Northlew and Black Torrington. Trustees noted that an individual's definition of bullying can vary, with parents having different perceptions as well. Black Torrington was noted to have 12 respondents with all except one of them reporting that they had been bullied outside school.
- Trustees noted that there was a need to ask the same questions and these were the OFSTED questions. Younger pupils had been given the option of responding by choosing a facial emotion.
- Trustees noted this was more about trends and patterns and the comparison between the two. Trustees also considered that the difference between parents and children would be interesting.
- Trustees agreed they required clarity from the questionnaires and requested divisions between the key stages, staff / parents / children so that they could see changes over a period of time and therefore ask the relevant questions. **DC / HF to action with Heads**
- Trustees considered any particular lines of enquiry and agreed a focus during anti bullying week would be useful.
- Trustees noted that the responses from Lyford were concerning when KS1 and KS2 were separated out from each other, with KS2 raising concern.

- Trustees noted that OFSTED will look at the parental responses.
- Trustees agreed they would be looking for trends and challenging schools as to why figures are low and ask them what action they are taking to rectify the situation.
- Trustees noted that some parents do not respond to a question on bullying if their child/ren have not experienced it. At Okehampton Primary, they involved the parent forum and the feedback advised they did not know what happens in the school when there is a case of bullying. HF advised that there is now a specific effort to talk to the class about what will happen if a child has been bullying, with the outcome explained to them.
- **HF to identify what other schools do in this situation.**
- Trustees noted that the staff response to Q12 was low at Bridestowe and noted that was not the case for other schools under the same Executive Headteacher, so there was a specific issue on that site.
- Trustees agreed they would expect some of the questions to be low at this time with all the changes that had occurred.
- Trustees asked for a footnote to be added to the information detailing the dates the questionnaires were undertaken as there may be something specific that had been ongoing in a school at the time. **DC / HF to action.**
- Trustees noted that these questionnaires had been taken at different times and schools tended to undertake these at different times for different reasons. For one this was first time they had ever done a parent questionnaire and all the schools were at different starting places.

**Action:**

**DC / HF to implement changes for questionnaires with the Headteacher Group**

**HF to identify what other schools do in situations of bullying in terms of feeding back to pupils / parents.**

## 17 – Update on Ethos Committee for Schools / 18 - Terms of Reference for LGB Ethos Committees

- Trustees discussed how the Ethos Committees for individual schools were progressing and noted that some Heads may still not be clear on what is required. **DC / HF to clarify at the next Headteacher group meeting.**
- DC confirmed that Heads had been asked to ensure their Ethos Committees had met before the next Trustee Ethos Committee meeting.
- Trustees discussed the confusion may be for non-Church schools as Ethos Committees had long been in place for Church schools.
- Trustees clarified that the Ethos Committees are not cluster based and needed to be at each site supporting both Church and co-operative values.

### Trustees queried if the Ethos Committees were sub committees

It was clarified that it was about communicating with the stakeholder groups that are part of the Trust and them being the link to the Community.

- Trustees noted that they would be reported to Trustees via the LGB via an overview of minutes.
- Trustees agreed that once a term meeting was sufficient and in some schools it was just widening the parent forums already in place. It was agreed it would be ideal if the Chair of the Committee came from the community.

### Clarification was asked for as to who was leading the Ethos Committee within the Schools, the Heads or the LGB

Trustees agreed after discussion that it should be the Headteacher that drove the Committee, Governors should still be discussing the Ethos Committee and they should feed the LGB with what is happening at school level.

- Trustees agreed to change the terms of reference to state they were terms of reference for School Ethos Committees. These terms of reference didn't need to be adopted by the LGB. It was down to the Governors to discuss it and it must feed the LGB with what is happening at school level.
- Trustees agreed to change Church representative to Church / cooperative representative
- Trustees agreed that the wording would read that 'The Ethos Committee shall comprise; The Head of School / Headteacher or Senior Leader within the school, a parent Governor, an individual representing the co-operative values. Additional attendees for Church schools would be the local Church representative, member of staff responsible for RE and a foundation Governors.
- Trustees agreed the Chair would be elected on an annual basis. **HF to provide a session for the Chairs once they are elected to discuss expectations. DC / HF to discuss with the Headteacher Group what agenda items should be on shared items, what items are non-negotiable.**
- Trustees agreed to add in feedback from surveys under main duties.
- Trustees commented that the terms of reference did not give a sense of community feedback being the intention.
- **ML to make all identified changes to the terms of reference.**

**Action:**

**DC / HF to clarify expectations of the Ethos Committee at the next Headteacher Group meeting.**  
**HF to provide a session for the Ethos Committee Chairs once they are elected to discuss expectations.**  
**DC / HF to discuss with the Headteacher Group what agenda items should be on shared items, what items are non-negotiable.**  
**ML to make all identified changes to the terms of reference.**

## 18 – SIAMS Inspections

- Trustees noted that historically, SIAMS inspections followed soon after OFSTED, but this wasn't the case any more.
- Trustees had had differing experiences with SIAMS inspections and discussed the standard framework that is used during these inspections.
- Trustees noted that time was spent during SIAMS inspections talking to pupils.
- Trustees agreed to suggest to LGBs that they put on the agenda for the Full Governors meeting that prayers will be held five minutes before the meeting commences if people wished to join those. **SW to action.**
- Trustees noted there was a SIAMS page on the Diocese website with helpful information on SIAMS. **SW to provide the link to Church school Heads / LGBs. [http://www.exeter.anglican.org/wp-content/uploads/2014/10/Exeter\\_SIAMS\\_Inspection\\_Protocol\\_2013.pdf](http://www.exeter.anglican.org/wp-content/uploads/2014/10/Exeter_SIAMS_Inspection_Protocol_2013.pdf)**
- Trustees discussed undertaking a pre SIAMS inspection and agreed that Governors should be involved in that process. **HF to raise SIAMS at the next Headteacher Group meeting.**

**Action:**

**SW to email LGBs to suggest that they put on the agenda for the Full Governors meeting that prayers will be held five minutes before the meeting commences.**  
**SW to provide the SIAMS link to Church school Heads / LGBs.**  
**HF to raise SIAMS at the next Headteacher Group meeting.**

## 19 – Mental Health Policy

- ML advised she had been asked if the MAT had a mental health policy for both staff and policy.
- Trustees agreed the subject of mental health should be on the agenda each meeting and information relevant to that should be brought to this committee. HF to bring feedback what is currently happening in the schools to see if good practice could be shared. **HF to set up a working group.**
- Trustees noted that mental health will be part of the support staff conference later this term.
- Trustees discussed the process for managing return to work for staff who were absent with mental health issues.

**Action:**

**HF to set up a working group to gather feedback for what is currently happening in schools regarding mental health.**

## 20 – LGB Minutes

- Trustees noted the minutes from the Holsworthy Area Cluster.

## 21 – Relevant Training Opportunities for Trustees

- JL attended a Diocese induction in March and ML will do this in June.
- Trustees noted there are details on training from the Diocese due out on the weekly information email this week.

## 22 – Risks Identified / Forthcoming Changes

- Areas from the questionnaires received
- SIAMS inspections
- Lack of a Church lead for the Schools
- Lack of a policy for making gifts. Trustees discussed how these can be made if it is written in the financial scheme of delegation, if it is appropriate and the decision documents. It was agreed this should be put in place with a ceiling put on the amount. Trustees noted any gifts made would be included in the annual accounts. **SK to include the Finance Policy.**

**Action:**

**SK to update Finance Policy to include gifts**  
**SK to update the risk register**

## 23 – Meeting Frequency

- Trustees agreed that the Ethos Committee would meet once a term going forward. Any additional meetings that were required would be held at the end of Full Trustees meetings.

## 24 – Date of next meeting

- Okehampton College – to be confirmed after the next Full Trustee meeting

### Action Table from 02:05:2018

WHO	WHAT	WHEN
DC / HF	Implement changes for questionnaires with the Headteacher Group	10:05:18
HF	Identify what other schools do in situations of bullying in terms of feeding back to pupils/parents.	10:05:18
DC / HF	To clarify at the next Headteacher group meeting regarding the need Ethos Committees at schools	10:05:18
DC / HF	To clarify expectations of the Ethos Committee at the next Headteacher Group meeting	10:05:18
HF	Provide a session for the Ethos Committee Chairs once they are elected to discuss expectations	30:06:18
DC / HF	To discuss with the Headteacher Group what agenda items should be on shared items, what items are non-negotiable	10:05:18
ML	To make all identified changes to the terms of reference.	09:05:18
SW	Email LGBs to suggest that they put on the agenda for the Full Governors meeting that prayers will be held five minutes before the meeting commences.	05:05:18
SW	Provide the SIAMS link to Church school Heads / LGBs.	05:05:18
HF	Raise SIAMS at the next Headteacher Group meeting.	10:05:18
HF	Set up a working group to gather feedback for what is currently happening in schools regarding mental health.	30:06:18
SK	Update the Finance Policy to include gifts	03:05:18
SK	To update the risk register	10:05:18