

School Improvement Committee – Part I Minutes							
Date/Time	19/3/19 4.10pm	Location		Okehampton College			
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Daryll Chapman	DC	Tania Skeaping	TS	Marilyn Livingstone	ML	Jane Dumeresque	JD
Jeanette Savage	JS						

Apologies	Initials	Reason (Category of Trustee)
Ian Courtney	IC	Holiday
Susanne Kiff	SK	Meeting

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

In Attendance	Initials	
Hazel Fox	HF	Vice CEO
Kate Scrivener	KS	Co-Chair Holsworthy
Fiona McNeile	FM	Governance Manager - Acting
Neil Swait	NS	DMAT School Improvement Lead

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> <li>Apologies have been received from IC and SK.</li> </ul>

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

### 3 – Agree & sign off previous minutes

- Part I minutes from 5/2/19 were agreed and signed by TS.

### 4 - Matters Arising

Trustees reviewed the action points from 5/2/2019

- HF has acquired the latest PSHE mapping tool which is the 'go to' place for PSHE. PSHE groups are in the process of meeting and this time will be used to plan how to roll out the information. Schools need to find a way to incorporate PSHE into each year group. HF confirmed that the new information is Ofsted ready.
- HF reported that there have been a few 'tweaks' to the Counselling form to check what therapies have already been tried. HF did not feel it was essential to meet with the Practice Manager.

A Trustee queried whether we should meet the Practice Manager as there have been complaints in the past.

- HF agreed that a visit would assist communication.
- DC reported there are ongoing conversations regarding Ebaac. DC questioned what the Trust's stance is going forward with the new Ofsted framework.
- A Trustee replied that we need to decide our intent for all our learners.
- DC questioned the stance from Trustees especially in light of the fact that the three Secondaries have some slight variances between cohorts. DC stated that our stance has always been to do right by the child and provide quality in all subjects.
- A Trustee noted that the Ofsted framework is our stance.

A Trustee asked what do Head Teachers want as they are the experts.

- After further discussion, it was decided that Head Teachers should justify why the percentage of students taking Ebaac is not in line with the percentage of high attaining students and if not, why not. **DC to discuss with Head Teachers and report to Trustees at the next meeting.**
- HF confirmed SEN reviews would be completed by end of May.
- DC reported that whilst IC did not bring up SEN at the Executive Heads meeting, HF has spoken to Head Teachers and SENDCos as well. SENDCos have also met together.
- JS confirmed she will complete her planning for SEN over Easter and will liaise with IC.
- DC confirmed Sports Premium will be an item on the Head Teachers Meeting agenda on 22<sup>nd</sup> March.
- KS reported that sports premium had been put into swimming lessons and also a teacher from Holsworthy College is delivering PE lessons to the Primaries. Trustees discussed the sustainability of PE instruction if funding is withdrawn and the impact of PE teaching.

A Trustee noted that PE is about the whole curriculum for example assisting with motor skills. The Trustee asked who is monitoring the impact.

- NS advised the impact can be measured by people's attainment. For example, what percentage of children are on track to achieve 25m swimming. The quality of data can evidence attainments in PE. NS advised there needs to be a MAT wide idea to see how PE is evidenced across the schools.

<b>Action:</b>	<b>DC to discuss Ebaac with Head Teachers and ask them to justify why the percentage of students taking Ebaac is not in line with the percentage of high attaining students and if not, why not. DC to report to Trustees in the meeting on 16<sup>th</sup> May.</b>
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## 5 - Matters Brought Forward at the Direction of the Chair

- No matters were brought forward.

## 6 – Dartmoor Multi Academy Trust Improvement Action Plan – Sept 2018-2019

### Action:

- JA to provide Trustees with correct plan for review at the next meeting.**

## 7 – New Ofsted Framework – Presented by Neil Swait

- NS presented the initial draft of the new Ofsted Framework to Trustees. NS advised schools should use the consultation as Ofsted are listening and there are still things to iron out.

A Trustee queried if safeguarding issues were discovered is it still the case that the school is immediately put into Special Measures.

- NS replied yes.
- NS informed Trustees there is an emphasis on progression in the new framework. School leaders need to know their school well. Intent will need to be well documented.
- HF confirmed each DMAT school will have a curriculum file with their intent detailed.
- NS informed Trustees that coverage across the wider curriculum will be very important.

A Trustee asked if Ofsted will take into account a range of reading materials – i.e. screens and books

- NS replied yes.
- NS reported there is increased focus on staff subject knowledge which will reflect directly back on school leaders.
- DC noted we will need to be aware of non-specialist teacher and that job shares could cause difficulties as subject knowledge is compromised.

A Trustee asked do we look at how many non-specialist teachers we have

- Trustees agreed that a report showing the percentage of non-specialist teachers in front of children, by subject, would be analysed at the next meeting.

A Trustee asked how this should be looked at in the context of Primary.

- HF replied this could be looked at through the staff degree qualifications. Although most teachers are generalist some will have degrees which could be used as areas of expertise. HF has already identified specialist subject knowledge.
- DC added Subject Specialist Leads are worked with through Dartmoor TSA.
- Trustees discussed challenges faced by schools with a three year KS4 and schools with a smaller curriculum. NS confirmed the new framework is going to make things more challenging for schools. The report will mainly be a text box of 400 words as Ofsted feel that parents don't want to read through a 12-page document. NS feels the biggest challenge will be the curriculum and the HMI's struggling to see continuity and sequencing of curriculum. Governor's will also need to be able to talk about the wider curriculum and know the intent.
- DC informed Trustees of a training event on the new framework which is taking place on 1<sup>st</sup> May at Tavistock College and will be led by Karl Sampson, Assistant Director for Ofsted SW. **DC will provide additional information for Trustees and Governors.**

### Action:

- DC to provide a report showing the percentage of non-specialist teachers in front of children, by subject for the meeting in May.**

	<ul style="list-style-type: none"> <li>• <b>DC will provide additional information for Trustees and Governors regarding the Ofsted Framework training at Tavistock College on 1<sup>st</sup> May.</b></li> </ul>
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## 8 – Primary Visit Notes

### Highampton Primary School

- NS reported KS2 standards are improving at Highampton, however attendance is a challenge. The biggest challenge is the standard of teaching in KS1. The KS1 teacher is now on long term sick leave.

The meeting moved to Part II

- Trustees logged they are very concerned about Highampton Primary School.

### North Tawton

- NS reviewed the report and said under the current framework North Tawton would most likely be put to RI.
- A Trustee noted the Governing body is focusing on Year 6 reading.
- HF stated the new teacher in Year one is very good and the school is stronger than before as two weaker teachers have gone. An NLE is also visiting North Tawton and NS is going back to review the school in the Summer Term. There is work in all three here's schools and HF will be reviewing the school improvement plan with the new Executive Head.

A Trustee asked if going forward the capacity has improved.

- HF replied staff are having coaching and they are responding to the coaching. HF has seen improvements since January.
- Trustees noted the improving picture at North Tawton.

*NS left the meeting 18:18pm.*

## 9 – Cross Phase Working Across the MAT

- None to report for this meeting.

## 10 – School Judgements

- Bradford – roll numbers very small.
- Okehampton Primary - data for this year.
- Holsworthy Secondary – Trustees noted Holsworthy College is extremely vulnerable
- Okehampton College – Trustees noted attendance is a concern.

## 11 – Review Minutes from Executive Leadership Group

- The minutes of the Head Teachers meeting on 22<sup>nd</sup> March will be reviewed by Trustees at the next meeting.

**Action:**

**DC/HF provide the minutes of the Head Teachers meeting on 22<sup>nd</sup> March for 16<sup>th</sup> May School Improvement Meeting.**

## 12 – SEN Review

- JS will give a full report at the next meeting.

**Action:**

**JS to provide full SEN report at the May meeting.**

## 13 – Review Exclusions, attendance and local and national data

- DC will be putting together new reports. Jon Lunn is getting to a stage where he can populate a document for Trustees.
- HF reported that the software Class Room Monitor is due to live and transfer over in June. Feedback from Head Teachers is that it will give a good overview for Governors and Trustees.

**Action:**

**DC to supply new exclusions and attendance data report at the next meeting.**

## 14 – Secondary Focus – Holsworthy Community College

Trustees reviewed the KS3 and KS4 data for Holsworthy Community College.

*A Trustee asked how confident we are with the quality of the data.*

- DC replied he is not confident and feels we are miles off between prediction and outcome. The focus is on quality and not quantity and so we won't be able to check data accuracy until the final results.

*A Trustee asked what the Governors should be asking as the data looks like it's painting a better picture however when you go into school its altogether very different.*

- DC replied he didn't know when next data drop is planned but feedback from learning walks is that the quality of teaching and learning is not good.

*A Trustee asked how do you know that, how are you moderating.*

- DC replied for example in English Vicky Thornton is still going into to Holsworthy to moderate but soon there won't be any MDIF funds to continue the support.
- KS said she has been asking the Head Teacher how are we ensuring the impact of teaching
- DC commented that the new AP and Head Teacher are working together to challenge the impact of teaching.
- Trustees noted things have been taken back to basics and changes are going to take time to embed at Holsworthy.
- DC advised Governors need to continually challenge the Head Teacher with questions such as what are you doing, and when do you expect to see improvement.

## 15 – Primary Focus – Holsworthy Federation Primaries

Trustees reviewed the data received for the Holsworthy Federation Primaries.

- KS noted concerns regarding reading data at Bridgerule and maths is a concern at Black Torrington and Bradford.

A Trustee asked what is the projection for pupil numbers at Bradford in the next few years, as the roll is currently 27.

- **FM to obtain the information from Lisa Paton for the next meeting.**

- NS noted the report shows teaching is good and the children are on task.

A Trustee asked would you say the school has improved a lot over last two terms.

- HF replied yes there has been good impact with new staff and greater depth delivered by the MDIF team.
- NS said the report is very positive.
- A Trustee commented that the Governors need keep an eye on pushing children for Year 6.
- **Trustees agreed two Governors should be available during NS's review visits. NS will ask Governors questions about the school and teaching and learning in line with the new framework. This will help Governors develop their understanding of the school and learn what questions they need to be asking. NS to add Governance to the review reports and record as coaching and feedback.**
- Trustees noted that IM on the reports produced means Inwardly Mobile
- Trustees reviewed the SEN information provided and noted that Governors need to challenge whether they are sure that all children are actually SEN.
- Trustees discussed viability issues and the challenge presented if numbers of pupils dictate a single class.
- **Trustees agreed to focus on Okehampton Primary at the next meeting as the data is not looking good for this year.**

**Action:**

- FM to obtain projection of pupil numbers at Bradford from Lisa Paton for May meeting.**
- NS to add Governance to the review reports and record as coaching and feedback.**
- FM to add Okehampton Primary as the Primary Focus on the meeting agenda in May.**
- FM to invite the Head Teacher and Chair of School Improvement Committee to attend the meeting.**
- FM to upload a copy of Okehampton Primary Visit notes and in-year data to Sharepoint.**

## 16- Review Trust term dates proposed by LGBs' recommend inset and occasional days to Full Trustees

- **DC to obtain 2021 term dates for review.**

**Action:**

- DC to obtain 2021 term dates for review.**

## 17 – LGB Minutes

- Trustees noted Holsworthy's School Improvement minutes show challenge however there are no action points or follow up dates recorded.
- Trustees acknowledged the minutes from Okehampton Primary School which are good and show they are developed as a board.

## 18 - Risks Identified / Forthcoming Changes

- Small Primaries – staff retention, recruitment problems.
- Data risks

- Holsworthy
- Support of staff
- SATS

A Trustee questioned whether parents in the Primaries are happy for their children to have the same teacher for more than one year.

- DC replied on the whole parents in the smaller rural schools like the community element of the school and the comfort of the teacher knowing their child inside out.

A Trustee asked what was the outcome of the ICT problem and Okehampton College.

- TS replied a meeting had been held between the College and parents. Pupils can resubmit work. It has highlighted there was a document that should have been signed by all pupils. An internal investigation is taking place. 25% of the marks are gained from coursework and the pupils affected are allowed to redo the work. For some students this amounts to approximately 10 hours' work.

A Trustee asked what lessons have been learnt, what could we do differently

- TS replied the College have got all the Heads of Departments together where there is course work involved to ensure all the correct paperwork is in place.

## 18 – Meeting Review

- DC fed back the meeting review.

## 19 – Date of next meeting

- Okehampton College – Thursday 16<sup>th</sup> May 2019 - 4pm.
- The meeting concluded at 7pm.

Action Table from 19/03/19		
WHO	WHAT	WHEN
HF	Continue to progress PSHE and S/RE and ensure that schools are more explicit on their websites about what they do.	Ongoing
HF	Audit PSHE internal resources for support options.	16.5.19
DC/HF/JLu	Arrange SEN review with one Secondary and 3 Primary schools and completed by Easter.	16.5.19
IC	Attend Executive Heads meeting to put across the feelings of Trustees regarding the importance of SEN.	March 2019
JS	Investigate the Governance aspects of SEN	Ongoing
DC	Report on Sports Premium at next School Improvement Meeting.	16.5.19
DC/HF	Provide a sample of Executive Leadership minutes for the next School Improvement Meeting.	16.5.19
DC	Discuss Ebaac with Head Teachers and ask them to justify why the percentage of students taking Ebaac is not in line with the percentage of high attaining students and if not, why not. DC to report to Trustees in the meeting on 16 <sup>th</sup> May.	16.5.19
JA	Provide Trustees with correct Trust Improvement Action Plan for review at the next meeting.	16.5.19
DC	Provide a report showing the percentage of non-specialist teachers in front of children, by subject for the meeting in May.	16.5.19
DC	Provide additional information for Trustees and Governors regarding the Ofsted Framework training at Tavistock College on 1 <sup>st</sup> May	7.4.19
DC/HF	Provide the minutes of the Head Teachers meeting on 22 <sup>nd</sup> March for 16 <sup>th</sup> May School Improvement Meeting.	16.5.19
JS	Provide full SEN report at the May meeting.	16.5.19
DC	Supply new exclusions and attendance data report at the next meeting.	16.5.19
FM	Obtain projection of pupil numbers at Bradford from Lisa Paton for May meeting.	16.5.19
NS	Add Governance to the review reports and record as coaching and feedback.	ASAP
FM	Add Okehampton Primary as the Primary Focus on the meeting agenda in May.	16.5.19
FM	Invite the Head Teacher and Chair of School Improvement Committee to attend the meeting.	16.5.19
FM	Upload a copy of Okehampton Primary Visit notes and in-year data to Sharepoint.	16.5.19
DC	Obtain 2021 term dates for review.	16.5.19