

<b>Directors</b>
Iain Grafton
Antony Callcut
Simon Niles
Charlotte Power
Nicola Dunford – Apology Accepted
<b>In Attendance:</b>
Clerk – Sue Howard
Totnes LGB Representative – David Gay
Newton & Teign LGB Representative – Linette Avery

### Minutes

<b>Welcome:</b> Chair IG welcomed everyone to the meeting	
<b>Apologies:</b> Apologies were accepted from Nicola Dunford	
<b>Declaration of Business Interests:</b> There were no declarations of interest declared at this point	
S8.17	<b>Minutes of Previous Meeting</b> The Minutes of the first meeting were approved and signed by the Chair, Iain Grafton. Part I had been made available to the Committee via the google drive prior to the meeting.
S9.17	<b>Matters Arising</b> .1 The Committee noted that the Terms of Reference of the Standards & Curriculum Committee have now been approved by the Board at a meeting held on 8 May 2017.  .2 IG advised the Committee that there is a Babcock Governor Training event specifically for Academy Governors on 5 October 2017 at Dartmoor Lodge. The Committee felt that it would still be more beneficial for the Trust to hold an event themselves. <b>Action IG</b> DG raised concerns around the confusion and to a certain degree, irritation, in relation to the roles and responsibilities, Scheme of Delegation (SOD) for Governors and Directors. There needs to be clarification, perhaps this could be included in the training event. The information flow and communication needs to be addressed and improved upon between Directors and Governors.
S10.17	<b>School Improvement</b> TC had produced various documents prior to the meeting for the Committee including attainment and progress data and pupil premium data. He had also produced comparisons between all the schools within the Trust. Committee members asked various questions in relation to the data and the cohorts. In general, progress looks very positive across the Trust, but Age Related Expectation less so. TC explained that small cohorts in small schools can produce unfavourable results. He continued to add that School Pupil Tracker, the online programme used to report data, is new to some of our schools, so is a learning curve for some of our teachers still. The Committee were advised that moderation takes place internally and externally, as well as during staff meetings and learning walks carried out within the Trust. TC confirmed that there is also Peer to Peer moderation at Pupil Progress meetings to ensure accuracy. For the next meeting, the Committee asked TC for a focus on Maths for Landscape, Writing across the Trust, and a global view of where the gaps are with Teaching Assistant's and the impact around the decisions in relation to funding. Also a variance analysis of SATS results. <b>Action TC</b>  The Committee learned that Heads of School are unable to accurately report on Pupil Premium (PP) and Sports Grant (SG) spending and the impact on pupils, due to not receiving the precise funds allocated to them. There is a risk around PP and the gaps on data provided are too wide.

	<p>Needs to be added to the Risk Register, <b>Action CP</b></p> <p>The Committee will recommend to the Board that this is a priority situation and needs to be addressed as a matter of urgency. They also recommend that there should be a Lead director for PP and SG. <b>Action Clerk for Board Agenda on 3 July 2017</b></p> <p>The Committee will recommend to the Board a Business case for budget reserves in relation to Diptford to be used to enable the four class structure to go ahead. Pupil numbers are dropping at Diptford, pupils are being turned away as we are unable to accommodate them. <b>Action Clerk for Board Agenda on 3 July 2017</b></p> <p>A discussion was had around the admission of pupils with special needs or Education, Health and Care Plan's (EHCP's) and whether we, as our own admissions authority, can be forced to accept them if it can be proven to have a detrimental effect on the school in relation to current pupils, capacity and staff. <b>Action TC to contact Andrew Brent</b>, the Policy and Strategy Officer for Devon County Council to enquire.</p> <p>A pool of Volunteer's in our schools could be an answer in relation to support and assistance in relation to current budget staffing restrictions. This has been known to be successful at other establishments.</p>
S11.17	<p><b><u>Safeguarding Procedures</u></b></p> <p>The Committee were provided with three Safeguarding Reports, they requested that ND forward the outstanding schools as soon as possible. <b>Action ND</b></p> <p>After reviewing the said reports, the Committee were in agreement that there were no issues around Safeguarding that need to be addressed. However, the reporting needs to be more consistent across the Trust with regards to procedures, e.g. bullying and accident reporting. As Safeguarding Director, IG felt this was a successful start to the reporting process for Directors and will continue to be monitored. TC and SH advised the Committee that all Personnel files across the Trust are also being audited, to ensure the correct documents and accurate evidence is held on file.</p>
S12.17	<p><b><u>Attendance</u></b></p> <p>TC reported to the Committee that overall attendance is currently just under 96% across the Trust. The Committee were in agreement that Attendance is generally very good and there are no serious concerns. TC continued to say that letters are being sent to parents when percentage trigger points are reached and he is very confident that it is being robustly monitored and acted upon where necessary.</p>
S13.17	<p><b><u>Local Governing Board's</u></b></p> <p>DG had provided a report to the Committee regarding the 'Strengths' and 'Areas for Development' for the Totnes Hub.</p> <p>LA reported verbally that there were just two items from the Newton &amp; Teign Hub. Strength – the Inclusion Hub at Bearnas Weakness – Computing at Hennock.</p> <p>The Committee gave thanks to DG and LA and said that these reports reiterated the previous discussions around concerns with PP reporting and staffing. The items raised must be followed and evidenced via Governor Monitoring. This Committee will review in a year and see what has changed and progress made.</p> <p>For the next Committee meeting, DG and LA were asked to gather from their Governors, any specifics, suggestions or ideas around a revised Scheme of Delegation. Where do they see their role and what do they expect to see for the Directors etc. <b>Action DG and LA</b></p> <p>There was a proposal for each Director to become a 'Link Director' of a particular School within the Trust. This would not involve monitoring visits or meetings, but more of an informal light touch, providing a positive flow of communication and information between Directors and Governors.</p> <p>IG volunteered to take Diptford, SN, Bearnas and CP, Harbertonford. This Committee will make a recommendation to the Board. <b>Action for meeting on 3 July 2017</b></p>

Link Academy Trust  
Meeting of Standards & Curriculum  
Committee

No.2  
7.06.2017

S14.17	<b>Policies</b> A schedule of policies had been provided for the Committee. These will be brought to future meetings as and when they are due for review.
S15.17	<b>Dates of Future Meetings</b> Dates of future meetings were confirmed as: 3/2017 – 1 November 2017 1/2018 – 7 February 2018 2/2018 – 23 May 2018
S16.17	<b>Extra Item</b> TC proposed that an individual Director has responsibility and oversight for the Church schools within the Trust. This is an important requirement in relation to SIAMS inspections and the relationship with the Diocese. There is already a Local Governor with this responsibility within the Totnes Hub. The Committee recall that Fiona Walters was appointed for this role. <i>Action - Recommendation to the Board at meeting on 3 July 2017</i>

**Meeting Closed 7.50pm**

**Signed as approved copy by Chair – Iain Grafton**

.....  
**Date 1.11.17**