

Standards & Curriculum Committee

Meeting – Part I Minutes			
Date/Time	16 September 2020 5pm	Location	Conducted using the online platform MS Teams due to the Covid-19 pandemic and social distancing rules. The Chair and ATSIL were present at Landscope School House.

Attendees	Initials			Attendees	Initials		
Jane Collings	JCO	Chair		Nicola Dunford	ND	CEO	
Jason Hayward-Jones	JHJ	Trustee	Until 18.30	Fiona Walters	FW	Trustee	

Apologies	Initials
Corinna Tigg, Raleigh Hub	CT
Cat Radford, Totnes LB	CR

Absent Apology	without	Initials

In Attendance	Initials	(anyone who is not a Trustee)
Rachel Hill	RH	Clerk
Sarah Clarke	SC	Academy Trust School Improvement Lead (ATSIL)
Jo Carter	JC	Woodleigh Representative
Dominic Course	DC	Moretonhampstead Representative
Lynda Cooper	LC	Newton & Teign Representative

Minutes to
Attendees
Absent
School Website

	Agenda	Led by
	Welcome and Apologies	JCO
	Declaration of Business Interests	JCO
	Minutes of the previous meeting	JCO
1	Matters Arising	JCO
2	Terms of Reference	Chair/CEO/Clerk
3	CEO's Report	CEO
4	ATSIL's Report	ATSIL
5	Data. Previous year outcomes monitored against Trust predictions	ATSAO
6	ASIP and ATSIP scrutiny and discussion	ATSIL
7	July leavers	CEO
8	KCSiE	CEO
9	SEND and Safeguarding	CEO
10	Trust Risk Register	Chair
11	Ofsted Visits	CEO
12	Scheme of Delegation Local Board section	CEO/ATSIL
9	Updates from Local Boards	Local Boards
10	Policies	All

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	Details of discussion	Decision or Action
	<p><u>Welcome and Apologies:</u></p> <p>The Chair welcomed all present to the meeting.</p>	
	<p><u>Declaration of Business Interests:</u></p> <p>The CEO and Dominic Course (DC) declared their business interest as Directors of South Dartmoor Academy during the closure of this empty MAT.</p>	
	<p><u>Part 1 Minutes of the meeting dated 17.06.2020:</u></p> <p>The Part 1 minutes of the meeting dated 17 June 2020 were confirmed as a true and correct record and will be signed at the next face to face meeting. Part II minutes will be signed at the next face to face meeting.</p>	Action Chair/Clerk
1	<p><u>Matters Arising from meeting dated 17.06.2020:</u></p> <p>1.1 <u>Item 4. Percentage of pupil engagement with online learning.</u> The CEO reported. Over 300 replies were received from the survey. Responses were of a high quality. It was evident from the survey that parents had experienced difficulty delivering the learning required during lockdown.</p> <p>1.2 <u>Item 4. Summary to describe the future of e:learning.</u> This is covered within the CEO's report.</p> <p>1.3 <u>Item 6/7. Provision for SEND families.</u> This is covered within the CEO's report.</p> <p>1.4 <u>Catch Up Fund update.</u> This is covered within the CEO's report.</p>	
2	<p><u>Terms of Reference:</u></p> <p>Annual Review to check that:</p> <ul style="list-style-type: none"> • Membership is appropriate • Duties are relevant • All duties have been covered at some point during the year and it aligns with the Scheme of Delegation. <p>It was agreed to recommend to the Board of Trustees the following changes:</p> <ul style="list-style-type: none"> • The word Directors to be replaced by Trustees • To add the Academy Trust School Improvement (ATSIL) lead to the membership of the committee. • To note that the Finance & General Purposes committee will approve the draft Admission Statements. <p>Clerk to Action changes.</p> <p>It was agreed to recommend to the Board of Trustees that Jane Collings is appointed as Chair of the Standards & Curriculum committee for a further 12 months.</p>	Action Clerk

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<p>3, 5 & 11</p>	<p><u>CEO's Report:</u></p> <p><u>Trust-wide INSET on Teams</u> A Trust-wide INSET on Teams was held at the start of the Autumn term. The two main themes were education reimagined and the new role of technology. The Vision was reviewed and those present looked at adding a statement around being in tune with 21st century learning through blended and hybrid learning.</p> <p>The impact of Covid was also reviewed. Curriculums were examined and tied in with the parent's survey. Those present also referred to an Ed-Tech Festival held in July.</p> <p>All participants completed a summary at the close of the meeting.</p> <p>Schools then worked together to develop hybrid learning for their schools.</p> <p>It was agreed that the Catch Up Fund would be prioritised for the purchase of IT equipment and making sure families have as much access as possible. An action plan has now been implemented.</p> <p><u>Recovery Curriculum</u> The Recovery Curriculum was drawn up from the INSET day with schools looking at pupils on an individual basis. The disadvantaged pupil's gap is to be addressed and also the gap for all of our pupils. This is being led by the ATSIL.</p> <p><u>IT Audit</u> An IT audit has taken place for all families. This has identified what the Trust needs to achieve by Christmas. Teachers are recording and videoing lessons. It is a basic plan but with provision for all.</p> <p>Jo Carter (JC) asked whether a library of recorded lessons would be made available to all schools? The CEO replied affirmatively and also advised that parents will be able to access this bank of resources.</p> <p>FW asked if quality control of the site would take place? The CEO replied that Academy Heads have been given the responsibility for this.</p> <p>Jason Hayward Jones (JHJ) noted that it would be useful for the committee to receive a plan of how online learning would be rolled out so that it can be tracked throughout the year. The CEO agreed to this.</p> <p>An assessment has taken place from the period of home learning. The Inclusion Hubs will take on specific work with special needs pupils.</p> <p><u>Power BI</u> The Trust will be using Power BI. Power BI is an online business analytics service powered by Microsoft. It aims to provide interactive visualisations and business intelligence capabilities with an interface simple enough for end users to create their own reports and dashboards. Every school will have a data dashboard. There will also be a Trust-wide data dashboard. This will enable the Trust to make comparisons between schools.</p> <p>Jason Hayward Jones (JHJ) asked if local boards could have access to the data dashboards? The CEO replied affirmatively and added that access would be monitored for safeguarding reasons.</p>	<p>Action CEO</p>
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Staffing

The CEO advised that the Academy Head of Broadhempston Village Primary School had handed in his notice and would not be returning to work. The Academy Head at Landscope C of E Primary has agreed to take up this post as an interim role until December. It was noted that the committee would fully support her in this role and her efforts were much appreciated. The Academy Trust Data & Standards Lead will be delivering training and support and the ATSIL and Executive Academy Head of Diptford & C of E Primary schools will also assist during this period.

The meeting moved to Part II minutes

The meeting returned to Part I minutes

Ofsted Visits

From 28 September to December Ofsted will undertake interim visits. There is no expectation on presenting paperwork at these visits. The ATSIL is working with Academy Heads on questions they may ask and the areas Ofsted may wish to cover. If major issues are found Ofsted will immediately proceed to a full inspection. As of January 2021 Ofsted will return to deep dives.

The Chair of Newton & Teign as if there was an expectation for governors to meet with Ofsted during the visit? The CEO replied that at present Ofsted were advising not, but if governors would like to meet with them then they could.

The Chair of Newton & Teign asked do you want governors to be part of the conversation? The CEO replied that it would be useful if AHs and governors were present but it would be at their discretion. They could be remotely appraised as well. It was important to show that schools were supported.

The schools that might receive an Ofsted visit were discussed.

SIAMS Visits

The CEO advised that SIAMS will not be undertaking any visits this or next term. The MAT review with the Diocese will take place on 30th September and the Chair of the Board of Trustees and the CEO will attend.

Catering

The Hennock Primary School kitchen now provides meals for Bearnas. The Moretonhampsted kitchen is supplying meals to Ilsington who are delighted with the service and quality.

CIF bids

A CIF bid for Tedburn St Mary was completed during the summer term and two more at the beginning of the summer holidays. CIF funding has been used for a new roof for Yeoford. The heating and lighting at Broadhempston are being upgraded which is causing some upheaval. One class has now been moved into the Village Hall. The work at Ilsington remains in the planning stages. The new classroom at Bearnas is nearly finished. The alterations to Landscope School House are working well with divisions yet to be put up. The Widecombe entrance has been reconfigured and looks much improved.

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4 & 11	<p><u>ATSIL's Report:</u></p> <p>The ATSIL advised that her report fed into the CEO's report.</p> <p><u>Recovery Curriculum</u> SC gave some background information about the Recovery Curriculum. The Recovery Curriculum originated from a piece of work shared by the Academy Heads over the summer and was based around the premise of five losses and five levers and placed wellbeing at the centre of children returning to school. The Recovery Curriculum doesn't go straight to the knowledge gap but gives time for children to return to a place of learning. TA's are undertaking training in this curriculum as well. The Recovery Curriculum will sit alongside the Trust's curriculum. Schools are uploading their Recovery Curriculum's onto their websites and Stoke Gabriel is an outstanding example of excellence in this.</p> <p><u>IT Issues</u> FW asked if Moretonhampstead's server was still down? The CEO replied that it had had to be rebuilt. DC added that there had been some frustration amongst staff with this issue and that it demonstrated the need for all of the Link's Academies to be IT ready. FW asked about the situation for other schools. The Chair of the Woodleigh Local Board agreed to find out if Cheriton Bishop's IT issues had been resolved. The CEO advised that Broadhempston and Landscope had had some issues but that Limbtec were working hard to improve the situation.</p> <p><u>Ofsted Visits</u> The ATSIL, at the request of the Chair of the Board of Trustees, has produced an summary of Ofsted Visits to date. The Clerk will place this document on SharePoint.</p> <p>JHJ asked if Ofsted were planning to look at the online offering (or components of it) during their visits? The ATSIL said that they would and that blended learning is now top of all of Academies ASIPs.</p> <p><u>Local Board Annual Cycle of Focussed Visits 2020</u></p> <p>A document titled Local Board Annual Cycle of Focussed Visits 2020 has been produced by the ATSIL. This document updates the role of a Local Board Member and addresses the issues to be covered in the two focus visits per half term. The Clerk will place this document in SharePoint. Local Boards will be asked to feedback on these focussed visits at the Standards & Curriculum meetings.</p> <p><u>Staff Training</u> The NVQ model is being emphasised this year. The Academy Head programme started last week with the CEO. The TA programme will continue with an emphasis on vocabulary. The NQT programme will not run this year. The Hubs programme will be developed with new subjects.</p>	<p>Action Woodleigh LB Chair</p> <p>Action Clerk</p>
5	<p><u>Data. Previous year outcomes monitored against Trust predictions</u></p> <p>At present data is frozen. A fuller report will be available once Power B1 is fully operational.</p>	
6	<p><u>Academy School Improvement Plans (ASIP) and ATSIP scrutiny/discussion.</u></p> <p>The ATSIL reported that ASIPs are still being refined.</p>	
7	<p><u>July Leavers:</u></p> <p>The CEO reported that video tours had been made available from some schools. In general Secondary School links were poor and will be fostered in the future. LC added that she had been really impressed with QE.</p>	

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8	<p><u>KCSiE</u></p> <p>The Clerk advised that the KCSiE Part Two document – The Management of Safeguarding – had been circulated to all Trustees at the request of the HR Officer. All Trustees had confirmed that they have read this document and that the HR Officer had been advised so that she may update the Single Central Record. All Local Board Governors have been requested to do the same.</p>	<p>Action Local Board Governors</p>
9.	<p><u>SEND and Safeguarding:</u></p> <p>The CEO reported. A few issues have arisen and are being dealt with. There is nothing to be considered at Trustee level. Alex Waterman is undertaking a trail of schools and in the second half of the Autumn term Safeguarding Audits will take place.</p> <p>DC asked is staff had followed up on families in need who had been delivered hampers during lockdown? The CEO replied that this would be done through Academy Heads. With school meals now in place these families should be catered for.</p> <p>JCO asked what attendance figures were to date since the start of term? The CEO replied it varied with some 100 per cent and some less due to either being tested for Covid or off sick. Widecombe Primary School has had a rash of colds. All ill pupils were tested and proved negative. The same had happened at Drakes today. Most pupils have returned to school cheerful. DC asked if the flow chart could be sent to all parents?</p>	<p>Action CEO</p>
10	<p><u>Trust Risk Register</u></p> <ul style="list-style-type: none"> • ES&A Section of Risk Register • Safeguarding issues within the KCSiE to be incorporated <p>The best way to update the Risk Register was discussed. It was agreed that the Trust Risk Register should be a standing Agenda Item. The CEO advised that updates should be agreed at committee meetings but the updating of the document should be given time by committee members and areas looked at in detail. As the Trust Risk Register is in SharePoint a committee member should mark-up changes in this location and then add their initials and date. These changes could then be agreed at the next committee meeting. The CEO agreed to prioritise the next issues to look at within the Trust Risk Register and advise the Chair and JHJ.</p> <p><u>Risk Assessments</u></p> <p>Risk Assessments for all Academies have been drawn up. JHJ and the Chair have read through all of these RAs. JHJ thought that they required further work. The CEO replied that writing the RAs was an intricate process which required work and thought and advised that she would go back to AHs and ask them to adapt the RA's to their needs.</p>	<p>Standing Agenda Item</p> <p>Action CEO</p> <p>Action CEO</p>
11	<p><u>Ofsted Visits</u></p> <ul style="list-style-type: none"> • What to expect from a visit. • Summary of Ofsted reports. <p>Please refer to Agenda Items 3 and 4 above.</p>	

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12	<p><u>Scheme of Delegation</u></p> <p>The ATSIL advised that the Scheme of Delegation had been updated over the lockdown period and that she had written a Local Board communication model paper that will be brought to the Board of Trustees.</p> <p>The idea at the moment is that there will be a parent representative from every school on the Local Board. No Local Board will have more than six schools. Each school will need to be represented by one member of staff. Each Local Board will be represented by one Academy Head. This can be rotated. Each school will be represented by a community governor. The minimum number of governors for each school will be seven and the maximum number of governors 19. A contingency will be in place for an associated governor who can help for the life of a project. The one given for each school is that they must be represented by a member of staff and parent.</p> <p>JCO asked if this document could be placed in SharePoint? The CEO advised that she would do this once it had been reviewed by Trustees. Thanks to Lynda Cooper, Jo Carter and Cat Radford for their work on the Scheme of Delegation were noted.</p> <p>Lynda Cooper noted that staff governors were difficult to appoint. The CEO advised that staff governors could be drawn from school TAs, Admin. or caterers. DC advised that Moretonhampstead had found it worked best if two staff members were appointed who could then alternate meetings.</p>	
13	<p><u>Local Board Reports</u></p> <p>LC asked if there were any questions from the committee to the Local Board reports submitted? No questions were raised. The ATSIL thanked the Local Board Chairs for their minutes and time, saying that it was really valued and important.</p> <p>DC apologised for the lack of a written report from Moretonhampstead. He had met with the AH today and could put notes from the discussion in writing.</p>	

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14	<p><u>Policies to be approved</u></p> <p>Carried forward from Summer Term: Outdoor Ed. Visits; Visitors & Volunteers Code of Conduct; Pupil Premium; Collective Worship; Sex and Relationships; Spiritual, Moral, Cultural and Social Development; Intimate Care; Teaching & Learning; Mobile Phone; Safe Collect of Children</p> <p>To be approved Autumn Term: Behaviour; Anti Bullying; Looked After Children</p> <p>The CEO advised that she would draw up a schedule for Academy Heads to review the above policies over the Autumn Term.</p> <p>Looked After Children Policy. It was noted that all Boards need to nominate their LAC Governor. DC asked if the responsibility of the LAC Governor sat with the Safeguarding Governor? JCO noted that the answer to this needed to be made explicit within the Policy.</p> <p>Sex & Relationships Policy. These will be sent to parents for comment.</p> <p><u>Behaviour Policy</u> DC had a query about sanctions within the Behaviour Policy. The CEO advised that Local Boards should be looking at sanctions.</p> <p><u>Pupil Premium</u> JCO noted that the policy mentions that Directors are not Trustees. Music was discussed. The CEO thought that this should be delivered to all children. FW advised that the opera competition could be run again for PP.</p>	Action CEO
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Date of next meeting			
Date/Time	25 November 2020	Location	TBA