

## Standards and Curriculum Committee

Meeting – Part I Minutes			
Date/Time	29 January 2020 5pm	Location	Landscape House, Landscape

Attendees	Initials			Attendees	Initials		
Jane Collings	JCO	Chair		Fiona Walters	FW	Trustee	
Jason Hayward-Jones	JHJ	Trustee					

Apologies	Initials	Reason
Alice Moseley – Woodleigh LB Representative	AM	Could not find venue

Absent without Apology	Initials
Raleigh Representative	LB

In Attendance	Initials	(anyone who is not a Trustee)
Rachel Hill	RH	Clerk
Nicky Dunford	ND	CEO (from 18.06)
Sarah Clarke	SC	Academy Trust School Improvement Lead (ATSIL)
Cat Radford	CR	Totnes LB Representative (18.06 arrival)
Lynda Cooper	LC	Newton & Teign LB Representative

Minutes to
Attendees
School Website
Absent

	Agenda	Led by
	Welcome and Apologies	JCO
	Declaration of Business Interests	JCO
	Minutes of the previous meeting	JCO
1	Action List from November Meeting	JCO
2	Update from Academy Heads meeting 23 January 2020	SC
3	Update from Local Boards. Winter term business – Spring term business for local boards SEND, PP, Curriculum	LB Representatives
4	School Improvement Mapping and Pupil Progress links to Academy Strategy. Improvement Plan Priority 1 and 4.	SC/ND
5	Trustee visits into Schools. To agree location and purpose.	Trustees
6	Policies to be approved. Curriculum (LL & SC), Missing Child (FW), Positive Handling (JCO), Safe Collection of Children (JHJ), SEND (AW/ND)	As noted
7	Away Day 28 February 2020	ND
8	Safeguarding	ND
9	New Leadership Structure	ND/SC

Agenda Number	Details of discussion	Decision or Action
	<p><b><u>Welcome and Apologies:</u></b></p> <p>The Chair welcomed all present to the meeting.</p>	

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Agenda Number	Details of discussion	Decision or Action
	<p><b><u>Declaration of Business Interests:</u></b></p> <p>There were none.</p>	
	<p><b><u>Minutes of the previous meeting dated 27 November 2019:</u></b></p> <p>The minutes of the previous meeting dated 27 November 2019 contained errors as follows:</p> <ul style="list-style-type: none"> <li>• <u>Item 3. Effectiveness of Pupil Premium Strategies</u> The N&amp;T and Woodleigh Chairs suggested that the IH Manager attend the mid spring Local Board Working Party meeting. The date of this meeting is the 6<sup>th</sup> February and not the 13<sup>th</sup> February as minuted.</li> <li>• <u>Item 4. Data and SATs outcomes for 2018-2019</u> First sentence to read 'The CEO reported that we are still awaiting the Achievement, Standards and Progress (ASP) reports'.</li> <li>• <u>Item 6. Academy School Improvement Plans</u> Instead of the word Mocksted the sentence to read 'When conducting her Inspection Ready Days she has noted that the visions and values are permeated through the schools and strengthening curriculum. Vocabulary is a focus from Ofsted currently and the two Academies have been undergoing training to strengthen this.</li> </ul> <p>It was agreed that the Clerk would amend the minutes dated 27 November 2019 and present them at the next meeting of the Standards and Curriculum committee for approval.</p>	<p><b>It was agreed that the Clerk would amend the minutes dated 27 November 2019 and present them at the next meeting of the Standards and Curriculum committee for approval.</b></p>
1	<p><b><u>Action List and Matters Arising from November meeting:</u></b></p> <ul style="list-style-type: none"> <li>• Clerk to ensure all Local Boards Trustees and Clerks sign the code of conduct annually</li> <li>• Clerk to email all Local Boards the Code of Conduct with a copy to FW.</li> <li>• It was noted that Local Board Governors and some Trustees have access issues to the Standards and Curriculum folder on SharePoint. It was agreed that the Clerk would ask the Trust Business Manager (Matt Matthews) and HR (Sue Howard) to look into the issue. In the interim, the Clerk was asked to email all documents.</li> <li>• FW to bring the Trust Risk Register to full governing board.</li> </ul> <p>It was agreed that all other items from the Action List of the previous meeting had been completed.</p>	<p><b>Clerk to email all Local Boards the Code of Conduct with a copy to FW.</b></p> <p><b>Clerk to ask the Trust Business Manager and HR Manager to look into the reason why Local Board Governors and some Trustees can not access SharePoint.</b></p> <p><b>FW to bring the Trust Risk Register to the full governing board.</b></p>
2	<p><b><u>Update from Academy Heads meeting 23 January 2020:</u></b></p> <p>The Academy Trust School Improvement Lead (ATSIL) reported in the absence of the CEO and tabled the agenda for the Academy Heads meeting dated 23.01.2020.</p> <p>An update had been given by Limbtec the IT provider. They had advised that they</p>	<p><b>CEO and Trust Business Manager to provide a timeframe for when the service provided by</b></p>

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	<p>are currently working under challenging circumstances. The Chair noted that the Trust is commissioning Limbtec. JCO expressed concern about the impact the lack of service was having on Head Teachers and children. The committee agreed they would like to be advised by the CEO and the Trust Business Manager the timeframe for when the service provided by Limbtec would be operational.</p> <p>It was agreed that the Standards and Curriculum committee would like an update from the Board of Trustees on the 10<sup>th</sup> February 2020 as to whether Limbtec is fit for purpose and complying with contractual obligations.</p> <p>Academy Heads had then discussed progress based on conclusions drawn from school data pictures. What progress looked like for children in 2019 and for the previous 3 years was considered.</p> <p>Staff CPD opportunities and training had also been discussed. <a href="#">JCO asked if the Academy was considering training staff in Mental Health First Aid?</a> JCO to send the ATSil a link for this training.</p> <p>Delegates had then looked at the Improvement Offer Map and values. Training was discussed, It was agreed that SEND and Safeguarding training opportunities should be made available to all TAs, part-time as well as full-time staff.</p> <p>SC will write up the Value Statement, this will be discussed at the next Academy Heads meeting. SC agreed to report back to Trustees once there was a solution.</p> <p>Further details about the Improvement Offer Map are minuted under item 4 below.</p> <p>The peer to peer leadership network around the Dioces had been discussed during the afternoon programme.</p> <p>The Trustees thanked SC for her report.</p>	<p><b>Limbtec will be fully operational.</b></p> <p><b>It was agreed that the Standards and Curriculum committee would like an update from the Board of Trustees on 10<sup>th</sup> February as to whether Limbtec is fit for purpose and complying with contractual obligations.</b></p> <p><b>JCO to send the ATSil the link for Mental Health First Aid training.</b></p> <p><b>SC to write up the Value Statement for the Improvement Offer Map and share with Trustees.</b></p>
4	<p><b><u>School Improvement Mapping and Pupil Progress links to Academy Strategy. Improvement Plan Priority 1 and 4:</u></b></p> <p>Sarah Clarke (SC), The Academy Trust School Improvement Lead (ATSil), handed a draft copy of the Academy Improvement Offer Map to those present. This had been discussed at the Academy Heads meeting on the 23.01.2020. SC advised that she would continue working on the Link Academy values as they were integral to the School Improvement Offer Map.</p> <p><a href="#">The Newton &amp; Teign Local Board representative asked whether the Inclusion Hub could be reflected through the improvement offer?</a> SC replied that Inclusion Hub training could be added as a whole item.</p> <p><a href="#">JCO asked what the feedback from the Academy Heads was to the report?</a> SC replied that they had added Administrator network meetings. The Ethos Committees had also added the importance of Church Schools.</p> <p><a href="#">JCO asked whether the annual cycle of business of local boards could sit within the context of the report?</a></p> <p>SC advised that the golden thread throughout the report included the aims and objectives of the Trust, School Improvement Plans, and appraisals.</p> <p><i>Clerk Note: Pupil Progress links to the Academy Strategy was discussed after the arrival of the CEO at 18.06 and is minuted below.</i></p>	<p><b>SC to add Inclusion Hub training into the School Improvement Offer.</b></p>

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<b>5</b>	<p><b><u>Trustee visits into Schools. To agree location and purpose:</u></b></p> <p>JCO asked how do Trustees (Ethos committees) visit schools and get a feel of ethos? How can the Standards &amp; Curriculum committee link into the improvement offer? JHJ asked whether the work of the report could be incorporated into the annual agenda of Standards &amp; Curriculum meetings? SC agreed to reflect on this and added that she could place a Trustee termly visit roster into the report. JCO added that visits should dovetail in with the annual cycle of visits.</p> <p>JHJ suggested Trustees could offer a minimum number of visits per annum. SC asked what is the role of the Trustee going into a school? FW replied that her role was to comply with the requirements of the Diocese. JHJ suggested that a new governor, who was good at School improvement, would be helpful in this role. It was agreed that the Trustee role was an observing and learning one in this context.</p> <p>SC agreed to place Trustee visits into the timetable. JHJ suggested co-inciding them with an existing event. SC agreed to share the visit dates. Trustees agreed to identify which ones they could attend.</p>	<p><b>SC to place Trustee visits into the timetable and share the dates with the committee. Trustees to advise which dates they can attend.</b></p> <p><b>It was agreed that the Trustee purpose for schools visits was for observing and learning.</b></p>
<b>9</b>	<p><b><u>New Leadership Structure:</u></b></p> <p>SC tabled the new Senior Leadership Trust structure and the new Central Business Team Structure documents.</p> <p>The Central Business Team structure was discussed. It was noted that a Data Protection Officer (DPO) has been appointed. This role started in September.</p> <p>Within the new Senior Leadership Structure Alex Waterman is now the Academy Trust Safeguarding and SEND Lead. The School Standards and Educational Outcomes Lead has become an outcomes based role on 2.5 days a week. Andy Key is now the Academy Trust Data &amp; Standards Lead. He has also picked up a further day to support the two new Academy Heads. He will be working three days a week at Tedburn St Mary and 1 day a week supporting Ilsington, Moretonhampstead and Widecombe Academy Heads. The three new schools will join the Link Academy Trust on 1<sup>st</sup> February 2020. JCO asked how are the new schools? SC advised there is a wide disparity as to how they have been supported compared to how the Link Academy Trust supports their schools. TAs from the new schools have attended training. The Trust is also sharing how we operate in data. The Academy has recently raised a substantial amount for the nursery at Ilsington Primary School. The Academy Trust RE and SIAMS Lead role is proving effective and work on the new RE syllabus is being shared. JHJ asked do we know what the state of play with their governors is? SC replied they will go through the same process as Otterton and Drake. It is thought that they will form one governing hub. The committee agreed it was worth considering where Newton and Teign sit in relationship to the new schools. It was agreed to ask the CEO to consider merging the Newton and Teign Hub with South Dartmoor.</p> <p>The committee noted that they were concerned about staff workload within the new Senior Leadership Structure and that they hoped current staff capacity could ensure that the South Dartmoor schools were well embedded and felt part of the new organisation. SC advised that she was more supported now with the additional schools than she was before.</p> <p>The Totnes Local Board representative and the CEO arrived at 18.06.</p>	<p><b>CEO to be asked to consider whether the Newton and Teign Hub could merge with South Dartmoor.</b></p>

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<b>8</b>	<p><b><u>Safeguarding:</u></b></p> <p>The CEO tabled the Safeguarding summary sheet and advised that there were no real issues. Two parent complaints had been received.</p> <p><b>The meeting moved to Part II minutes</b></p> <p><b>The meeting returned to Part I minutes</b></p>	
<b>3</b>	<p><b><u>Update from Local Boards:</u></b></p> <p>Representatives from two Local Boards, Newton &amp; Teign and Totnes, were present.</p> <p>Lynda Cooper (LC) advised that Newton &amp; Teign visits will take place after half term.</p> <p>It was agreed that Action Updates from Local boards would be sent to the Clerk to onforward to Trustees.</p> <p>Questions raised by Ofsted at Landscope Primary School were discussed. The S&amp;C committee agreed that Pupil Premium (PP) and Sports Funding should be a constant agenda item for the Autumn second term meeting. The Totnes Representative asked if the impact of wider policies could be added to this.</p> <p>The CEO continued that the difference in emphasis of the recent Ofsted visit is that if Inspectors find something wrong they then question if it is systemic and should be tested. On return visits they test again on more 'deep dives'. They want to look at SIPS and ensure it is in curriculum plans. Then they ask the children what they have been taught and what they remember. They are looking for unconscious competence. It was agreed that the CEO would share the questions Ofsted had asked.</p>	<p><b>Action Updates from Local Boards to be emailed to the Trust Clerk to onforward to Trustees.</b></p> <p><b>The committee agreed that PP and Sports Funding should be on the annual cycle for the second Autumn term meeting. The impact of wider policies to be added to this.</b></p> <p><b>CEO to share the questions raised by Ofsted at their recent visit to Landscope Primary School.</b></p>

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<p>4 ctd.</p>	<p><b><u>School Improvement Mapping and Pupil Progress links to Academy Strategy. Improvement Plan Priority 1 and 4 continued:</u></b></p> <p>The CEO tabled Trust Data for 2019 and advised that Pupil Progress links to the Academy Strategy.</p> <p>At the Academy Heads meeting those present had looked at the possible reasons why the well above average columns are in decline. In Reading, a number of schools progress scores have dropped from five to one. The picture in Writing and Maths is also unstable. <b>JCO asked why does Hennock Community Primary School have an average of -3.3 in Reading?</b> The CEO advised that this was because in the previous year the school had been suppressed and they hadn't made the progress. <b>JCO asked why haven't they made the progress?</b> The CEO replied that a score of average and above was acceptable. Trustees were encouraged to look at Trust level data, not at individual schools. SC added that there had also been a slight change in the test papers. Some children had struggled to get through the amount of reading that was required within the test. It had been noted that Habertonford KS1 data was over inflated.</p> <p>Academy Heads were then asked to talk to their data. It was agreed to work from this data to agree what needed to be improved, what progress could be made and how. Those present had looked at each of the areas to get some in depth thought and understanding as to why the drop in progress had occurred. This information was then mapped. Heads were asked what they were going to do to improve progress within their school. SC noted that the Academy Trust Data and Standards Lead will be integral in this mapping progress. It was agreed that data needs to reflect what is happening in schools. Data in KS1 should be realistic and not aspirational.</p> <p><b>The Chair asked for clarification about how Trustees could keep track of progress data and also asked what Ofsted were interested in?</b> The CEO responded that Ofsted wanted to look at curriculum approaches to ensure planning was in place. Planning had to be progressive and with end points. JHJ added that the data looked quite alarming but that there is an individual child story behind the data which makes a big impact.</p> <p>It was agreed that Trustees would email the CEO with any questions they might have on the report. It was agreed that reading Local Board reports would also assist Trustees with understanding the individual child stories behind the data.</p> <p>The Newton &amp; Teign representative left the meeting at 18.55.</p>	<p><b>It was agreed that data should reflect what is happening in schools and data in KS1 should be realistic and not aspirational.</b></p> <p><b>Trustees to email the CEO with any questions they might have on the Trust Data 2019 report.</b></p>
<p>6.</p>	<p><b><u>Policies:</u></b></p> <p>The following policies were reviewed and it was agreed to put them forward to the Board of Trustees for final ratification:</p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• SEND Policy</li> <li>• Missing Child Policy</li> </ul> <p>The following Policies require further work and will form an Agenda Item for the next S&amp;C meeting:</p> <ul style="list-style-type: none"> <li>• Curriculum Policy (LL and SC to review)</li> <li>• Safe Collection of Children (JHJ to review. Clerk to email a copy of the Policy)</li> <li>• Positive Handling (waiting for Becky)</li> </ul>	<p><b>Curriculum, Safe Collection of Children and Positive Handling to be reviewed at the next meeting. Clerk to email a copy of the Safe Collection of Children Policy to JHJ.</b></p>

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<b>7.</b>	<p><b><u>Away Day 28 February 2020:</u></b></p> <p>The CEO advised that she is currently working on the agenda. It is anticipated that Vision and Values will be reviewed. Curriculum implementation and planning will be included.</p>	
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The meeting closed at: 19.10

Detail of next meetings			
Date/Time	29 April 2020 17 June 2020	Location	Landscape House, 5pm

First issue 04022020 RH