



# Eynsham Partnership Academy

Registered in England & Wales Company No. 07939655

## EPA Directing Board Standards Committee Minutes of the Meeting held on Wednesday 11 January 2017 at 5:30pm in Craig's Office

**Present:** Hilary Emery (HE) (left at 18.52), Jane Osborne (JO), James Bird (JB), Sarah Kerswell (SK), Frances Bartlett (FB), Anne Carter (AC)

**In attendance:** Craig Thomas (CT), Beth Bedford (BVB), Clerk for this meeting

**Apologies:** Jenny Faulkner (JF) and Andy Hamilton (ASH)

| Item   | Action    |
|--|-----------|
| <p><b>1. Declaration of Interests</b><br/>No declarations were made.</p> <p><b>2. Minutes of the Meeting held on 17 October 2016</b><br/>The minutes of the previous meeting were agreed as accurate except that ASH isn't marked as present but he should have been. This correction to be made.</p> <p><b>3. Matters Arising from the last minutes</b><br/>3.1.2 Every school has an EYFS governor and Catherine Barker (CBL) has a list.<br/>3.1.3 This will be monitored at the next meeting as governors won't yet have had opportunity to monitor AP1 data as they won't have met.<br/>3.1.5 The action plan is finalised. Policies – Jane Watret (JW) and Mike Lawes are still working on these.<br/>3.1.6 SK has sent the primary DP to KH for GovernorHub but hasn't checked whether it is available on there.</p> <p>All schools due for review have had this completed by the end of the 2016 calendar year.</p> <p>5. SK and JB's job descriptions (JD) have been completed, in consultation with JW. SK queried who these should go to next, adding she and JB are happy with them in their current state. JO suggested they be sent to PC and ASH for final approval. AC asked concerning review of these and whether this should be done annually with SK responding this would be done so for JB at the point of his performance management. Discussion then took place regarding the need for review of the PEL's JD. FB noted the risk of drawing up a JD which simply describes the way in which an individual may be working rather than clarifying the role needed by the EPA. JO assured the committee that PC is aware of this.</p> <p>Top of page 3 – JO advised communication with the CoG of any school requiring a Task Group (TG) needs formalising. JB commented that he is meeting with CoGs individually.</p> <p>Discussion took place regarding whom a CoG should contact if they have issue with the Head of their respective establishment with it being agreed this should be taken back to ASH. BVB reminded the meeting of her role, in supporting ASH, and given how well she understands the functioning of the EPA, she could be called upon to refer any CoG queries or concerns to the most appropriate person.</p> <p><b>10. Date of Next Meeting</b></p> <p>It was suggested to meet on either Thursday 16 March at 5.30pm or 22 March at 5.45pm, depending on KH's availability to clerk. It was then suggested to hold a meeting on governance and communication but FB suggested having a TG meet, with 3 committee members, on a</p> | <p>KH</p> |

separate date. It was also agreed not to set any further meeting dates until the schedule of work is finalised.

SK/JO

#### 4. School Improvement

- **SIO and PEL:** SK advised that two EPA schools are RI (EPA rating) which are the main focus but 3 schools are being supported with a Task Group. SS and ECP are the main focus. JO queried whether TG reports can go to all governors but JB cautioned not due to the sensitivities involved with individual staff being identified. It was also agreed it would be inappropriate for this committee to receive these as it would be deemed as being too operational. SK and JB advised these visit notes are very action focussed. The TG is made up of the Headteacher, JB, SK, Deputy Headteacher and FB (for SS and SHS) and Christine Malone attended the last ECP meeting but she doesn't attend regularly. JB and SK will then consider the reviews recently conducted by the diocese and will draw up an action plan. FB noted the worthiness of doing so, particularly when Ofsted come calling.

SK advised there is lots going on in the different schools but there is a shift in thinking, SK expressing the view this is because the partnership is stronger and a much sharper focus has been established, with JB adding what is required to be seen in classrooms and books is established and now it is hoped to see the impact resulting from this. HE asked if the governors are seeing the review reports with SK confirming this, assuming the CoG has shared this with the LGB. CT queried whether this is the point at which ASH would/should get involved, to support the work undertaken by SK and JB. SK advised now the draft protocol is in place, once this is agreed and established, it can become clearer as to what action should be taken and by whom. She added there were no surprises resulting from the reviews. HE asked the expected timeline for the schools to come away from the risk of RI with JB advising a year from when the review took place so the clock is ticking.

JB/SK

JB and SK advised they will be visiting a SIAMs Outstanding school in Gloucestershire this week, to seek examples of good practice.

JB drew attention to the Data analysis notes he had produced. He advised there are still too many children at below age related expectation (ARE) and focus is being centered on this. Jackie Cousins (JC) will attend the SLG conference in March. FB asked if any major change in the process is anticipated with JB and SK advising not. AC asked if there is consistency across the board with JB responding much more so this year than last. SK commented the need, however, for each school to ensure it is presenting its data in such a way that accurately reflects the situation in each establishment. She added the need for confidence. The comment was made that the EPA is moving in the right direction. CT commented from the experience of BS in 2013 when Ofsted rated the school as outstanding despite the data not being so but because inspectors could see the actions already put in place to address issues, they saw for themselves that action was demonstrable. JB added the AP1 report demonstrates a better picture than previously, commenting that he and SK are also more confident in their analysis of the data. HE commented how useful ARE is as the temptation can be to compare the children with each other rather than nationally. JB reminded the meeting that this data became available *after* the school reviews. FB asked how involved the Lead Teachers are with JB advising they will become far more involved, and likely to complete the moderation themselves in future. FB suggested governor and/or director involvement may be valuable. It was agreed that progress is slow but as long as steady, this is encouraging. It was agreed that SK and JB working together is of huge benefit.

- **Secondary School Update:** CT provided copies of the School position statement 2016 and he highlighted that there are 21 greens out of a possible 23 which is good news and is pleasing. CT advised it is more challenging when more schools are achieving the Progress

8 standard. He then tabled the inspection dashboard, advising that Amanda Page (AJP) is looking into attendance as this has been highlighted as an area of weakness. It is thought this is due to a very low number of SEN. CT advised that since 2014 he has been very confident, within a couple of percentage points, of BS's results. However, this year, for the first time since 2014 he is nervous – a lot of change all at once, new exams in English and Maths; the HoD (Head of Department) for English is not confident, largely due to very vague grade boundaries from the exam boards, regarding where the students are at with regard to their ability to achieve an equivalent to a C grade under the new grading scheme. He advised this is a nationally shared nervousness. Work scrutiny has really sharpened up with Kirsty Lowdon (KL) doing a really good job and writing very effective reports for HoDs which is a change of culture at BS. 280 lesson drop-ins have been completed by SLT with CT trying to see every member of staff every term at least once and he follows this up with a thank you card. There are also targeted drop-ins where the staff request SLT drop-ins as they feel supported by these. This has been predominantly with Year 11 and now a few Year 10s added. CT advised he visited Edgebarrow School and has the Headteacher there as his mentor, in addition to ASH, which is really helpful. Next Friday he will have his second visit to this mentor and then the Head will visit CT at BS and shadow him for the day. This is part of the PiXL initiative. Data drop meetings, with Steve Nicholson (SN) as the Raising Standards Lead for KS4 & 5, take place and these are one hour, meaning each term time he will meet with the Heads of larger departments while the SLT link will be responsible for meeting with other department Heads.

The new Sixth Form Study Centre (SFSC) is up and running and is a really good space. The expectation of silent study, which had already been established in the upper library has now transferred to the brand new SFSC.

SK suggested an agenda item for the next meeting should be predictions across the EPA academies.

## 5. Proposal for EPA data dashboard

JB provided a sample of this from ECP. He asked if this document provides all the information the committee wish to have and HE asked for cross referencing to the national picture to be included, with an appropriate colour coding applied, particularly for consideration by the board. JB advised this dashboard would be produced 3 times a year, with a lot of the information remaining the same, it was suggested to take this to the full DB with the validated Raise. It was agreed having such a succinct paper with so much information is helpful and would be appreciated by LGBs too.

*NB The order of agenda items for discussion was changed due to HE needing to leave.*

## 8. Standards and Performance (S&P) Protocol

JB, SK and ASH met and put this together, then it went via FB and the SLG have also seen it. JB added there is no reference to communication and how this would be established. SK commented that it needs to have some flexibility, with HE advising the “normally” caveat is always useful. JB added it's encouraging that the RI schools are both at 3 and not 4. JO queried whether communication protocol should be included within this but it was felt that the TG system covers the communication element as the CoG is invited to join when a TG is set up.

JO queried whether the individual school's level could be included on the dashboard with HE suggesting this would be helpful, even if for comparison against the levels applied by Ofsted and the external reviews and the reasons for these differences can be discussed and this can be more objective. JB added that this and the SEF, which is based upon the Ofsted framework, give directors a useful reflection of the school. (HE left at 18.52)

Agenda

JB/SK

## 6. School Reviews Report

JB advised he has summarised and brought together the reports from the reviews. JB advised that ECP were quite clear they require a full year to reach 'good'. In response to the question 'Why so long?'. JB responded by stating ECP feel there is capacity but they need time, particularly with the appointment of a new Deputy Head. AC asked concerning SPS with JB suggesting less than a year could be possible and SK mentioning the danger of 'coasting' for a further year. FB suggested annual peer reviews in addition to the biennial external review would be beneficial. However this would require EPA staff to be Ofsted trained. without Ofsted trained EPA members this would be difficult, but to have these annually and continue with the external review every two years would be beneficial.

JB and SK are meeting to consider their action plans to ensure follow-up to the review process.

## 7. Processes for pupil progress meetings

JB advised of the desire to standardise the approach to improve practice.

## 9. Diocesan and SIAMS EPA strategy

SK had requested this be on the agenda due to five schools being C of E schools, as she feels there is a need for a strategy. FB advised she does work with other schools on the matter of ethos. She commented that the DB needs to discuss ethos and be mindful that some schools are community schools. She expressed her willingness to attend the SLG meetings, as appropriate. FB commented that every good school has an established ethos which gives a lot of crossover, whether the outworking of this is expressed through Christian principles or not.

## AOB

None.

The meeting ended at 19.06

BVB  
17/1/17