

Standards & Curriculum Committee

Meeting – Part I Minutes			
Date/Time	25 November 2020 5pm	Location	Conducted using the online platform MS Teams due to the Covid-19 pandemic and social distancing rules.

Attendees	Initials			Attendees	Initials		
Jane Collings	JCO	Chair		Nicola Dunford	ND	CEO	
				Fiona Walters	FW	Trustee	

Apologies	Initials
Jason Hayward-Jones	JHJ

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
Cat Radford	CR	Totnes Representative
Corinna Tigg	CT	Raleigh 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	Local Board Reports	All
3	Local Board Annual Cycle of Visits	All
4	Local Board main points of feedback to Trustees	All
5	CEO/ATSIL's Reports to include Safeguarding & SEND	ATSIL/CEO
6	Trust Risk Register	CEO/JCO
7	Policies	All

	Details of discussion	Decision or Action
	Welcome and Apologies: The Chair welcomed all present to the meeting.	
	Declaration of Business Interests: The CEO and Dominic Course (DC) declared their business interest as Directors of South Dartmoor Academy during the closure of this empty MAT. The CEO is a Trustee of the Bearnas Education Foundation.	
	Part 1 Minutes of the meeting dated 16.09.2020: The Part 1 minutes of the meeting dated 16 September 2020 were confirmed as a true and correct record and will be signed at the next face to face meeting.	Action Chair/Clerk
1	Matters Arising from meeting dated 16.09.2020: 1.1 <u>Item 1.2. Terms of Reference</u>	

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	<p>The Chair of Trustees had made amendments to the Terms of Reference for the Standards & Curriculum committee following the Board of Trustees meeting on 12.10.2020. These amendments were approved by the S&C committee and the revised Terms of Reference were recommended again to the Board of Trustees for approval.</p> <p>1.2 <u>Item 3. Plan of how online learning will be rolled out</u> This item will be covered within item 4 of the Agenda.</p> <p>1.3 <u>Item 9. Attendance figures flow chart</u> This item will be covered within item 4 of the Agenda.</p>	<p>Action Clerk</p>
<p>2</p>	<p>Local Board Reports:</p> <p>A pro-forma will be devised for Local Boards to report back to the Standards & Curriculum Committee. This will include what is going on, what is going well, what is a challenge and what actions are required. The CEO advised that Trustees would like to see matters that Trustees and staff can action. DC stated that recurring themes for these reports were the Sports Premium and IT.</p> <p>The Totnes Local Board representative asked if the Visit Reports were read by Trustees? Discussion took place about how the visit reports could be summarised into a report that the committee could read. It was agreed that the ATSIL and Chair would work on this.</p> <p>Raleigh Federation Local Board DC noted that a parents meetings had been held in schools and asked how they had been held 'Covid safely'? The Raleigh representative advised that these meetings had gone down well with parents. It had also been beneficial for parents as they experienced the safety procedures in place.</p> <p>The Chair noted that the intentions of Ofsted visits should be uploaded onto the Link website. The CEO responded that the Executive Improvement Team (EIT) is currently working on this and a template has been drawn up. It will shortly be uploaded to all the school websites.</p> <p>The CEO congratulated the Raleigh Federation on the level of challenge coming through in their minutes, which allowed for a good dialogue and that it would be useful for the minutes to be seen on their website. The Chair thanked the Raleigh Federation Clerk for the quality of the minutes.</p> <p>Newton & Teign Local Board The CEO noted that parent on-line training for MS Teams was taking place and that online parent workshops will be rolled out across the Link Academies. The Woodleigh representative advised that Cheriton Bishop school have uploaded some recorded video sessions which could be useful to use. The CEO replied that these were already on MSTeams.</p> <p>The Chair asked how the Link Trustees could support Local Boards with finding Governors? The Newton & Teign representative replied that the ATSIL had been helping with this matter and that they were looking at integrating with the Moorland Schools Local Board. This could provide learning opportunities about how the Trust can encourage parents to become involved. A shared meeting is to take place on 16.12.2020. DC advised that they were having difficulty appointing a Staff governor at Moretonhampstead. The Woodleigh representative suggested allowing staff governors to have a 12 month term of office.</p> <p>The Chair asked whether the fire alarm at Hennock remained an issue? The CEO advised that the matter was in hand. Discussion ensued as to how the EIT could take issues from Local Board reports forward and feedback to Local Boards their actions. It was agreed that the CEO and ATSIL would work together on this.</p> <p>The Sports Premium was discussed. The CEO advised that she would follow up the</p>	<p>Action ATSIL/Chair</p> <p>Action ATSIL/Chair</p> <p>Action CEO/ATSIL Action CEO</p>

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<p>writing of a Sports Policy with Academy Heads.</p> <p>The Woodleigh representative asked what the status of the Sports Funding was and where was the Sports Funding for the summer term? The CEO agreed to discuss this with the TBM and provide a definitive answer.</p> <p>The rules and regulations regarding what the Sports Funding could be used for was discussed. The CEO advised that it could not be used for capital expenditure. Some funding could be rolled over. The purchase of i-pads with the funding was permissible. DC asked if the Trust was confident that they were compliant with the restrictions of PE staff employment? The CEO responded that PE staff could take one lesson per class per week. Planning is left for another lesson. After school extra-curricular PE is permissible.</p> <p>The Raleigh representative asked how Local Boards could evidence impact attributed to the Sports Funding? The CEO suggested that videos could help show progress. The Chair suggested that it was mandatory to evidence the impact of the funding on school websites and that evidencing the Catch-Up fund would be a priority for Ofsted visits in the future.</p>	<p>Action CEO/TBM</p>
<p>Totnes Local Board The Chair thanked the Totnes Local Board for a very thorough report.</p> <p>The Totnes representative asked if Academy Heads could provide expected means of verification in the 'success criteria' column of the ASIP to better evidence impact of actions on priorities?</p>	<p>Action CEO/ATSIL</p>
<p>It was noted that the Stoke Gabriel Ethos Committee is not active due to a lack of interest within parents. It was agreed that the ATSIL would work on this. Broadhempston will form an Ethos committee/Parents Forum along the same principles but without the religious aspect.</p>	<p>Action ATSIL</p>
<p>The Totnes representative agreed that the agenda and minute pro-forma for the Totnes Local Board would be reviewed. At present it still includes Finance as an agenda item.</p>	<p>Action Totnes LB Chair/Clerk</p>
<p>The SENDCO overlap at Stoke Gabriel was discussed. The CEO advised that both SENDCOs worked a point six contract which allowed for one full day of full overlap.</p>	
<p>The Chair noted that Harbertonford had asked not to be appointed again as a Hub school during any future Covid lockdown - should the need arise. The CEO advised that Hub schools had been strategically chosen and for the benefit of all children within the Trust. It was noted that staff wellbeing for Hub Schools would continue to be monitored and in particular at Moretonhampstead and Harbertonford.</p>	
<p>The Totnes LB representative wished to raise Trustees awareness of the state of temporary classrooms at Diptford. CIF bids have been unsuccessful over several years. It was agreed that the TBM should be made aware of this and the CEO agreed to action.</p>	<p>Action CEO/TBM</p>
<p>Woodleigh Local Board The Woodleigh representative advised that she had kept in touch with staff through virtual visits. All schools within the Local Board had a 'can-do' attitude and were working well together.</p>	
<p>DC questioned whether it was good practice to join a couple of classes into one bubble. NB Moretonhampstead. They have had two confirmed cases of Covid and due to joining classes into bubbles they have had to close three classes not two.</p>	
<p>Moretonhampstead DC reported that following Covid positive tests for two pupils at the school Blended</p>	<p>Action CEO</p>

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	<p>learning at Moretonhampstead had not taken place as seamlessly as hoped. It was agreed that the CEO would support Moretonhampstead staff in this matter.</p> <p>DC advised that IT issues were being experienced and that KS2 did not have MS Teams accounts. Staff felt IT issues are not being addressed.</p> <p>DC asked what is the expectation of Blended Learning for children at home? Many families at Moretonhampstead were not in a position where they could have their own study space and a laptop. It was also necessary in some cases for both parents and children to be working from home which caused issues with IT equipment and broadband width.</p> <p>It was agreed that Blended Learning and provision of IT should be a priority.</p> <p>DC advised that the provision of free school meals had been actioned for all children required to be at home due to the current outbreak and isolation .</p> <p>DC advised that he would circulate his written report for Moretonhampstead through the Clerk immediately following the meeting.</p>	<p>Action Executive Improvement Team (EIT)</p> <p>Action DC/Clerk</p>
3	<p><u>Local Board Annual Cycle of Visits:</u> The Annual Cycle of Visits as prepared by the ATSIL formed an appendix to the Agenda for this meeting on SharePoint.</p> <p>No questions were raised by the committee and those present in relation to this document.</p>	
4	<p><u>Local Boards Main Points of Feedback to Trustees:</u></p> <ol style="list-style-type: none"> 1. A pro-forma will be devised for Local Boards to report back to the S&C committee. This to include what is going on, what is going well, what is a challenge and what actions are required. Issues the Trustees want to see are what the Trustees and staff can action. 2. Are the visit reports read by Trustees? How can the visit reports be summarised into a report that S&C can read? Action ATSIL/Chair 3. How can the Link Trustees support Local Boards with finding governors? 4. How can the EIT take issues forward within local board reports and feedback to local boards their actions? Action CEO/ATSIL 5. Sports Premium. For Ofsted, how do Local Boards evidence impact attributed to the Sports Funding? 6. What is the status of Sports Funding finance? Where is the Sports Funding for the summer term? A definitive answer is required by LBs. Action CEO/TBM 7. AHs to provide expected means of verification in 'success criteria' column of ASIP to better evidence impact of actions on priorities. Action AHs 8. Stoke Gabriel Ethos Committee is not active due to lack of interest from parents. Broadhempston will form a Parents Forum along the same principles but without the religious aspect. Action ASTIL 9. The minute proforma for Totnes needs to be reviewed. At present it still includes Finance as an agenda item. Action CR/Pete Osborne 10. Noted that staff wellbeing for Hub Schools should continue to be monitored and in particular Moretonhampstead and Harbertonford. Noted that Hub schools were strategically chosen. 11. Totnes LB wished to raise Trustees awareness of the state of temporary classrooms at Diptford. CIF bids have been unsuccessful over several years. Action CEO/TBM 12. Blended Learning at Moretonhampstead has not taken place seamlessly. Could this be due to IT issues? Action CEO 13. Blended learning needs to be a priority. Action EIT 14. Provision of IT needs to be a priority. Action EIT 15. IT issues. Some staff feel issues are not being addressed. Ensure staff, parents and children can use Teams and its functions effectively. Action CEO/DC 16. The Moorland/Newton & Teign Local Board integration will start in December 2020 	

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5	<p><u>CEO/ATSIL reports to include Safeguarding and SEND:</u></p> <p>A written summary report prepared by the ATSIL formed an appendix to the Agenda for this meeting and is filed in SharePoint. The Chair asked if the committee had any questions for the ATSIL.</p> <p>The ATSIL further added that she wanted to give Local Board's confidence that the EIT are asking for Blended Learning plans. Two schools have been identified that require support. JCO asked if Safeguarding and CPOMS was being prioritised in relation to recent server issues? The ATSIL responded that three safeguarding audits from Babcock are taken across the year.</p> <p>JCO noted that she was pleased to see that the ATSIL had drawn up Induction Packs for governors and could a folder containing these documents be placed on SharePoint? The ATSIL responded that this could be worked on.</p> <p>The Newton & Teign representative asked whether Local Board reports and Visit Reports could be put on the Teams channel? The ATSIL said she would follow this up.</p> <p>The Totnes representative asked if there was anything that came out of Local Board reports that was a surprise to the EIT? The CEO replied that issues were known about but reports can for-front them which was useful.</p> <p>The ATSIL the reported that three inspection ready days have been undertaken. A rigorous support plan is in place for those schools that require it. Behind every school is what the EIT are calling a journal. On each occasion a member of the EIT goes into a school they add it into a journal so the journey is plotted. JCO asked how do we triangulate what the senior leaders say about the school? The ATSIL replied that each area was monitored to ensure it was effective.</p> <p><u>Attendance</u> The CEO reported that overall attendance is 96.41 percent. Of the 15 schools 12 have increased numbers in attendance. JCO asked, if you are learning from home because you are isolating, how do you get ticked present on the attendance register? The CEO replied that the new code for Covid is an X. Percentage figures include the X's.</p> <p><u>Ofsted Information Gathering Exercise</u> An Ofsted information gathering visit was held at Hennock on 24/11/1010. No form of judgement takes place during this visit .</p> <p><u>Safeguarding</u> There has been an increase in domestic violence and some families are under pressure. Alex Waterman will draw up an action plan from the report to the Local Authority.</p> <p><u>Trustwide issues</u> There have been some parental complaints recently, coming directly to the CEO. In the main it would seem that they are borne out of the stress and anxiety caused by the pandemic. Many similar complaints have been reported to Ofsted who have advised that they are seeing this issue in many schools.</p> <p>CT asked who the Safeguarding Trustee was for the Link Academy Trust? JCO advised that it was her. JCO confirmed that she was Level 3 trained. The AH added that all AHs were level 3 trained, as was the TBM. All staff in schools are level 2 trained.</p>	<p>Action ATSIL</p> <p>Action ATSIL</p>
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6	<p><u>Trust Risk Register</u></p> <p>6.1 Governance. The committee approved amendments made to the Governance Section by the Chair of Trustees.</p> <p>6.2 Safeguarding. It was agreed that the CEO and Chair would update this section.</p>	Action CEO/Chair
7	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Behaviour Policy (1) It was agreed to recommend this policy to the Board of Trustees for approval whilst a new policy is developed. The CEO and AHs will rework this policy over the next 6 months, looking at the development of relational practice and will present the reworked policy to the S&C committee at their Spring meeting. • Collective Worship (two policies) Community Schools and Church Schools. FW reported that in her view it was a MAT vision. It was agreed to recommend these policies to the Board of Trustees for approval. • Relationships & Sex Education (RSE). It was agreed to recommend this policy to the Board of Trustees. CEO to make changes to add LGBT issues. • Mobile 'Phones with Screen and Film. It was agreed to recommend this policy to the Board of Trustees for approval. • Visitors and Volunteers. It was agreed to recommend this policy to the Board of Trustees for approval. • Management of Outdoor Educational visits. It was agreed to recommend this policy to the Board of Trustees for approval. 	Action CEO/AHs

Date of next meeting			
Date/Time	27 January 2021	Location	TBA