

**Meeting Minutes**  
**Trust Performance and Standards Committee**  
**Wednesday 17 January 2018, 16:30**  
**Boardroom, St James School**

**Attendees:**

Debra Myhill - Chair (DM)  
 Saxon Spence (SS)  
 Elaine Hobson (EH)  
 Moira Marder (MM)  
 Matthew Shanks (MS)  
 Jon Lunn (JL)  
 Alison Layton-Hill – Clerk (ALH)

**Minutes**

Item Ref	Business	Action
1	<b>Welcome</b> DM welcomed all present with a particular welcome to Matthew Shanks acting as Observer.	
2	<b>Attendance</b> There were no apologies.	
3	<b>Declarations of Interest</b> None	
4	<b>Minutes of Previous meetings</b> The minutes of the meeting held on 11 October 2017 were approved.	
5	<b>Matters Arising</b> DM had met with Laura Newton from St James and they will be working together with a focus on closing the gap.  DM and MM to talk about SWITT	DM/MM
<b>Monitoring</b>		
6	<b>Minutes from LGB meetings</b> Trustees noted the minutes from the Local Governing Bodies and further discussion is detailed in part 2 of the minutes.	
7	<b>Dashboard</b> JL explained that the documentation provided to trustees on this occasion was an example of the data available to senior leadership teams and governors. Subsequent papers for this meeting will be more condensed. Trustees agreed that this new ISDR data is extremely valuable for informing school improvement and forging a route to more aspirational levels. MS advised that the context section is key.  JL explained the format of the data and that it is now comparative data, benchmarking Trust schools against schools nationally.  JL will add page numbers onto the documents in the future.	JL

	<p>Trustees noted the value of having historical data for all year groups from 7 to 11, which will allow confidence in terms of knowing where the gaps are and putting in early intervention. JL also explained the value of his conversations directly with disadvantaged children and what options are open to them.</p> <p>Trustees agreed that headteachers and school leadership teams should have a good knowledge of the data and local governing bodies should be using it to challenge headteachers.</p> <p>In terms of predicted grades, teachers are being asked to sense check their predictions and show what evidence they are using. The lack of historical information for teachers in all year groups is unhelpful.</p> <p>Trustees had a discussion about the benefits of EAL students and the culture of learning they create in Trust schools. Trust-wide the EAL population is around 10%. JL pointed out that some of the highest performing schools in the country have the highest level of EAL students. DM explained that the university is hoping to create an information pack for international students with children going to local schools.</p>	
8	<p><b>Disadvantaged Data</b></p> <p>Trustees acknowledged the excellent presentation JL gave on disadvantaged data at the Board of Trustees meeting. The fact that the gap between disadvantaged and non-disadvantaged increases in secondary is a concern and early intervention is required. Trustees believe that trust schools can make a substantial difference and encouraged knowledge sharing across trust schools.</p>	
9	<p><b>CEC – External Evaluation</b></p> <p>MM advised Trustees that the Challenge Partners visit to Cranbrook Education Campus was a positive experience, awarding the school ‘good’. Trustees acknowledged the positive report. Early Years is a real strength, primary has improved but there is still work to be done and secondary is considered strong. The leadership team has been restructured to include a Head of Campus, heads of key stages and head of behaviour and inclusion. There is a high level of disadvantaged and SEND pupils and there is a need for consistent systems throughout the school.</p> <p>The decision to put teachers into the nursery has had a marked impact on learning in nursery.</p> <p>SS questioned when the school will have all year groups, which will be in 2020.</p>	
10	<p><b>Safeguarding</b></p> <p>Sarah O’Shea, safeguarding expert is undertaking safeguarding audits in all Trust schools and will report back to Trustees at the next meeting. ALH to add to the next agenda</p>	ALH
11	<p><b>CPD</b></p> <p>There are 45 aspirant young leaders from the Trust schools and St Peters school taking part in the Trust Leadership and Development programme. MM is committed to meeting each candidate at the end of the programme to discuss career aspirations.</p>	

12	<p><b>School Improvement Support</b></p> <p>MM advised Trustees that the trust had put in bid in for £200k emergency funding for All Saints, Plymouth with support from the RSC. A further bid for £100k for MAT development has also been submitted with the aim of recruiting a Director of English and a Director of Maths from September 2018.</p> <p>The trust is intending to submit a SIFF bid in round 4 for maths across the region using research and impact evidence provided by Sparx.</p> <p>The trust are also committed to paying for external validation for all trust schools every other year.</p>	MM/JL
13	<p><b>Single Central Record</b></p> <p>ALH advised Trustees that the HR Manager had given written confirmation that all Trust school SCR's are Ofsted compliant.</p> <ul style="list-style-type: none"> <li>• The consistency of the format of each record will now be reviewed</li> <li>• Each SCR will be held on the central trust drive with appropriate access given</li> <li>• Standard operating procedures will be set up</li> </ul>	BH
<b>Items for Approval</b>		
None		
<b>Items for Information</b>		
14	<p><b>Complaints</b></p> <p>None</p>	
15.	<p><b>Risk Register</b></p> <p>Trustees confirmed to JL that the school improvement risks are an accurate reflection of position.</p> <p>MS asked if the Carillion situation is a risk to the Trust. MM confirmed that in terms of latent defects there is an impact as MSEL cannot now claim back from Carillion the cost for latent defects.</p> <p>EH requested that JM update the dates on the risk register as some dates had now passed.</p>	JM
<b>Any Other Business &amp; Next Meeting Date</b>		
The date of the next meeting is Wednesday 18 April 2018, 4.30pm at St James school		

Signed by the Committee Chair:



Date: 18 April 2018