

Meeting Minutes
Performance and Standards Committee
Wednesday 01 May 2019, St James School

In attendance:

David Hall –Chair (DH)	Moirá Marder (MM)
Elaine Hobson (EH)	Andy Mulcock (AM)
Sarah O’Meara (SOM)	Saxon Spence (SS)
Jon Lunn (JL)	Fran Metay –Clerk (FM)

Item Ref	Business	Action
1.	<p>Welcome and Attendance</p> <p>DH welcomed all present, with a particular welcome to Andy Mulcock, joining the group. Apologies were received from Rosie Denham. It was noted that Lin Donnellan had now moved to the AF&R Committee.</p>	
2.	<p>Declarations of Interest –None were made.</p>	
3.	<p>Minutes of Previous meetings</p> <p>The minutes of the meeting held on 16.01.2019 were approved as a full and accurate record. Actions from the previous meeting were reviewed; all had been completed or in progress. It was noted that the revised Complaints Policy, together with a new Policy for Serial and Persistent Complaints, had been approved by the full Board on 27.03.2019.</p>	
4.	<p>Matters Arising</p> <p>The AF&R Committee, at its 23.01.2019 meeting, had referred to the P&S Committee feedback from Isca Academy’s LGB that student mental health was impacting on both attendance and fixed-term exclusions -to be covered under item 6. of the agenda.</p>	
For Discussion		
5.	<p>P&S Committee –Revised Terms of Reference</p> <p>Following the most recent governance review, new responsibilities are being devolved to the P&S Committee, including overview of admissions, teaching schools, The Bridge, and mental health and well-being. All agreed these were appropriate additions to the group’s brief. Following the academisation of St Luke’s, the P&S Committee will also be responsible for monitoring St Luke’s Christian distinctiveness and the SIAMS inspection process. AM, as Foundation Trustee, will be taking the lead on this and will be advising the group. Although AM identified the Diocese’s priority focus to be St Luke’s, AM agreed to be involved in All Saints’ forthcoming SIAMS inspection to better understand the process and support St Luke’s/the Committee’s work in due course. AM/MM to report to the next meeting.</p> <p>DH reflected on the growing scope of the Committee and the Trust’s new emphasis in the coming years on curriculum development as its business growth naturally settles. DH noted the gap between the group’s current focus on performance and its involvement with the processes leading to these outcomes. Whilst the Committee would not wish to interfere with day to day pedagogical decisions, all agreed Trustees ought to have an overview of curriculum directions so as to oversee the path from vision to impact. JL noted this aligned</p>	AM/MM

	<p>with Ofsted’s recent new expectations of governors understanding the rationale for their school’s curriculum, and TWMAT would need to prepare governors and trustees accordingly.</p> <p>Committee Members also agreed that a fourth meeting of the group may need to be added from next year, together with adjustments to the cycle of business to ensure that items are only considered at the most pertinent time/s of the academic year. All were also in favour of a change of name to reflect the broader remit of the Committee, such as ‘Quality of Education Committee’. DH and MM undertook to produce revised, ‘future proofed’ terms of reference and cycle of business for consideration initially by the Chair of the Board, then the full Board at its July meeting.</p>	DH/MM
6.	<p>Measuring Well-Being and Mental Health</p> <p>MM noted that mental health was now a standing item on ELG’s agenda and reported Headteachers’ keenness to share good practice, including TWMAT schools now participating in research conducted by Sidmouth College and UoE around building resilient workers. Identifying specific measures for mental health had, however, proved more difficult.</p> <p>All agreed on the challenges in both setting measures of mental health and in untangling how much of any progress could be directly attributed to the schools. All agreed that the Committee’s initial focus should be on auditing current levels of mental health, as reflected in student attendance and staff sickness absence, as well as activities being undertaken in each school to boost well-being. The Committee suggested that feedback be sought from Chairs of LGB at their next meeting –FM to raise this with Rob Bosworth.</p> <p>As more primary schools join TWMAT, SOM invited a broadening of the mental health perspective to include, in the Trust’s aspirational aims, preventative work/early support to be undertaken at the primary stage. AM emphasised the potential in collaborating with voluntary and community organisations, including local Church groups.</p> <p>MM reiterated her commitment to joint working across the Trust as a means of reducing staff workload and stress through the development of shared assessment and resources. As part of this, MM shared the idea of a two-week Autumn half-term next year, one week of which would be ear-marked for staff to work together on the changes to the curriculum so as to help teachers feel prepared/ease the load. Trustees were supportive of this initiative.</p>	FM
For Monitoring		
7.	<p>Minutes of LGB Meetings</p> <p>Minute summaries were received from St James, CEC and West Exe. There were no issues highlighted for consideration by the P&S Committee.</p>	
8.	<p>External Evaluations</p> <p>Available reports were discussed, as reported in Part B of the minutes.</p>	
9.	<p>Admissions and Place Planning</p> <p>The Committee formally recorded its approval of the standardised 2020/21 school admission policies, which had been unanimously approved by email in February to allow the policies to be available on schools’ websites by the deadline of March 2019.</p>	

	<p>MM confirmed that places had been found for all children in the Exeter area. Isca Academy had increased its PAN to ensure that some of the more vulnerable students whose families had not completed applications could be placed in their local school. The Local Authority had provided financial support with staffing and space reorganisation to enable the school to deliver this. MM identified the main place planning challenge as arising in September 2020 although the precise scale of the problem is yet to be clarified by DCC. SS noted that more effort was needed to prioritise Exeter school places for Exeter-based children.</p> <p>MM also reported that an extra class would start in Reception at CEC from September to respond to the demand, and that Whipton Barton would be reducing their PAN from 90 to 60, although no redundancies would arise from this. Trustees approved these decisions.</p>	
10.	<p>Modern Foreign Languages Hub</p> <p>MM reported a positive increase in the uptake of languages across the Trust. Events are planned to further raise the profile of MFL. The focus remains on securing high quality staff. SOM raised concern that schools' individual views on Ebacc should not be the cause of resistance to promoting languages. MM also noted that uptake at All Saints Academy showed that lower prior achievement should not be a hurdle to high aspirations for all in MFL.</p>	
11.	<p>Inclusion Project –The Bridge</p> <p>Trustees noted Aimee Mitchell's excellent presentation to the full Board in March. MM reported that the sustainability of the project remained an issue, and she and Aimee Mitchell would be meeting with the Local Authority next week to try and secure their matched funding for a second year. With CEC and West Exe growing, alternative premises would also need to be considered moving forward. MM welcomed the collaborative mindset across all partner schools, and sharpening of practice around vulnerable students, generated by the project. MM noted that Exeter had gone from having the highest number of exclusions in Devon to the lowest. MM to provide a further report to the group at the September meeting.</p>	MM
12.	<p>Performance Data</p> <p>Trustees' review of the data is reported in Part B of the minutes.</p>	
13.	<p>SEND/Disadvantaged Data</p> <p>Trustees' review of the data is reported in Part B of the minutes.</p>	
14.	<p>Safeguarding</p> <p><u>Trustee Safeguarding Training.</u> The register of trustee training is in progress. Some responses are still awaited.</p> <p><u>SCR.</u> The Trust's HR Manager had recently reviewed SCRs for each school and central services. Actions had been identified to ensure all records were fully up-to-date, the implementation of which would be monitored through on-site audits later this term.</p> <p><u>NSPCC Audit Report.</u> A positive report, which confirms the Trust's strength in Safeguarding. No significant issues of concern. The recommendation for more co-ordinated support across safeguarding leads is being followed up. MM clarified that Babcock will continue to conduct individual school reviews and audits in addition. Trustees welcomed the NSPCC's independent assessment, which offers the required degree of assurance.</p>	

15.	<p>CPD</p> <p>An away day is planned for the Executive Team and Headteachers on 21st May to work on the Trust's aspirations for an ambitious education. Trustees welcomed MM's collaborative approach to shaping strategy to ensure decisions are owned by all leaders within TWMAT.</p> <p>MM reported good CPD developing across the MAT, with a continued drive to coach and grow leaders internally, alongside talent spotting, to ensure the Trust retains and attracts the best leaders to its schools.</p>	
Items for Information		
16.	<p>Current Complaints</p> <p>The overview report of escalated complaints was received. It was agreed that a similar report would be submitted to the Committee yearly, with verbal updates on specific complaints at other times when needed.</p>	
17.	<p>Risk</p> <p>Trustees confirmed they were comfortable with the contents of the strategic risk register, which was unchanged since the last full Board meeting.</p>	
Any Other Business and Next Meeting Date		
	<p>Any Other Business –none was raised.</p> <p>Date of next meeting: September 2019, 16:30, St James School. Date to be confirmed when circulating the minutes.</p>	FM

Signed by the Chair of the Committee: 

Date: 18.09.19