

Meeting Minutes
Education Committee
Wednesday 29 January 2020, 4.30pm
St James School

Meeting Summary Sheet

Item Ref	Meeting Summary Information
	List of Actions from the Meeting
4.	MF to invite the Executive Safeguarding Lead to the next meeting of the Education Committee on 06.05.20
7.	DH to speak to RB regarding new Prevent guidelines and climate change within TWT.
12.	Terms of Reference and Cycle of Business to be taken to Board of Trustees on 26.02.20 for ratification.
13.	Point 10 of the Oversubscription Criteria to be removed from the Admissions Policy – JM
13.	Clarification of Linked Primary Schools, as defined in the Admissions Policy, to be added to the Agenda for the next ELT meeting. This will be taken back to the Education Committee on 06.05.20 for approval.
15.	DH to speak to MM regarding identifying a research provider to work on the Staff Survey.
	List of Decisions taken under Scheme of Delegation
12.	The revised Terms of Reference and Cycle of Business for the Education Committee were agreed.

Meeting Minutes Education Committee

Wednesday 20 January 2020, 4.30pm, St James School

In attendance:

David Hall –Chair (DH)	Moira Marder (MM)
Elaine Hobson (EH)	Andy Mulcock (AM)
Jon Lunn (JL)	Saxon Spence (SS)
Sarah O’Meara (SOM)	Crispin Taylor (CT)
Melody Floyde – Clerk (MF)	

Caroline Neal (CN) – Item 5
Stephanie Schmitt (SS) & Claire Jones (CJ) – Item 6

Meeting Minutes

Item Ref	Business	Action
1.	<p>Welcome and Attendance</p> <p>DH welcomed everyone to the meeting. No apologies had been received.</p> <p>Thanks were extended to JL for delivering the performance data session for Trustees prior to the main meeting.</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 18.09.19 were approved as a full and accurate record. The actions from the previous meeting were reviewed; all had been completed or were in progress.</p>	
4.	<p>Matters Arising</p> <p>EH noted that it would be beneficial for the Executive Safeguarding Lead to come to a future meeting to talk through the Trust’s Safeguarding Strategy.</p> <p>It was agreed that a 3.30pm start would be beneficial for future meetings, if there are specific topics to be addressed, to allow more time in the main meeting for core business.</p> <p>Action: MF to Invite the Executive Safeguarding Lead to the next meeting on 06.05.20.</p>	
For Monitoring		
5.	<p>Teaching Schools – Presentation by Caroline Neal</p> <p>CN gave a presentation about Teaching Schools from the history to the current date. A copy of the presentation will be circulated with the minutes.</p> <p>Key points were that there are now approximately 800 teaching schools in the UK. Two of these are within the Trust – Exwick Heights and Marine Primary Academy.</p>	

Within the Trust there are two National Leaders of Education (NLE) – Moira Marder and Siobhan Meredith; Two Local Leaders of Education (LLE) – Caroline Neal and Tim Rutherford and one Local Leader of Governance (LLG) – Alex Walmsley.

Exwick Heights is one of two lead teaching schools in Exeter, alongside Wynstream, and they have developed the Exeter Teaching School Alliance which works collaboratively as part of the Exeter Consortium. There have been successes throughout but CN noted that the work could be challenging, and that schools needed to engage with the process.

Teaching Schools South West (TSSW) are working collaboratively with Dartmoor Learning Alliance and SWTA (Kingsbridge) and have created a portal to share resources and CPD opportunities. This is a smarter way of working as it avoids duplication.

TSSW is now moving into Phase 3 which is to create a teaching school hub, to support 200-300 schools. A successful bid was submitted with Kingsbridge as the named Lead. This will be the only Hub in the South West and will cover West Devon, Teignbridge, South Hams and Exeter. It was noted that some schools that TSSW work with are outside of this Designated area – i.e. Cranbrook Education Campus.

CN confirmed that the Hub Trial will be for one year and that funding is available for three years. The Hub will run alongside the SWTT.

6. MFL Hub at St James – Presentation by Stephanie Schmitt & Claire Jones

Stephanie Schmitt & Claire Jones gave a presentation on the work of MFL Hub Project. St James is the lead school for the project and St Luke’s, CEC, Marine Academy and All Saints Academy are involved.

A copy of the presentation and accompanying handouts will be circulated with the Minutes.

Key points were that the quality of teaching received at KS3 could have an impact on students continuing to take languages at GCSE (KS4). It is difficult to get a good uptake in GCSE languages due to the examinations and perceived difficulties of obtaining a good grade in languages compared to other subjects. The uptake of languages also differs by geography and gender.

There are also issues with staffing, due to there being difficulties in recruiting specialist language teachers owing to a national shortage.

One of the main aims of the project is to increase motivation of pupils and to overcome barriers. This is a long-term project. Funding until December 2020 is agreed, and KS & SS are optimistic for five years funding. Positive feedback has been received for all KPIs so far.

Funding is specifically tied to the Hub Schools at the moment. However training and resources are available online. There will also be training days in the Summer for schools outside of the Hub to be involved.

DH thanked CJ & SS for the presentation, and noted the committee’s support for the Project.

	<p>SOM queried the support available for languages in Primary School. CJ confirmed that there is nothing in place currently, but that there would be a training session on transition coming up (Teach-Meet). The importance of foreign languages in Primary Schools was noted. There is no consistency across primary schools as a number of different languages are taught and it is not specific in the curriculum.</p>	
<p>7.</p>	<p>Minutes from LGB Meetings</p> <p>Minute summaries were received from Isca; Exwick; Cranbrook; St James and West Exe.</p> <p>The Committee made note of the following:</p> <p>SS voiced concerns around PREVENT and questioned the implications of the naming of Extinction Rebellion in this regard. DH shared these concerns. Action. DH to speak to RB</p> <p>MM updated that Rebecca Mitchell had helped with some recent work with children around Extinction Rebellion. MM was keen to keep the desire to do something going, but would like this to be jointly between the schools in the area. EH suggested that the Trust could have a statement on Climate Change issues so that the schools are aware of the issues and what the Trust is doing. There is a Group who are working on this, and a strategy is being pulled together. The need to make this higher profile was recognised.</p> <p>SS queried what would happen if a young person was reported to Prevent and what would happen to the records. MM confirmed that she was not aware of any cases of this to date.</p> <p>SOM noted that CEC were making free school meals forms available at parents evenings to maximise uptake which was very positive.</p> <p>SOM also noted the wider issue of Ofsted’s new focus on curriculum and queried what kind of model the Trust were looking at in relation to the curriculum. It was noted that there was potentially some narrowing of the curriculum as referred to in the CEC minutes. MM noted the possibility of evolving into a three-year KS3 model, however the schools are all different and we need to do what is right for each school (bespoke models). JL noted that there is no consistency in the press reports and it is not “black and white”. MM is confident that this can be articulated to Ofsted. It is most important that each school proactively engages.</p>	
<p>8.</p>	<p>Performance Data</p> <p>JL’s report was presented to the Trustees as part of the data training session. DH noted the achievements of West Exe as reflected in the data.</p> <p>SOM noted the drop in students entering Ebacc at a number of schools within the Trust. JL confirmed that the data being shown now reflected historical decisions that were made around Ebacc. Changes made now would not be seen for three years, so JL is expecting these figures to improve.</p>	
<p>9.</p>	<p>Inclusion Project – The Bridge</p> <p>MM updated on the work of The Bridge which was very positive.</p>	

	<p>The Hub would be moving from West Exe to St Luke’s in the next few weeks as there is a better space and more access to sports etc. for the students.</p> <p>The data is very positive and shows a reduction in exclusions. As the model has been successful it is now being rolled out across Devon. SS recorded the remarkable achievement of the reduction from 18 to 1 permanent exclusion in a year.</p> <p>MM noted that the biggest challenge was sustainability. The project would soon run out of space and would not be able to remain in CEC for much longer. MM would like to make the Bridge an “all-through” provision and plans to take options for further roll out and sustainability to the Board of Trustees for approval later in the year.</p> <p>The Local Authority have supported the project with three years match funding which has made the project successful. Two permanent places have also been secured at WAVE in Exeter, so if the Bridge is not the right place for a student then they can work with WAVE. WAVE also sit on the Board and help with transition back into mainstream.</p> <p>SS expressed concerned over the deprivation of Education, caused by disruption and schools pursuing individual policies. MM noted that there had recently been some FOI requests for school behaviour policies. There is not one common Trust Behaviour Policy as these are delegated to LGBs for individual schools. However, there are similarities across the four Exeter schools. The language used has been changed and in the triage rooms punishment is being more individualised. These changes have led to high levels of good behaviour in Ted Wragg Schools for which West Exe have led the way. JL noted that, to put the numbers into context, on average there are 6.2 children in the reset room for West Exe out of 1,000 children.</p> <p>DH noted the success of the Bridge project to date and the need for sustainability going forwards.</p>	
<p>10.</p>	<p>Safeguarding</p> <p><u>Single Central Record (SCR)</u> – The report was reviewed. All were comfortable with the details and proposed follow up.</p>	

<p>11.</p>	<p>CPD</p> <p>MM updated on the many CPD opportunities within the Trust. All Headteachers were now receiving coaching from Andy Buck, who is a national leader. There are also development opportunities available for support staff.</p> <p>JL is leading on the curriculum development programme which provides CPD opportunities for teachers. The extended October half-term also gave staff the opportunity to work together and to further develop the curriculum.</p> <p>JL gave an update on the Coaching Programme within the Trust. In three of the Schools every teacher is entitled to a fortnightly coaching session. These sessions are focussed CPD coaching designed to improve teaching.</p> <p>Action Steps are recorded and 1151 incremental improvements had happened since September 2019 for teaching staff within the Trust. JL provided a breakdown of the areas that teachers were working on across the Trust. The difference in the action steps within the individual schools was noted. Feedback has been very positive from the staff who have received the coaching.</p> <p>SS queried if this was having an effect on staff retention rates within the Trust schools. JL confirmed the positive reputation the Trust had with teachers and that retention rates were good. It would also be interesting to see if this was validated within the staff survey. MM also noted the positive reputation of the Trust in getting good applicants for posts when recruiting.</p> <p>The number of coaches within schools differs depending on a number of factors, including cost. CT queried if it would be beneficial to do some work, specifically with those staff who had undertaken coaching, to get their feedback.</p> <p>DH noted the positive developments and the ongoing support of the Trust for the coaching programme.</p>	
<p>For Approval</p>		
<p>12.</p>	<p>Education Committee Cycle of Business & Terms of Reference</p> <p>The revised Cycle of Business and the Terms of Reference were reviewed. Both documents were agreed and would go back to the Board of Trustees for ratification.</p>	
<p>13.</p>	<p>Trust Schools Admissions Policy</p> <p>The Trustees reviewed the proposed Admissions policy. It was noted that points 4 & 10 of the criteria were identical. Action: Remove Point 10 as this is now Item 4.</p> <p>SOM queried Point 3 and whether linked primary schools were defined by location or by membership of the Trust. The difficulties, given the location of schools within the Trust, were noted and also the fact that, in general, local children go to local schools. It was felt that each school would need to interpret this individually, to determine how they name the schools which are linked. It was agreed that further discussion was needed on this.</p>	

	<p>AM noted that historically five primary schools were allocated to each secondary school. However the numbers of students at these schools varied greatly.</p> <p>Action: MF to request that clarification of linked primary schools is added to the Agenda for the Headteachers meeting. This will be brought back to the Education Committee on 06.05.20 for approval.</p>	
For Discussion		
<p>14.</p>	<p>Trust Mental Health Strategy</p> <p>CT will be giving a presentation on the Trust Mental Health Strategy at the next meeting but gave an overview of the work he had undertaken to date.</p> <p>CT had been working closely with Lucy Hancock (Deputy HR Manager) and JL. He had also spoken to Sarah Lewis, NHS England Lead for the Mental Health in Schools Programme, who provide direct mental health support in schools for children who need it. CT had also been linking back to other resources available to schools and looking at research between links with mental health and wellbeing and outcomes for staff and students.</p> <p>CT had visited several of the Trust schools and had held a focus group at one school with students who were aware of their teachers' wellbeing.</p> <p>CT noted a strong sense of there being a great energy, but a strategic lack of co-ordination around the Mental Health Agenda in the Trust. CT is proposing a Senior Leadership Group to focus on Mental Health. There is currently a danger that provision in schools would not be consistent. DH noted that this was a national picture. Most Trusts are in the early stages of putting strategies together and that the work is now focussing on how to move forwards.</p> <p>CT noted the work of the Wellbeing Team in Isca and that Lucy Hancock had been working with support staff on staff wellbeing.</p>	
<p>15.</p>	<p>Staff Survey</p> <p>A paper was circulated outlining the proposal for the staff survey. This would use some of the questions from the Ofsted survey but would also incorporate some Trust specific questions on wellbeing. It was unclear how this would be benchmarked, however it was broadly agreed that this could be a starting point and that subsequent work could be benchmarked against the survey.</p> <p>It was felt that the data needed to be confidential, but tied to schools. DH agreed with the importance of independence, and the guarantee of confidentiality. He queried if an external research group could be involved to do the analysis, as in the absence of this staff may not feel comfortable expressing their thoughts. However, cost was an issue to be considered.</p> <p>Action: DH to speak to MM regarding identifying a research provider to work with.</p> <p>DH also noted that space for individual detailed answers would be beneficial, as this would give staff the opportunity to fully state their thoughts. The option for staff to be able to give their details if they wanted to be contacted could also be included.</p> <p>SOM noted that, looking at the proposed survey from the point of view of a teacher, in some non-Trust schools they do annual staff surveys, however answers are sometimes not acted</p>	

	<p>upon and things do not change. SOM expressed concern over the length of the proposed survey, and stated that it needs to be proactive and not just a “data ticking” exercise. Staff need to know that their input is valued. The benefits of looking after Trust staff were agreed.</p> <p>Feedback from the Survey would be via the Education Committee and the Board of Trustees.</p> <p>The positives of doing the survey were agreed. AM queried if Ofsted benchmark their survey. JL confirmed that this was the case and that if some of the Ofsted questions were used in the Trust survey those particular questions could be benchmarked.</p> <p>CT also noted the need for a uniform induction process for staff to be developed.</p>	
Items for Information		
16.	<p>Complaints None</p>	
17.	<p>Risk No further updates.</p>	
Any Other Business and Next Meeting Date		
18.	<p>RE & Collective Worship</p> <p>SS raised the longstanding concern of not meeting statutory requirements for RE in West Exe and that some pupils did not have access to RE. MM confirmed that RE was now in the Option System at West Exe.</p>	
	<p>Date of next meeting: Wednesday 6 May 2020, 4.30pm at St James School.</p>	

Signed by the Chair of the Committee:

Date: