

Meeting Minutes
Education Committee
Wednesday 6 May 2020, 4.30pm
Held Using Interim Governance Arrangements

Meeting Summary Sheet

Item Ref	Meeting Summary Information
	List of Actions from the Meeting
3.	Safeguarding Strategy and Safeguarding Audit Presentations to be added to the Agenda for a future meeting.
5.	Feedback on recording challenges in LGB Meetings to be fed back to the Clerk at West Exe.
5.	MM to follow up Wifi problems at St James with Central Services.
5.	Post Covid-19 Support for Disadvantaged Students to be added to the Risk Register.
9.	Support for Disadvantaged Students to be added to the Agenda for the June Meeting.
11.	Mental Health Strategy Presentation to be added to the Agenda for the September Meeting.
13.	Staff Survey to be added to the Agenda for the September Meeting.
13.	Additional Education Committee to be arranged for June 2020.
	List of Decisions taken under Scheme of Delegation
10.	The Collective Worship Policy for St Luke's was approved.

Meeting Minutes Education Committee

Wednesday 6 May 2020, 4.30pm, Interim Governance Arrangements

In attendance:	<p>David Hall –Chair (DH)</p> <p>Elaine Hobson (EH)</p> <p>Jon Lunn (JL)</p> <p>Sarah O’Meara (SOM)</p>	<p>Moira Marder (MM)</p> <p>Andy Mulcock (AM)</p> <p>Saxon Spence (SS)</p> <p>Melody Floyde – Clerk (MF)</p>
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Meeting Minutes

Item Ref	Business	Action
1.	<p>Welcome and Attendance</p> <p>Due to the ongoing Covid-19 situation, this meeting was held remotely using the agreed Interim Governance Arrangements. Papers were circulated in advance of the meeting and questions/challenges from Trustees were submitted to the CEO for response. These responses have been circulated in full to the Trustees and a summary has been collated into Minutes by the Clerk.</p> <p>Apologies were received from Crispin Taylor.</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 29.01.20 were approved as a full and accurate record.</p> <p>The actions from the previous meeting were reviewed, all had been completed or were in progress with the following updates:</p> <p>The Executive Safeguarding Leads will attend either the June or September Education Committee to give an update. Jane Lake’s Safeguarding Audit presentation will also be carried forwards. Action: MF to add to agenda for future meeting.</p> <p>The changes to the Admissions Policy were agreed and the Policy was approved by Trustees, electronically, outside of the meeting due to the tight timescale.</p>	
4.	<p>Matters Arising</p> <p>There were no additional Matters Arising.</p>	
For Monitoring		
5.	<p>Minutes from LGB Meetings</p> <p>Performance & Standard Minutes were received from all LGBs.</p> <p>The poor attendance of disadvantaged pupils was a recurring issue across the minutes, this appeared to have been exacerbated following lock-down. It was agreed that support for disadvantaged students, post Covid-19, would be reflected within the Trust Risk Register.</p>	ALH

Trustees also noted some concerns that had been raised regarding the quality of RE provision across the Trust. MM confirmed that this is an evolving curriculum area and that a cross-Trust RE curriculum group had been set up to share best practice. There is also a Trust Lead for RE in place.

Trustees queried the term dates for the next two years and if these would be agreed across the Trust. MM confirmed that Trustees would review Term Dates for the whole Trust every Summer.

CEC

Some limits to the subjects currently offered to students at CEC were noted. MM confirmed that, whilst Computer and Art are offered, due to CEC being a small school, the number of KS4 options is limited as they can only run if there is sufficient uptake.

There have been some challenges regarding attendance at CEC. Prior to lockdown the options for providing Trust Attendance Support was being investigated, MM confirmed that this is still the aspiration.

The increased PAN and nursery size at CEC was noted, Trustees queried if this would be sustainable. MM noted that the LA were currently negotiating to build a new primary school at Cranbrook within the next five years, however there had been challenges with time frames, which had led to the request to increase the size of CEC. There is further space to grow at CEC but it is not anticipated that this will be needed for many years.

Isca

The good progress at Isca this year was noted. MM confirmed that Isca had become aligned with the Trust and was being effectively supported.

St James

MM will follow up the ongoing issues with WiFi with the Central Team as it was noted that this was having a negative impact on both teaching and learning. **Action: MM to follow up St James Wifi Issues.**

St Luke's

Trustees queried the number of Year 7's who had put St Luke's as their first choice, and what support was required to create positive opinions of the school. MM noted that just over 50% of pupils had chosen St Luke's as first choice, and that the majority had chosen them as either first or second. MM is very pleased with the progress at St Luke's and the rapidly changing culture and higher expectations. The Trust will continue to support St Luke's to build momentum and positivity in the community, this will be supported by Emma Darke (Marketing & Communication Manager). Amy Grashoff will also be working full time at St Luke's next academic year and MM will continue to support the school.

Trustees noted that bullying and behaviour had been noted as concerns in the Minutes. MM confirmed that extensive work had been done with policies, procedures and education to address this.

West Exe

It was noted that the minutes needed to reflect the challenge that is taking place by Governors at the meetings as it was unclear if this was happening. **Action: MF to feed this back to the Clerk.**

	<p><u>Exwick Heights</u> MM confirmed that Exwick Heights were now the only lead school in the Exeter Teaching School Alliance and that there would be no loss in funding due to Wynstream no longer being Outstanding. The Trust is a lead trust in the formation of Teaching Schools South West (TSSW) and Exwick will sit on the Board.</p>	
6.	<p>External Evaluations – St James Challenge Partners Review</p> <p>The Challenge Partners Report for St James was circulated. A full record of the discussion is recorded in Part B of the minutes.</p>	
7.	<p>Inclusion Project- The Bridge</p> <p>The latest update report on The Bridge was circulated.</p> <p>Trustees noted that there were only two students actually in school at St Luke’s during lockdown and queried what the implications of this arrangement was on staffing. MM confirmed that The Bridge staff are working in the rota the same as all staff across the Trust and are being deployed accordingly.</p> <p>Trustees queried if it was possible for students to move in and/or out of The Bridge, either home-based or in school in the current circumstances or if the numbers were fixed until the schools reopen. MM confirmed that students in these circumstances are dealt with on a case by case basis. With the small numbers currently in secondary schools the focus is primarily on engaging these students at home.</p> <p>Trustees were pleased to see the good levels of engagement during school closure and noted the amount of work and effort being invested. Trustees recorded their appreciation to all involved.</p> <p>It was noted that West Exe had a high number of students moving out of the school without a house move, and the reason for this was queried. MM noted that this was not clear, however admissions data showed that more students had joined West Exe than left. Governors are being encouraged to challenge schools on admissions to ensure that there is no off rolling. Additional training may be needed on this.</p>	
8.	<p>Safeguarding</p> <p><u>Single Central Record (SCR)</u> – The update report from Becky Hargreaves, HR Manager, was reviewed. All were comfortable with the details and the proposed follow up.</p>	
9.	<p>CPD – Covid-19 Lockdown Education Overview</p> <p>The Education Overview report was circulated.</p> <p>Trustees acknowledged the huge implications for the Education of all children, but especially for disadvantaged children who will have been further disadvantaged. They also noted that there would need to be a focus on Year 10 students to prepare them for GCSE’s and felt reassured that the Trust had started to plan ahead for this.</p> <p>MM confirmed that support for the disadvantaged students would be a priority for the Trust. Schools will be given clear guidance on how to support disadvantaged students to get some</p>	

	<p>consistency of expectation. MM will share an overview of the plan at the next Education Committee meeting. Action: MF to add Support for Disadvantaged Students to the Agenda for the next Education Committee.</p> <p>It was unclear at this stage what the financial implications of this would be, due to the uncertain government guidance, however this will be kept under review.</p> <p>MM confirmed that cross-agency working in Exeter was very effective and productive. The Trust Safeguarding teams are working together and MM is sitting on the Early Help Agency Group. JL and MM are also well networked both locally and nationally so they can learn best practice from others to bring back to the Trust.</p>	
For Approval		
10.	<p>St Luke's Collective Worship Policy</p> <p>The St Luke's Collective Worship Policy was approved by all Trustees.</p>	
For Information		
11.	<p>Trust Mental Health Update</p> <p>CT provided an update on the current situation regarding Mental Health in the area. Due to the current situation it was agreed to carry the Mental Health Presentation forwards to the September 2020 meeting. Action: MF to invite CT to deliver the Mental Health Strategy Presentation to the Education Committee in September 2020 and add to the Agenda.</p> <p>MM reported that a number of mental health resources have been developed for both staff and students and the development of a Trust-wide mental health strategy, taking into account the impact of Covid-19, is now a priority.</p>	
12.	<p>Complaints</p> <p>None</p>	
Any Other Business and Next Meeting Date		
13.	<p>The Staff Survey has not been progressed further due to the current Covid-19 situation. This will be carried forward for discussion at the September 2020 meeting. Action: MF to add Staff Survey to the Agenda for the September Meeting.</p> <p>Due to the exceptional circumstances and pace of change currently, it was agreed to hold an additional Education Committee meeting in June. Action: MF to arrange extra meeting date and circulate details.</p> <p>Trustees expressed their appreciation of the hard work of staff and ELT, being carried out with flexibility and care, in this difficult and testing time. MM also thanked the Trustees for their constructive support and challenge during this period.</p>	<p>MF</p> <p>MF</p>
	<p>Date of next meeting: Date TBC (Extra Meeting to be Arranged in June)</p>	

Signed by the Chair of the Committee:

D.J. Hall

Date: 08.07.20