

**Meeting Minutes**  
**Education Committee**  
**Wednesday 8 July 2020, 4.30pm**  
**Virtual Meeting**

**Meeting Summary Sheet**

Item Ref	Meeting Summary Information
	<b>List of Actions from the Meeting</b>
3.	MF to add Recording of Governor Challenges to the Agenda for the next Clerks Network Group.
5.	MF to liaise with TR to arrange a Safeguarding meeting for TR & AMi with CT in September.
5.	MF to add Safeguarding as a Standard Item on the Education Committee Agenda.
5.	TR to produce a proposal framework of what should be reported to the Education Committee at each meeting in relation to Safeguarding.
9.	MF to circulate key dates for External Evaluations to Trustees when available.
10.	MM to speak to Plymouth Headteachers about keeping in touch with Plymouth City College regarding the impact of grades.
	<b>List of Decisions taken under Scheme of Delegation</b>
	None

**Meeting Minutes**  
**Education Committee**  
**Wednesday 8 July 2020, 4.30pm, Virtual Meeting**

**In attendance:**

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

Aimee Mitchell was in attendance for Item 5

**Meeting Minutes**

Item Ref	Business	Action
1.	<p><b>Welcome and Attendance</b></p> <p>Due to the ongoing Covid-19 situation, this meeting was held virtually using Google Meet.</p> <p>No apologies were received.</p>	
2.	<p><b>Declarations of Interest</b> – None were made.</p>	
3.	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the meeting held on 06.05.20 were approved as a full and accurate record.</p> <p>The actions from the previous meeting were reviewed, all had been completed.</p> <p><b>MF will further pick up the recording of Governor challenge within LGB Minutes at the Clerks Network Group</b></p>	<b>MF</b>
4.	<p><b>Matters Arising</b></p> <p>There were no additional Matters Arising.</p>	
<b>For Monitoring</b>		
5.	<p><b>Trust Safeguarding Audit</b></p> <p>Tim Rutherford and Aimee Mitchell (AMi) gave a presentation on Safeguarding arrangements within the Trust and the outcomes of the recent Trust Safeguarding Audit. A copy of the presentation was circulated with the minutes.</p> <p>DH confirmed that CT had agreed to take on the Lead Safeguarding Trustee role after Elaine Hobson’s resignation from the Board. TR noted that he would like the Education Committee, led by CT, to agree the Safeguarding review process for the next year. CT noted that he would draw upon his experience in CAMHS for the Lead Safeguarding role and noted the interface between Mental Health and Safeguarding.</p> <p><b>Action: MF to liaise with TR to arrange meeting for TR &amp; AMi with CT in September (possibly involve Elaine in this).</b></p>	<b>MF/TR</b>

TR noted that Keeping Children Safe in Education had been updated and now included Mental Health along with other new items. Trustees will be required to read and take note of the updated version when it is available.

The Trust Safeguarding Statement was circulated with the Meeting Papers. This clarifies the Trust's approach used, and any feedback is welcomed. DH noted that Elaine Hobson had raised the Trust Safeguarding Statement previously and the Statement was needed as it provides reassurance. SS noted the effects of Covid-19 on the more disadvantaged children and children at the Bridge. TR confirmed that this would dovetail with the mental health strategy which will be a national requirement by 2023. There will also be a team onsite to work with Tier 2 children.

TR noted the good reputation of the Trust for inclusion and it is important to ensure the universal offer. AMi also confirmed that she had been in touch with the Bridge staff and co-ordinator frequently throughout lockdown and is very confident that all students have been kept in touch with during the period and that robust records have been kept.

#### Safeguarding Audit

AMi updated that previously DCC had undertaken the Trust audit. However, Jane Lake, Director of Safeguarding for Dartmoor MAT, had been commissioned to undertake the 2019/20 Audit. It was noted that, although the Audit process was paused during lockdown, all schools had now been audited.

The presentation outlined the context and process of the Safeguarding Audit and also the common findings which are important for Trustees to note. It was clear that Safeguarding is held in high regard across all Trust schools and there was nothing identified during the audit that would be putting the Trust at risk.

AMi confirmed that the Safeguarding Leads' job descriptions would be updated centrally to include safeguarding specifically.

There were also some elements identified around the CPOM data system, which is used to log safeguarding information within schools. Some schools were using this more effectively than others so a consistent training approach would be beneficial.

There were many strong positives identified within the audit around how Trust schools handle the safeguarding process.

TR confirmed that the Single Central Record (SCR) had been fully audited since the Safeguarding Audit and schools have been given actions to complete to ensure that it is fully compliant.

The next steps have been identified, and these are areas that can be tightened and best practice reviewed within the Trust. The Safeguarding Audit also includes detailed feedback for each school which will be followed up individually.

DH queried how the Committee should handle and engage with Safeguarding and whether this should be a standing item on the Agenda. DH's instinct is that this is appropriate. TR noted that best practice across schools would be common recording for safeguarding amongst LGBs. It would be sensible, as a committee, to decide what information, i.e. key

metrics, were required to be reported at the Education Committee. **Action: MF to add Safeguarding as a Standard Item on future Education Committee Agendas.**

MF

It would be helpful to come up with a table of key items for each meeting, i.e. number of referrals made. There is a need to ensure that compliance is in place and best practice shared. **Action: DH requested that TR produce a proposal of framework of what should be reported to the Education Committee at each meeting in relation to Safeguarding.**

TR

CT noted that he was used to having detailed safeguarding information at Board Level i.e. LADO and Safeguarding referrals. It is important to ensure that this is appropriate and that the correct information is seen by the correct person. DH agreed that the volume of information was important.

SO felt that the report was very thorough and extended her thanks to everyone for the very positive report.

SO also queried how children returning to school, who will have experienced high levels of disruption or witnessed DV during lockdown, would be dealt with. These are children who we would previously have been unaware of suffering from abuse. TR noted that schools are expected to find additional time for the safeguarding teams in the Governance Guidance and that the Trust is able to prioritise this. There have been contacts from Operation Encompass within the Trust, where non-typical families have received phone calls. People have capacity and will be keeping this on their radars. TR is also asking LGBs and leaders what they are doing and what the emerging themes are. TR noted that the inclusion group that works with the Bridge had been very helpful and this is a great resource to draw upon.

AMi noted that the mental health teams had also been meeting up with colleagues in school to talk through referral rates, and also providing advice and resources to schools about how to manage the conversations, and how to support children with anxiety.

A form is also being created for children to reflect on their lockdown experiences, there is a lot of work happening within schools and it will be important to change this. TR also noted that attendance will be key and a local strategy will be needed.

SO also queried if the same systems are in place within the Primary schools. TR confirmed that this was the case. Primary schools were strong within the audit, particularly Exwick. Marine Primary were not reviewed as they had already had a safeguarding review recently.

SS noted that many welfare concerns were due to circumstances outside of schools. The Police make contact with schools to report DV incidents. SS queried if any steps had been taken to safeguard ourselves against unconscious bias and if there was any training in this area. TR noted Operation Encompass is working well, and that this had continued throughout lockdown. Anti-social behaviour meetings have been useful and there are strong links with the YOT and Anti-social behaviour team.

Anna Mills is developing a strategy looking at the curriculum (including unconscious bias) and has been working with children on this.

TR confirmed that he would be happy to provide a further update at a future meeting if required.

<p>6.</p>	<p><b>Trust Education Update</b></p> <p>MM gave an update on the current position.</p> <p>The Trust is looking forward to welcoming children back in September. MM highlighted that in both Exeter and Plymouth schools there were minimal school transport issues which was positive. MM also noticed that it was important to take note that “one size does not fit all” so schools would have individual arrangements.</p> <p>MM updated that schools are currently looking at staggered starts. Risk registers are being updated and would be ready for September reopening. The Trust is lucky to have big modern schools where risks can be minimised. All schools have been welcoming teachers back over the last few weeks and attendance has been great across all schools.</p> <p>There will be two-day insets at all schools in September where all staff will be updated on risks etc. MM also noted that voluntary summer work would be set for students if required.</p> <p>In the next half-term priority will be given to developing the online learning platform to create agility in case of further lockdowns. This will be seamless and will link into the work that children are doing in school. JL noted that the Trust had invested in the Moodle course delivery platform. The DfE have set a high bar for home learning, to ensure that learning continues if schools are locked down again. Students should receive a full timetable rather than repeating of topic-based tasks.</p> <p>Primaries will take longer to set up as the networks need developing, however support and lessons will be online as soon as any school is locked down. Engagement will be monitored and teachers will be able to communicate with students about completion.</p> <p>DH noted the importance of the agility and speed of this development and the rapid change in operating for the Trust. The Board is very pleased with the work that is happening.</p> <p>DH also noted the high levels of attendance within the Trust which had not been replicated nationally. This would also help with parents’ confidence about students returning.</p> <p>SS noted some worrying reports comparing state schools with those in the private sector and that subjects are restricted. JL noted that the 16 subjects in the portal are based on the options system, and is greater than the number of topics children choose. JL noted that Trust schools averaged between 8-9 subjects that children take to GCSE or vocational level.</p> <p>TR noted that metrics were important to be taken into consideration moving forwards. MM also noted that children would be looked at as individuals, and there would be conversations with children and parents. There will not be a blanket approach.</p> <p>DH noted the very positive pattern around attendance and engagement and queried if there were any particular groups where problems were arising. JL noted that the engagement statistics clearly showed a gap between disadvantaged and not. This gap is expected to be evident when children return.</p> <p>Pedagogically the key will be the investment in incremental coaching of all staff. Every teacher will receive coaching and the vehicle for coaching leaders is available in every school, so if any pedagogical issues arise these can be identified and addressed.</p>	
-----------	--	--

	<p>SO noted that, from her own experience, caution was needed around the data. TR noted the difference in the data being analysed. JL confirmed that Sparx data was key and was very detailed at multiple levels as it was the only consistent data across all schools.</p>	
7.	<p><b>Support for Disadvantaged Students</b></p> <p>MM updated that the Trust would be receiving catch up funding from DfE. MM is hosting a Mini DS conference for the Leads from across the Trust to look at how to use funds most effectively. MM noted the intention to spend the money wisely across secondary schools to have the maximum impact. MM also noted that some Teach First graduates had been secured for Whipton Barton which is fantastic news.</p> <p>MM also updated that the Rotary Club of Exeter wishes to give the Trust some support around Exeter DS pupils. AM noted that this was very positive for the Trust and shows how well thought of the Trust is within Exeter.</p> <p>MM noted the body of work around attendance and support to families to ensure that DS pupils attend school regularly and that some of the resource would be used to support these families.</p> <p>DH noted the later effects on attainment for DS students in following years, where learning gaps may appear in performance data. This could be an area of focus for a future meeting.</p> <p>MM confirmed that children would not be taken out of lessons for intervention. We need to look at more sophisticated means of addressing the gaps and how to support the teachers with this. MM also noted the need to be optimistic, as the rhetoric is worrying and negative which can rub off on teachers.</p> <p>MM is excited about the prospects of the funding and the positive uses for DS children.</p> <p>SS was pleased that IT equipment had been provided for DS children by the Trust. She queried if this was working or if there were any problems identified that would need to be addressed in the future for access to online learning. TR noted that a 3-5 year plan was needed on the use of hardware within the Trust. There are enough devices currently but future planning is required. MM noted that sometimes this needed to be looked at from a family point of view, where devices are limited. It is the Trust's civic responsibility to identify those families and to look at ways to support them through other mechanisms. AM queried if Wi-Fi provision was part of the package – MM confirmed this.</p>	
8.	<p><b>Minutes from LGB Meetings</b></p> <p>The Minutes of the recent LGB meetings were noted.</p> <p>AM noted that he found the chaplaincy support at St Luke's very interesting, and felt it would be good to monitor this to ascertain the benefit. DH had also noticed the focus on wellbeing for children at St Luke's.</p>	
9.	<p><b>External Evaluations</b></p> <p>TR updated on the positive external evaluations that had happened previously within the Trust. The intention now is to develop a consistent school review process to outline best practice and to give a realistic view of where each school is at. This is a real opportunity for</p>	

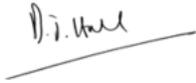
	<p>the Trust to get externally verified feedback on schools. Anna Mills is working on the framework and guidance is being received from other MATS to develop a framework. The new process will be instead of Challenge Partners, however if needed this could be returned to at any point. MM also noted the high costs of Challenge Partners, so this new approach should bring in more consistency and be positive for the schools.</p> <p>DH noted that the new proposal shifts the emphasis to areas of improvement and identifying good practice and the focus is very positive. TR confirmed that Trustees were very welcome to engage and give feedback throughout the process.</p> <p>DH also stated that whilst it was necessary to be kind and supportive to each other, it did need to be combined with something significantly more challenging. This needs to be monitored closely.</p> <p>TR noted that as part of the initial review a possible outcome could be a full external audit, however this might not be the case. The best value for effort in terms of school improvement is needed and this approach offers a clear way forward.</p> <p>DH noted that the invitation to have Trustees involved was very positive and should be followed up at a later date.</p> <p><b>Action: MF to circulate dates to Trustees when these are agreed so that they can get involved if desired.</b></p>	
<p>10.</p>	<p><b>Covid-19 Related Changes to Assessment Procedures and Processes – Presentation</b></p> <p>JL revisited his presentation from the Board meeting, a copy of this was circulated with the minutes, and confirmed that it was an opportunity to review this in more detail, than at the full Board Meeting. JL welcomed questions from Trustees.</p> <p>DH queried if JL was anticipating that parents would be contacting the schools regarding the awarded grades. JL noted that the initial guidance stated that they would not be looking for challenges, however the appeals process was reopened in the most recent guidance. JL noted the Exam Day Protocol was consistent across all schools, and will be completely electronic. The only face to face contact will be around moving on and meetings with Exeter College and other providers.</p> <p>Freedom of Information requests can be submitted regarding children’s results. JL noted that some schools would be reporting both Ofqual and schools ranking, however the Trust would not be doing this. TR noted that Amy Grashoff had taken legal advice, and there is a mechanism for parents to access their details without undertaking a full subject access request. Amy Grashoff has done a great piece of work on this.</p> <p>DH noted that this does potentially give the media possible stories and queried if Emma Darke would be involved. TR confirmed a press release had been drafted and that schools have also drafted letters to Ofqual.</p> <p>SS noted the several references to cooperation with Exeter College, and queried what would be happening in Plymouth with pupils who did not get their required grades. MM confirmed that both secondary schools in Plymouth are working well together in terms of the academic sixth form at Marine Secondary. Advice has been given to All Saints relating to this. A good relationship has also been developed with Plymouth City College who are the vocational provider. MM feels that the current work in Plymouth around Post 16 provision is positive.</p>	

	<p>MM noted that Exeter College have been fantastic and they have been providing very positive reassurance to parents.</p> <p>DH noted that there are opportunities as well as threats from the current situation.</p> <p><b>Action: MM to speak to Plymouth Head teachers about keeping in touch with Plymouth City College regarding the impact of grades.</b></p>	
<b>For Information</b>		
<p><b>11.</b></p>	<p><b>Mental Health and Wellbeing During Lockdown – Staff and Students</b></p> <p>MM noted that the HR Team at the Trust had circulated helpful resources to all staff and this has been regularly communicated. A number of PHSE materials have also been shared with students.</p> <p>MM noted that the most important thing, in terms of mental health and wellbeing, was to get the students back to school. It is important to build excitement for returning in September by being positive and optimistic for the future. Once the children are back the gaps can be identified and support put in place.</p> <p>DH noted a concern of teachers being burnt out from working during holidays and developing online learning and queried if there would be a “tired workforce” in September. MM noted that the Headteachers are very aware of this and have tried very hard to share the workload using rotas. There has been positive feedback from staff about not having been overloaded. Initially the online learning was stressful but this has eased.</p> <p>There will be summer provision for all schools at St Luke’s so staff will not need to come in during the holidays. TR noted the positive guidance and support from the Trust HR Team.</p> <p>It was agreed that prevalence is low, but the impact is high. It is the duty of school leaders to be proactive and to look after staff.</p> <p>AM queried if there was a good sense of togetherness across the whole staff. TR noted that the Trust had been clear on the expectations of workload and had ensured that shielding staff felt that their contributions were valued. TR feels this has been very positive, and as a policy approach this has been done well.</p> <p>MM noted that the staff who were challenging during lockdown were the same staff who were challenging before lockdown. The main HR issues have been around shielding staff wanting to come back to work rather than the opposite. This has been a greater burden than any employee relations action.</p> <p>MM feels the Trust has been compassionate to staff and students have been well served. There have been benefits which it is important not to lose after lockdown.</p>	
<p><b>12.</b></p>	<p><b>Risk</b></p> <p>This was reviewed. No further questions were identified.</p>	

Any Other Business and Next Meeting Date

	None Raised.	
	The Meeting Closed at 6.00pm.	
	<b>Date of next meeting:</b> Wednesday 18 September 2020, 4.30pm – Format TBC	

Signed by the Chair of the Committee:



Date: 16.09.20