

**Meeting Minutes**  
**Education Committee**  
**Wednesday 16 September 2020, 4.30pm**  
**Virtual Meeting via Microsoft Teams**

Meeting Summary Sheet

Item Ref	Meeting Summary Information
	<b>List of Actions from the Meeting</b>
3.	Circulate key dates of External Evaluations once confirmed – MF (carried forward from 08.07.20)
4.	Clarify background of the action point relating to Headteachers Report from CEC Finance & Resources Minutes 20.04.20 – MF
7.	Support for Disadvantaged Students and DfE Catch-Up Funding to be added to the Agenda as a key item for 27.01.21 – MF
8.	Pupil Premium Delivery Programme to be added to the Agenda for 27.01.21.
11.	TR to collate key points from his Safeguarding update and circulate a written report to Trustees (via MF).
11.	The Committee’s thanks to all school staff for their hard work during the pandemic was formally recorded.
15.	MM and DH to have a conversation about the Education Committee’s role in complaint monitoring outside of the meeting. MF to co-ordinate.
	<b>List of Decisions taken under Scheme of Delegation</b>
	None

## Meeting Minutes Education Committee

**Wednesday 16 September 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)	
Melody Floyd – Clerk (MF)	

### Meeting Minutes

Item Ref	Business	Action
1.	<p><b>Welcome and Attendance</b></p> <p>Due to Covid-19, this meeting was held virtually using Microsoft Teams.</p> <p>DH welcomed everyone to the meeting.</p> <p>Apologies were received from Crispin Taylor (CT).</p>	
2.	<p><b>Declarations of Interest</b> – No new declarations of interest were made.</p>	
3.	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the meeting held on 09.07.20 were approved as a full and accurate record.  <b>Action: MF to amend Aimee Mitchell’s initials throughout to avoid confusion with AM.</b></p> <p>The actions from the previous meeting were reviewed, all had been completed or were in progress. TR confirmed that he would be meeting with CT on 30.09.20 to review Safeguarding.</p> <p>It was agreed to carry forward Action 9 to circulate key dates for external evaluations when available. There were currently none confirmed.</p>	MF
4.	<p><b>Matters Arising</b></p> <p>There were no additional Matters Arising.</p>	
<b>For Monitoring</b>		
5.	<p><b>Minutes from LGB Meetings</b></p> <p>The Minutes of the recent LGB meetings were noted. The following points were queried.</p> <p>CEC (20.04.20) – <b>MF to clarify what the action “redact any parent information on Headteacher report” relates to and report back to the Committee.</b></p> <p>Exwick Heights (18.06.20) – DH queried if it was common practice to involve parents in strategic discussions within Trust Schools. MM confirmed that this was not common practice and noted some current challenges around Governance at Exwick Heights which are being worked through.</p>	MF

<p><b>6.</b></p>	<p><b>Trust Performance Dashboard</b></p> <p>JL gave a summary of the Trust Performance Dashboard. It was noted that a lot of areas were grey as no external KPIs can be validated. JL noted that he had input some centre assessed grades, which were taken alongside the algorithm’s better scores.</p> <p>DH queried why these were not valuable for accountability purposes. JL noted, as an example, the MFL department at Isca. This has been a high-performing department for a number of years, however students went from Grade 6 to Grade 9, every single student was upgraded. This had led to contact being made with Further Education providers due to concerns over the students’ abilities to undertake higher level courses. SO noted the possible impact for A’ Levels if students were not at the standard of their grades.</p> <p>SO also noted that the two Plymouth schools showed an increase in data on previous grades and that there was a huge jump in English and Maths, she queried the reason for this. JL noted that grades had been quality assured when they were submitted.</p> <p>MM noted that it was clear that Marine was going to be disadvantaged by the algorithm, and key contacts had been made prior to the results being used. Marine is now being used as a key study about why the algorithm did not work. MM was very pleased that Marine children had not been disadvantaged. It was however noted that All Saints’ progress was still not good enough.</p> <p>SO queried how predicted grades met the awarded grades. JL noted that all data was higher and that, on average, nationally grades had been inflated by 0.5. TR noted that in many areas the grades actually went down so there was not a significant uplift to grades.</p> <p>MM noted that, whilst it was not an exact study, the grades did not appear to have contributed to any excess stress to Exeter College. DH queried if this was also the case at Plymouth College. MM noted that Plymouth College is vocational. However TR noted that Marine sixth form numbers were up by about 10%. The results were good news overall.</p> <p>DH queried about Level 2 programmes with the algorithm and if there had been a fall-off in these. TR confirmed that this had not yet been confirmed although it was expected that this would be stable.</p> <p>AM queried the NEET issue and if there was an increase in students not going on to their next stage due to the algorithm. TR confirmed that, with the grades achieved, the next two weeks is when any drop-off would become evident. If students are not engaged in meaningful activity it would be a concern.</p> <p>DH queried if there had been any other unforeseen problems. TR noted that this would also become evident over the next few months and confirmed that the Trust would need to be agile and aware of what is going on.</p>	
<p><b>7.</b></p>	<p><b>Support for Disadvantaged Students</b></p> <p>SS queried how the internet was being made available to disadvantaged students. TR noted that the schools had a list of students who had limited connectivity at home, however this had not yet been updated to include the new Year 7s. This would be raised at the secondary heads meeting on 24.09.20 to ensure that it is available.</p>	

	<p>Schools are working hard to assess where the gaps are to enable them to target individual students. The Primary Heads have done some background work looking at work that was lost during lockdown. No schools were reporting large gaps for disadvantaged children. Reading was stable although there were a few issues with times tables. Overall Moira is very pleased with the support that children have received. MM noted the need to be optimistic and positive, and to celebrate the positives.</p> <p>MM also noted the Trust’s aspiration that, in the event of a second lockdown, Year 11 and the most disadvantaged students would remain in school at all times.</p>	
<p>8.</p>	<p><b>Pupil Premium Delivery Programme and Catch Up Funding Update</b></p> <p>MM noted that Bill Jerman had been commissioned to work with the Trust.</p> <p>£600k of catch up funding had been received from the Government to support the most disadvantaged pupils to bridge the Covid gap. This funding can be used for small group supervision, Maths/English catch up, Technology, Staff CPD etc.</p> <p>It was noted that Ofsted would be visiting schools from next week to check how the money had been spent and the impact.</p> <p>DH would welcome feedback on how the money has been used at the next meeting. It was agreed that this was an important agenda item for the next Committee meeting in January.  <b>Action: MF to add Support for Disadvantaged Students and Catch-Up Funding to the agenda for the meeting on 27.01.21.</b></p> <p>An additional member of staff has been employed at Whipton to help with catch up and Schools Direct have also been used there.</p> <p>Bill Jerman will be used for the Pupil Premium Delivery Programme. It is currently a work in progress and Bill is helping to put this together. <b>Action: MF to add Pupil Premium Delivery Programme to the Agenda for 27.01.21</b></p>	<p>MF</p> <p>MF</p>

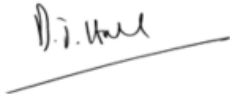
<p><b>9.</b></p>	<p><b>Preparations for Remote Working</b></p> <p>JL updated on the preparations for remote working. It was noted that, in order to return to an exam season in 2020-21, the home learning expectations had been raised and there is an extensive list in the DfE guidance. The home learning expectations are high and will be expected to meet the standards of the Oak Academy. The expectation for quarantining pupils is five hours of learning per day for two weeks. For those without technology, papers would need to be provided.</p> <p>JL updated that an online Moodle platform has been developed and an audit had been done with the 16 subject leaders across the secondary phase. The Primaries are still working on individual school scenarios.</p> <p>The expectation is that individual lessons should be provided for each subject for the period of any lockdown. Lessons need to have instructional videos, although these do not need to be provided by teachers themselves. The DfE also stipulates that students should be sent work and that this needs to be checked. JL confirmed that there would be automatic checking of learning and that this level of coverage would be across years 7-11 in all subjects.</p> <p>DH noted confusion about Ofsted’s role in monitoring this activity as there was a notable shift from an inspection to support role. JL confirmed that Ofsted would look at the Home Learning provision and also how the catch up funding was being used. They would not be going into lessons etc. JL noted that whenever DfE funding is put into the system, there is usually a link with them wanting Ofsted to check the money is being spent wisely.</p> <p>JL noted there were two MATs, known to the Trust, who are part of the Ofsted pilot and that they would provide feedback.</p> <p>MM noted that the Trust had requested for St Luke’s to be a pilot, as this would have been positive if they could have received some good feedback from Ofsted. This could be an option to consider.</p>	
<p><b>10.</b></p>	<p><b>Inclusion Project – The Bridge</b></p> <p>Aimee Mitchell had provided an update report on the Bridge. MM noted that students had only recently returned so there was little to report on yet.</p> <p>The Partnership Process for a serious incident policy that has been developed is really positive, there is now a protocol for delivering this.</p> <p>DH noted that the current numbers in the Bridge were low. MM noted that this was to be expected following lockdown and that numbers were expected to rise as the term goes on.</p>	
<p><b>11.</b></p>	<p><b>Safeguarding (STANDING ITEM)</b></p> <p>TR updated that he had arranged to meet with CT and Aimee Mitchell on 30.09.20 to review Safeguarding and to plan for the year ahead.</p> <p>The SCR update report was noted.</p> <p>TR updated that all Trust staff (with the exception of Plymouth) are now using Hays for mandatory training. Plymouth schools will move to this once their current licence has expired. This will ensure that standardised training is provided Trust-wide.</p>	

	<p>SS queried if the Trust had seen a rise in problems arising from Domestic Abuse. MM confirmed that there had not been a significant increase during lockdown, however there had been a noticeable spike in the Whipton area after the reopening of the pubs. TR also noted that there had been an increase in the activity of Operation Encompass within secondary schools. Capacity will need to be built within schools to manage this. TR confirmed that this would be monitored, and that feedback from Headteachers would be valuable. JL also noted that there had not been a hugely significant increase in home issues. There are increased incidents of domestic abuse but not on the scale reported in the media, although it was acknowledged that this was very hard to monitor.</p> <p>It was suggested that the mixture between safeguarding and attendance could be another focus for catch up funding. Safeguarding and attendance has been very important for all headteachers and these are a key priority for the Trust.</p> <p>DH requested a written copy of TR's safeguarding report. <b>Action: TR to collate key points from his update and circulate to Trustees (via MF).</b></p> <p>SO noted that she had recently attended the Whipton LGB meeting and that attendance at Whipton was a high priority. Attendance was currently at 90% but this was not good enough and is one of their key priorities at the moment. SO also noted that the Headteacher at Whipton had been very welcoming to pupils. They have been very proactive in signposting parents and supporting those who were isolating.</p> <p>JL noted that the national average for attendance was 88% (expectation is 95%). All TWMAT schools had been averaging 95% up to w/c 10 September. St Luke's were currently on 88%.</p> <p>MM stated that there had been a dip in attendance across the Trust during w/c 21.09.20 and that there needed to be a plan in place for future weeks. This could correspond with the press reports about the number of children with symptoms building. TR noted that, across all schools, significant numbers of students are staying off. Parents are anxious and the number of children off school is far higher than it would usually be. There will be a real challenge to build confidence and support parents with children's attendance. It was agreed that consistent messaging is needed across schools regarding attendance and the Trust will need to be agile.</p> <p>MM noted that the children have returned with lots of positivity. There are challenges ahead but it is good to have the children back in the schools. Together we will deal with the challenges as they emerge. TR noted the Trust had eyes on every child and the small numbers who were needed to be monitored, were noted.</p> <p>DH noted that this was very reassuring and that the effect of Covid-19 was relatively muted. DH expressed thanks to all the school staff who have been working hard throughout the pandemic and asked for these to be recorded. <b>Action – MF to formally record the Committee's thanks to all school staff for their hard work during the pandemic.</b></p>	<p>TR</p> <p>MF</p>
<p>12.</p>	<p><b>CPD</b></p> <p>The Trust had piloted online CPD at the start of term for Safeguarding. Feedback is being received and will be reviewed.</p> <p>JL is continuing to develop curriculum groups across the Trust and this is ongoing.</p>	

13.	<p><b>Ofsted Visit Guidance Update</b></p> <p>JL confirmed that Ofsted, in its traditional sense, would not be starting inspections until after December 2020. This was likely to put Isca and West Exe a year away in terms of the schedule.</p>	
14.	<p><b>Staff Wellbeing Update</b></p> <p>Lucy Hancock, Deputy HR Manager, had provided a brief written update on wellbeing.</p> <p>CT had noted that it was not the correct time to be undertaking a staff survey. DH queried if the general feeling was that this was correct. TR agreed that, whilst staff were open to the survey, the timing now would be counterproductive. However, there was an expectation that staff surveys would be used going forwards and it was felt that May/June 2021 may be a suitable time for this.</p> <p>SO reiterated that, whilst staff were back at work and being well supported, they were not enjoying teaching in the way that they usually would. The results of a wellbeing survey were likely to be negative due to the current circumstances, rather than if it was undertaken during “normal” circumstances. DH agreed that the whole purpose of the survey was to provide baseline data and a broad range of responses.</p> <p>TR noted that the Trust would be part of the Mental Health pilot for schools. CEC and Isca would be piloting this as part of a Devon-wide attempt to improve support for the most vulnerable families. This potentially could be rolled out more widely across the Trust.</p>	
15.	<p><b>Complaints (STANDING ITEM)</b></p> <p>MM noted that there was currently a Stage 2 Complaint at Isca. TR would provide further feedback on this after the Appeal Meeting had taken place.</p> <p>The Complaints Policy is subsequently being updated to ensure that Complaints at Level 2 level are reported to the Clerk and CEO rather than to the Chair of the Trust. MM confirmed that Trustees would be made aware of complaints at Stage 2 but that these would not go straight to the Chair.</p> <p>DH requested further detail on complaints to be reported at future meetings. I.e. number of Level 1 complaints etc. and also noted that clarity was needed on the Committee’s role in reviewing complaints. <b>Action: MM and DH to have a conversation about the Education Committee’s role in complaint monitoring outside of the meeting.</b></p>	MM/DH
<b>Any Other Business and Next Meeting Date</b>		
	<p>DH extended his thanks to the Trust staff and acknowledged the success of getting students back in to school.</p> <p>SO also noted that her own children, who attend a Trust School, had gone back very happily and that from a parent’s point of view this feels good.</p> <p>The Meeting Closed at 5.55pm.</p>	

	<b>Date of next meeting:</b> Wednesday 27 January 2020, 4.30pm – Venue TBC	
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**Signed by the Chair of the Committee:**



**Date: 27.01.21**