



## Quality of Education Committee Minutes

<b>Meeting</b>	Quality of Education Committee	<b>Where</b>	Via Zoom
<b>Date</b>	Thursday 5th November 2020.	<b>Time</b>	4.30 p.m.
<b>Attendees</b>	Paul Turner (PT); Louise Warren (LW, Director of Education); Chris Price-Smith (CP-S); Rev. Paul Walker (PW); Helen Turner (HT).  Apologies: None  Clerk – Alexandra Molton		

No	Description
	<b>Procedural Matters</b>
1	<b>Apologies for absence and acceptance/non-acceptance.</b> No apologies were sent to the meeting. PT welcomed the committee to the meeting.
2	<b>Declaration of personal or business interests.</b> None.
3	<b>Minutes of the last meeting on 2<sup>nd</sup> July 2020 and actions (circulated with the agenda).</b> The minutes were accepted as a true and accurate record of the meeting. LW sent the draft character map from WAT to the rest of the committee before the meeting. She confirmed that the Trust is going to use the support challenge map template to create a character map for each school containing the unique values of each school. All other actions have been completed.
4	<b>Review of 19/20 Terms of Reference and look at what our 20/21 Terms should be.</b> Some adjustments and changes were made to the draft Terms which had been circulated before the meeting, including updating the members of the AIT and the confirmed meeting dates. PT asked for confirmation about the policies which had been identified as being within the remit of the QoE committee and LW will confirm that Siobhan Vinall is putting together new policies on Children with health needs who cannot attend school and Newly Qualified Teachers.  <b>ACTION: Clerk to update the ToR and circulate to the committee and Trust staff as necessary.</b> The committee questioned whether school should be carrying out parent, pupil and staff surveys in the current climate. PT suggested that these can be done less formally and would be a useful way to get feedback from these groups of people about how things are going with the Covid situation in schools. LW confirmed that the Trust-wide staff survey has been postponed until next year.  The committee agreed to make a recommendation that surveys for parents (and possibly staff) be carried out by schools in the summer term.  The committee discussed staff consultations with parents, which are taking place virtually this year.

	<p>There are some issues with carrying out meetings in this way but there has also been positive feedback from both parents and teachers. LW confirmed that there should be another round of parent meetings in December. The committee were not sure that this been communicated to parents in all schools</p> <p><b>ACTION: LW will raise this at the next ALT meeting to ask if all schools are carrying out December meetings.</b></p>
	<p><b>Ensuring Accountability</b></p>
<p>5</p>	<p><b>Learners First</b></p> <p>LW presented an update to the committee on the Learners First Action Plan for 2020/21.</p> <p>The committee agreed to add monitoring attendance into the Plan as this is part of the Terms of Reference for the committee.</p> <p>Pupil progress: The focus is on taking each child from where they were when they returned to school and looking at how children can catch up on any missed learning in order to meet the appropriate milestones by the end of the year. Catch-up funding will be used to support learning where it is needed and the initial focus will be on reading and writing, with a broad and balanced curriculum being rolled out over the year as appropriate for each context.</p> <p>PPG: The focus this year is on embedding the PPG strategy across the Trust to improve outcomes for these children. Passports are now being used through primary schools and FCC to document children’s progress and experiences.</p> <p>FFT Aspire: All schools are now using this which helps with collecting and analysing data across the Trust, as well as ensuring a consistent approach to target setting.</p> <p>SEND: There is a big focus this year is on improving the provision and outcomes for these pupils across the Trust. Having Helen Cox in place as the SEN Lead for the Trust is a key part of the strategy. Support for children who have SEN and are PPG pupils is being looked at more specifically, with a particular focus on improving the attendance of these children.</p> <p>Phonics: The focus this year is on ensuring that all Phonics teaching across the Trust is effective. WAT continues to embed Read Write Inc. with support from Sally Robins at FIS. Year 2 pupils will take their Phonics tests in December and LW will report these results to the January QoE meeting.</p> <p>Research: The focus this year is on embedding research-led approaches to developments across the Trust and using subject experts and leads to pioneer these. Heads will choose a research lead for their school this year.</p> <p>Curriculum: The AIT will be working on a strategy to improve the transition between KS2 and KS3 to create a 3-18 educational vision with a focus on PPG, SEND and high ability pupils. Rebecca Cooper has produced a document looking at Y6 and Y7 work which has some interesting insights.</p> <p><b>ACTION: LW will send this document to the rest of the committee.</b></p> <p>Curriculum Sequencing: The AIT will be considering how knowledge builds progressively across all year groups. Some twilight sessions have been set up to look at this in more detail. Although the AIT is not able to meet in person at this time they are regularly meeting remotely to discuss progress and share updates.</p> <p>Curriculum Enrichment: Rachel Kenyon continues to develop this across the Trust, using virtual events and remote catch ups to continue to build on the strategy with schools.</p> <p>Ofsted: WAT and JBL are the next in line to be visited by Ofsted, but this is unlikely to be until next academic year although there is a possibility it could be in the spring or summer of 2021. CPS confirmed that Ofsted have not yet confirmed their plans for next term but some schools have had</p>

	<p>visits from inspectors already to monitor Covid return.</p> <p>Peer Review programme: This has now started for the year, with the first review taking place at L&amp;F. An update will be given on this later in the meeting.</p> <p>Mental Health and Wellbeing: A policy on this is now in place and the AIT will be looking at how to embed this across the schools this year.</p> <p>Sixth form: The team has put together plans to market the Sixth Form as a centre of excellence to encourage post-16 students to remain at FCC to study.</p> <p>HT asked whether FFT has replaced Raise online and when governors will have access to FFT; LW confirmed that she can add the committee members on to the system.</p>
	<ul style="list-style-type: none"> <li>● <b>Risk Register</b></li> </ul> <p>LW has put together a Risk Register for each school and circulated this to the committee before the meeting. All schools are rated at 3 for non-educational at the moment due to Covid restrictions and risks.</p> <ul style="list-style-type: none"> <li>- FCC has a new Head in post and leadership capacity is strong. Outcomes, Leadership and Capacity are rated at a level 2, with a 3 rating in non-education as absence among the PPG children and numbers of exclusions need to be monitored.</li> <li>- Longcot received a Good SIAMS inspection in 2019 and Governance and Safeguarding reviews in 2019 were rated positively. Some work needs to take place on embedding the teaching of synthetic phonics across the school. Outcomes and Leadership are rated at a level 1, with Capacity at level 2 and Non-education rated at a level 3. This due to a new nursery provision which has been opened on site this year and the need for classrooms to be reorganised to allow those children in EYFS to choose more activities for themselves.</li> <li>- Buckland was rated at a level 1 in Outcomes and Leadership but a level 2 in Capacity and 3 in Non-education, due to the impact of a teacher being on Maternity leave and a SCITT teacher being in place at the school this year.</li> <li>- FIS was rated a level 2 in Outcomes as although significant progress has been made in progress results since the appointment of a new Head, a challenging cohort entered Reception in 2019 and was unable to complete their year at school due to closure. This is likely to affect data results this year. Leadership was rated at a level 1 as the new Head has pioneered a positive culture at the school and encouraged staff to work as a close knit team. She is also taking on various leadership roles across the Trust and supporting leaders in other schools across FLT, as well as leading on a Trust CPD hub.</li> <li>- FJS was rated at a level 2 in Outcomes as levels of reading progress were of concern following the data from 2019. A review of this showed improvement in 2020. Leadership was rated at a level 1 as the new Head has made a significant impact on the school, improved the culture and working conditions and a strong new Deputy has been appointed. Capacity was rated at level 2 as there have been premises issues, although repairs to the broken block have now started.</li> <li>- Watchfield Outcomes, Capacity and Leadership were rated at level 3 due to low levels of attainment in 2017, 2018 and 2019, with Phonics results a particular concern. A rapid improvement plan has been put in place, with targeted resources being put in place to improve this. The school has a high level of EAL children, as well as lots of pupils with complex needs and SEN support needed. Leadership has been rated at a level 2 as a strong new Deputy has been appointed. Plans have also been put in place for Leadership support at the school to help to improve this moving forward.</li> <li>- JBL was rated a level 2 in both Outcomes and Leadership, due to some KS1 attainment results being historically low. Two teachers at the school have also needed support from AIT. A new –Co-Headship is working well at the school and support has been put in place to help to establish this. Capacity and Non-education were rated level 3 due to higher level of EHCP children and a higher level of need of children, which has put pressure on resources at the school.</li> <li>- SHR was rated level 2 in Outcomes as although results have been good, weak teaching in the</li> </ul>

past affected KS2 results in 2019. Leadership and Capacity were rated at a level 1 as a strong teaching team is in place, with morale high. The Head is starting to contribute to more initiatives across the Trust. A new site will be needed due to an increase in pupil numbers as the village expands and demand increases.

- **OFSTED risks**

LW had no particular updates on this as this was covered in the school Risk Register.

- **Whole Trust Risk Register**

Anne Lynn in the Central team has provided a copy of this for 2019/20.

- Parts of this are under the remit of the QoE committee and these are reflected in the ToR. LW confirmed that the committee need to monitor if 3 or more schools go into RI or Inadequate. The committee recognised that this could change if new schools join the Trust in the future.
- The committee asked for more details about Major breach of Safeguarding Protocols in the Whole Trust Risk Register and LW confirmed that this would come under the remit of the committee.

**ACTION: AM to add this into the ToR for the QoE committee.**

- **Rapid Improvement School**

LW confirmed that all schools have been baselining the children and setting targets based on these assessments. Lower targets have been set at FIS but they have some strategies in place to address these. Targets at WAT are lower than past years, mainly to do with the high numbers of EAL and SEND children. Y1 phonics at WAT was on track for 64% of children to pass the screening but with the effects of Covid this is now looking at around 55%. Out of the current Y2s only 38/60 did their Y1 school year at WAT too. Sally Robins is coaching Georgina Wintle and supporting her to embed new strategies to address Phonics teaching at the school. A new Deputy Head has been appointed for January and a few staff are leaving so these will need to be replaced. WAT is particularly good at showing data in different forms to show the impact of the EAL children and the effects that they have on the results data.

*Can WAT show progress with EAL children?*

LW confirmed that they can but often the children don't stay at the school beyond the year so this is harder to measure longer term. She will speak to GW about this.

- Safeguarding, Covid-19.

LB has confirmed that social workers have continued to support families but meetings have taken place remotely. The main referrals to MASH over lockdown were regarding substance abuse and domestic violence. There is an increased drug use in Faringdon and some families have been identified as being involved in this. There were a number of child protection referrals in Faringdon, which were in line with national figures. Schools have to submit their annual Safeguarding returns by 31<sup>st</sup> December. LB will produce another report for the next committee meeting.

Supervision of DSLs in all schools is now an OFSTED requirement; LB to provide this at termly meetings with Safeguarding staff and Safeguarding governors. Meetings will be held remotely.

The committee asked for confirmation that LB has supervision and LW confirmed that this is in place.

All schools are now using CPOMS to log Safeguarding concerns, which will be useful when children transition to Secondary school.

- Report on access to ICT across pupils

Some schools have no problems with remote learning access.

JBL and SHR have two families who don't currently have access and they are trying to loan out devices to them.

At FIS Sally estimates that 26 families do not have technology and 15 more would find it difficult to access remote learning. Sally feels it is better to provide paper copies of learning for younger children to ensure that they can continue to learn at home if necessary.

Among FCC students it is not clear what the levels of access are but no problems are being reported. The school has received 20 laptops to loan to families and many students have their own phones so

	<p>can access online learning through this.</p> <p>WAT already use a class dojo system and they are reporting that all families are engaging with this.</p> <p>FJS has not yet given a response about levels of IT access among pupils. LW suggested that it is less likely to be an issue here as children are older and are more likely to have their own devices and be able to independently learn. (Post meeting note: the school have provided laptops for disadvantaged children and are awaiting licenses from OCC for 20 more).</p> <p>All schools have now got a remote learning policy which includes timetables of when live teaching can occur. These sessions are staggered throughout the day to try and ensure that where siblings need to share devices they are all able to access online learning. Most policies include two sessions of live teaching each day for core subjects.</p> <p>Schools are doing everything that they can to ensure that children continue to have access to learning.</p> <p><i>How are teachers coping with the prospect of live teaching?</i></p> <p>LW confirmed that some staff have taken to it better than others but all are having a go. It is unlikely that schools will close as part of the current lockdown so likely that staff will only have to teach online for 14 days at a time if a bubble at school has to isolate.</p> <p>The committee recognised that IT changes happening across the Trust at this time have created extra challenges. LW confirmed that the advantage to using the Cloud to store and back up documents means that staff can now access live documents remotely and share these more easily. The Trust name change happened at the same time as the work to change the website and marketing strategy for the Trust. Some of the IT issues were to do with limitations imposed by providers and also the effect of sick leave which was taken by the IT manager. LW confirmed that an external consultant will now be brought in to review the current situation and what needs to take place to bring the project to fruition and for going forwards. The committee asked for this to be communicated to the Board at their next meeting and LW confirmed that Anne has been at ALT meetings to explain the decisions taken and timeframes for actions.</p>
7	<p><b>Safeguarding</b></p> <p>LB is still working remotely and attending meetings online. She has carried out an assessment of Safeguarding at JBL and processes and procedures were good. LB has also carried out an assessment at BUC, and confirmed that staff need to ensure that external providers can confirm that they have a Safeguarding policy in place and that their staff had been trained in this. This is being actioned.</p>
8	<p><b>SEND</b></p> <p>PW has recently met with Helen Cox (HC), who is really enjoying her new role. She is experiencing some issues in interacting with parents and some assessments cannot take place remotely.</p> <p>HC has been looking at using Edukey for the Trust, which links schools together so information can be shared and would really help those schools with high numbers of SEND pupils.</p> <p>HC wants to confirm the levels of SEND across the Trust and a SEND review has been organised at JBL and SHR for this term. HC and James Hood (JH) have been looking at outcomes for children who are both PPG and SEND across the Trust. The committee suggested that Attendance should be linked into this too.</p> <p>Attendance data has not been received from all schools for this term.</p> <p>SHR attendance figures were 96.87% all school and 97.32% for PPG children last term. JH is based here and they are the first to be using passports for the PPG children.</p> <p>FIS attendance was 95.4% all school and 93.1% PPG children. 96% is the national figure for this age group.</p> <p>FCC attendance was 94% all school and 84% PPG pupils.</p> <p>Post meeting note: John Blandy 96.6% all pupils and 92.1% PP. Buc 96.9% all and 0 PP. FJS 96.6% all and 95.86% PP. Longcot 97.2% all and 96.2% PP. (Still awaiting Watchfield).</p> <p>LW can use FFT to look at where things start to go wrong in terms of attendance.</p> <p>The committee agreed that it would be useful to have a comparison of the numbers of children who are both SEND and PPG across all Trust schools in order to drill down further into attendance</p>

	figures.
	<b>Strategic Matters</b>
9	<ul style="list-style-type: none"> <li>• <b>Update Academy Improvement Team programme and make-up.</b></li> </ul> <p>This was covered under the Terms of Reference in item 4.</p> <ul style="list-style-type: none"> <li>• <b>Review actions.</b></li> </ul> <p>See above – all previous actions were completed.</p>
10	<p><b>School Peer Reviews</b></p> <p>Each school will have one external person present at their review; Lisa Bradbury (Head at Uffington) was the external person for the review at L&amp;F. Both remote and live sessions of review have taken place. There was a focus on Reading, Phonics and Subject Leadership at the school, in line with the new Ofsted framework. There were some concerns about the teaching of synthetic phonics at the school as there did not seem to be a structured approach across the school. L&amp;F are reviewing this to ensure this is put in place. Knowledge in Maths is particularly embedded across the school. The Maths Lead was very passionate, whereas the Science Lead at the school is developing her ability to communicate standards and developments in her subject; therefore a recommendation for peer coaching was put forward, to ensure that each Lead is as strong. Science is likely to be the subject of the Deep Dive at L&amp;F when they are next inspected as they will choose it.</p> <p>The committee asked for review to include the number of SEND and PPG children at the start, in order to give some more context to the reports.</p> <p><b>ACTION: LW to add these figures into future reviews.</b></p> <p>LW confirmed that L&amp;F have two SEND pupils, whereas there are 13 at BUC. It is highly unusual for the SEND figures at L&amp;F to be so low and HC will be looking into this following the review.</p>
11	<p><b>FFT Aspire</b></p> <p>The committee asked for each member to have access in order to be able to check the dashboards for each school and gain a better understanding of the data being reported. The committee agreed to add this as a Standing Item for each meeting going forward.</p> <p><b>ACTION: LW will set all members up as individual users so they can have a look around the system in advance of the next meeting.</b></p> <p><b>ACTION: AM to add to the agenda for the next meeting.</b></p>
	<b>Conclusion</b>
11	<p><b>Any Other Business (please notify the Chair before the meeting).</b></p> <p>None.</p>
12	<p><b>Future meeting dates.</b></p> <p>21st January 2021. The committee agreed to a 4pm start.</p>