



## Quality of Education Committee Minutes

<b>Meeting</b>	Quality of Education Committee	<b>Where</b>	Via Teams
<b>Date</b>	Thursday 18th March 2021	<b>Time</b>	4.00 p.m.
<b>Attendees</b>	Paul Turner (PT); Louise Warren (LW, Director of Education); Rev. Paul Walker (PW); Sarah Church (SC); Lindsey Baldwin (LB)  Apologies: Chris Price-Smith (CP-S)  Clerk – Alexandra Molton		

No	Description
	<b>Procedural Matters</b>
1	<b>Apologies for absence and acceptance/non-acceptance.</b> Welcome to attendees. Apologies were sent and received from CP-S.
2	<b>Declaration of personal or business interests.</b> None were made at this point in the meeting.
3	<b>Minutes of the last meeting on 21<sup>st</sup> January 2021 and actions (circulated with the agenda).</b> The minutes were agreed as a true and accurate record of the meeting. The actions had been carried out as follows: LW confirmed that WAT gave out approximately 10 laptops to children in the end but these were delayed due to having to go through the Trust IT to set these up. Lots of their PP and SEND children were in school over lockdown so resources were not needed for them to use at home. LW confirmed that HC is going to the Vale Academy Trust shortly to look at their support Hubs with LB. The senior team are currently looking at budgets for next year to try and work out a way to increase SEND support for two days a week instead of the current one that is done for the Trust. LW spoke to Heads about standardising their reports to the LGBs and Heads don't want to do this as they want to be able to include different elements depending on the current situation. They check their content with The Key to ensure they include all of the right information. Sandra Green (SG) is coming to the next ALT to try and encourage Heads that a written report is provided to the LGB before the meeting so questions can be prepared for in advance of the meeting. JH and HC are setting up invites for governor briefings on PP and SEND. SG will also be attending the meetings and clerks are to be invited too. LW had sent FFT Aspire log in details to SC and spoken to RK about holding remote PE lessons for FCC pupils which was done. AM had carried out her actions to invite LB to the meeting, add parent surveys to the agenda for this meeting and wrote to Heads, SENCos and school staff to thank them for their hard work on behalf of

	<p>the committee.</p> <p><b>ACTION: AM to add FCC judgements onto the next meeting agenda.</b></p>
	<p><b>Ensuring Accountability</b></p>
4	<p><b>Safeguarding annual report (LB).</b></p> <p>All school reports were submitted to OCC on time.</p> <p>The main themes from last year across the schools were supervision, behaviour management and bullying, training in Team Teach and curriculum.</p> <p>It is evident that schools have made progress in their curriculum by investing in different packages which include training for staff and improved PSHE provision. It has not been possible to increase the number of staff trained in Team Teach this year due to the lockdowns.</p> <p>LB has completed the training for Supervision and is waiting for the Trust HR team to approve this. School supervision happens already but is not formalised and LB is looking to improve the processes for this.</p> <p>This year the main themes have been supervision (progress has been made with this since last year and this will be formally in place soon) and CPOMS – particularly in terms of consistency around in the system, although a protocol is now in place for this.</p> <p>Schools have addressed active cases not being closed as timely as they could be.</p> <p>LB has made a training video for CPOMS individual to each school which will be sent out shortly. Seven minute Safeguarding briefings have been made for Heads to keep the flow of information constant and up to date.</p> <p>A Safeguarding newsletter will be going out each short term to all staff to keep information flowing. This should help to address some of the most common themes which come up each year.</p> <p>FCC has a few actions for this year as a result of their audit, including CPOMS development. Staff are looking to develop the topics of their Citizenship days.</p> <p>FIS have plenty of actions for this year in their report and SR is very proactive about moving forward. SR had already picked things up which came through in their recent Safeguarding audit.</p> <p>SHR want to improve CPOMS and do some work on their lettings implementation.</p> <p>The report from WAT was in line with the audit carried out by LB. GW has some rigorous actions to extend further actions from last year.</p> <p>JBL have a long set of actions for this year and it is clear they are carefully considering how to improve.</p> <p>FJS have identified a few actions for this year, including supervision and Team Teach training.</p> <p>Buckland have identified several areas for continued improvement.</p> <p>L&amp;F don't have any actions recorded in their report and LB will visit CM to explore this further.</p> <p>LW confirmed there were also no actions or development points in their SEND audit this year. L&amp;F have only just got CPOMS so LB needs to check that this is set up correctly for them and working successfully. No safeguarding cases have yet been logged for L&amp;F this year.</p> <p><i>Have L&amp;F had any safeguarding issues?</i></p> <p>LB: One serious incident and a couple of other concerns. We should be able to find some actions around CPOMS for them to develop here.</p> <p><i>Why has WAT had another audit this year?</i></p> <p>LB: There were lots of actions identified at WAT last year and their results from this and last year will be compared to see exactly where progress has been made.</p> <p><i>Do you think some of their actions from last year have not been completed?</i></p> <p>LB: Progress has been made on their staff issues which were raised and record keeping. Policies still need some work and LB is still supporting them here as these need to be addressed urgently.</p> <p><i>What is the cause of the issues?</i></p> <p>LW: Mainly issues with staff changes and competing priorities. The school now has a substantive</p>

	<p>Head and Deputy in place which has given the team stability. There are also issues with there being clear channels of communication, so that all of the issues in one area are being led by one person. There is a support plan in place for them and their Safeguarding issues are part of this</p> <p><i>How long will this support continue for WAT?</i></p> <p>LW: The initial rapid improvement plan was just in place to address Phonics at the school. During the year we have realised that there were other issues which needed addressing too. DM and SR are working at WAT one day a week to provide support. Feedback from them has been that the pace of change has increased and changes are moving forward much more quickly. We anticipate that they will be in a much stronger position by the end of this year.</p> <p>LB meets with their Safeguarding team every week to do case reviews and had a supervision meeting with Anne-Marie Devereux (A-MD) and Gemma Rogan (GR) to discuss two families in particular this week which was productive. Their cohort has changed rapidly and the children have had many more complex needs which the staff have struggled to keep up with in terms of providing appropriate support.</p> <p><b>ACTION: LB will provide a more succinct account of their audit results to LW. There are many positives as well as a few areas to continue to work on.</b></p> <p><i>Do you have any major concerns about Safeguarding across the Trust?</i></p> <p>LB: There is a more constant review and monitoring process being established across the Trust and there are no major concerns in particular at this time.</p> <p><i>The committee asked SC if she had any particular concerns.</i></p> <p>SC: I can see why there are questions and concerns about L&amp;F and the LGB not appropriately questioning the Safeguarding report. I can also see why there needs to be different levels of review and monitoring in the Trust and the benefit of these people supporting each other and being in close contact to ensure that no issues are missed.</p> <p>The committee thanked LB for joining the meeting.</p> <p>PW joined the meeting at 4.30pm.</p>
5	<p><b>Exclusions, Bullying and Discrimination outcomes for the academic year 2019-2020 plus terms 1 and 2 for this year.</b></p> <p>FCC had 84 exclusions last year and 50 of these involved PP children. Each incident could be several days or half a day of exclusion. 39 of the incidents were related to SEND children.</p> <p><i>The committee noted that this time also included the national lockdown from March 2020.</i></p> <p>FCC had 43 exclusions during the Autumn term 2020/21.</p> <p><i>The committee felt that these levels were high.</i></p> <p><b>ACTION: LW to compare these figures to national levels and speak to Joe Winter about the plans to bring these levels down.</b></p> <p><i>How many children are there at FCC?</i></p> <p>SC: Just less than 2,000. (LW confirmed 1351 pupils in Jan 2021 census return)</p> <p><i>The committee agreed that taking the total amount of children into account this doesn't seem so high.</i></p> <p><i>How are the figures logged?</i></p> <p>LW: By the number of incidents rather than how many days; it also does not indicate the seriousness</p>

	<p>of the incidents.</p> <p><i>Could it be that the previous Head was less proactive about excluding children and this has led to an increase in exclusions?</i></p> <p>LW: it is more likely that it is the other way around as the current Head is very focused on enacting interventions before getting to the point of exclusion.</p> <p><i>It would be useful to know if it is the same children repeatedly getting excluded.</i></p> <p>LW: I did not want to make the return too cumbersome so asked the offices to provide overall figures rather than detailed analysis.</p> <p><b>ACTION: LW to find out how many children are involved in all of the cases logged for last year at FCC. (Post meeting additional information circulated to committee to clarify incidents and measures in place to reduce. Joe Winter to attend next Q of E meeting).</b></p> <p><i>The committee agreed that understanding how many children are involved in the incidents was key to getting a better understanding of the situation at FCC.</i></p> <p>JBL reported 12 exclusions during the year, all of which were SEND pupils.</p> <p><i>The committee felt this seemed a high number given the size of the school and in comparison to others within the Trust.</i></p> <p><b>ACTION: LW will also contact the Heads at JBL to get more detail on their data.</b></p> <p><i>What does PS mean in the WAT data?</i></p> <p><b>ACTION: LW to find out what PS means on the WAT data.</b></p> <p><i>Massive improvement on the levels at FIS – congratulations to them!</i></p> <p>Bullying:  FCC had 6 discriminatory incidents in 2019/20.  <i>The committee agreed that this was not particularly high for a high school of this size over a whole year.</i></p> <p>There has been an increase in levels of bullying at FJS this Autumn term compared to last year, which could be a result of the return to school after lockdown.</p> <p><i>Do we have a Trust-wide policy on what counts as a discriminatory incident?</i></p> <p>LW: This is included in our Equality policies and processes, which are adopted by LGBs. Any issues are more likely to be to do with how this is recorded and the consistency of this recording.</p> <p><i>It would be useful to know if the exclusions at FCC relate to discriminatory incidents, bullying or behaviour.</i></p> <p><b>ACTION: LW will find out more about this from Joe Winter.</b></p> <p><i>The committee had some concerns about the levels of bullying across the schools being so low and agreed that it would be useful to understand how bullying is classified by staff.</i></p> <p>PT: It is usually classified as being a repeated action rather than a one-time occurrence.</p> <p>LW confirmed she logs issues as bullying when formal complaints are received by parents. Many other one off incidents are logged as behaviour incidents.</p> <p><b>ACTION: LW to speak to Heads about their own logging and interpretation of bullying rather than behaviour incidents to find out how they are logging these.</b></p>
6	<b>Receive an overarching monitoring report on the Equality Objectives and Access Plans in place for</b>

**FLT Schools:**

- Short/Medium term risks
- Long term risks
- Opportunities

Schools should be using the Trust -wide policy and adding in their own objectives for their own context.

Schools should have a separate Access policy and Equality policy and both should be published on the school website.

Objectives need to be clearly published on the school website rather than buried in policies.

*SC suggested that objectives could be added into the SDP to ensure that they are clearly explained and reviewed annually.*

The review documents showing progress and actions taken on objectives need to also be published on school websites to ensure they show an up to date picture.

All schools need to have the same format for setting objectives to ensure consistency.

In all schools there is the possibility of a lapse in updating the Plans. Schools need to appoint an individual to ensure that these are being reviewed and reset every three years and to monitor the impact of the objectives and progress made. The LGB for each school should also regularly monitor progress being made against the Plans

Clerk Tori Ray has pulled together a report on Equality and Access Plans and objectives and how these appear on school websites.

Most schools have Equality and Access Plans and objectives on their school websites as separate documents, although in some cases it is not clear when these are due to be reviewed.

LW has contacted the Head at Longcot to follow up on Equality objectives being present.

The Head at WAT has written their Equality Objectives this week and these will shortly be reviewed by the LGB.

*Would it be useful to share at ALT when schools are doing this well, as a way to share best practice and ideas?*

LW agreed that this would be a good way to do this.

*SC also suggested that best practise on this be added in to governor conferences in the future.*

**ACTION: PT/LW to raise this with Liz Holmes (LH).**

DM is working on adding Equality and Accessibility objectives into the Trust's plans and next year these will be included on the strategic plan for the Trust.

We need to be able to see that schools are also advancing their opportunities to promote equality within their schools.

Access plans are in place across all of the schools.

The committee thanked Tori Ray for her work in compiling the report.

**Attendance levels for the academic year 2019-2020 plus terms 1 and 2 for this year.**

This information was provided by the school offices.

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We have previously not had this data all collated together; it will allow us to compare this year on year as it gives a better overview across the Trust.

The data does not include this year to date as this would have included Term 3 when we were in lockdown so just term 1 and 2 2020-21

National levels of attendance in 2018/19 in Primaries were 96%; in Secondary's it was 94.5%.

	<p>The attendance at WAT in 2019/20 was 92.6% for last year whole year attendance. LW has asked the Head about the reasons behind this and suspects that it is likely to be connected to the military aspect of their cohort.</p> <p><i>The committee noted that attendance levels at FCC, FJs and JBL are the only ones which are particularly lower. Levels of attendance at L&amp;F levels are higher.</i></p> <p><i>Attendance levels of PP students at FCC was significantly lower than national levels last year and for the Autumn term of this year but the committee recognised that this could just be persistent absence by a small number of children as the data is done as an average.</i></p> <p><i>We have not seen a significant improvement on the PP attendance levels at FCC over the last two years and we need to know how they plan to address this issue.</i></p> <p>LW: It's possible that more PP children did not return to school after lockdown due to higher levels of anxiety about Covid-19. This could also be true of the SEND children.</p> <p><b>ACTION: LW to speak with Joe Winter on the attendance levels to get a better understanding of the data.</b></p>
8	<p><b>Our Church Schools and promotion of their ethos and culture (CPS).</b> CP-S to present this at the next meeting.</p>
9	<p><b>Rapid Improvement Schools.</b> SR continues to coach GW as a relatively new Head and they have an action plan in place with the Deputy Head now also involved.</p> <p><i>What support is currently in place at WAT?</i></p> <ul style="list-style-type: none"> <li>- Focus on leadership</li> <li>- HC supporting on SEND</li> <li>- LB supporting on Safeguarding</li> <li>- SR monitoring Phonics</li> </ul> <p>The aim is to get the school completely self-sufficient and they are making progress towards this.</p>
10	<p><b>Curriculum and assessment.</b> The focus started on wellbeing and pastoral support but also we recognised that some children just want to get back to learning.</p> <p>Children have engaged well through English and Maths lessons online during lockdown – less so with Foundation subjects. It is harder to track what the children have learned here and we will need to alter the curriculum for the rest of the year to ensure that children learn what they need during the last term to progress to the next year group. Most children are likely to take up to a year to catch up on the missed learning in their Foundation subjects.</p> <p><i>Can we use the Catch up premium to fund support in these subjects?</i> LW: Schools were given £80 per child from September to fund support to help children to catch up. Schools could spend this how they wanted – on extra staff, the national tutoring programme or small group tutoring. Another smaller tranche of funding will be given in 2020-21. We are currently looking at the possibility of running summer schools for disadvantaged Y6 children and how to encourage them to attend these; Rachel Kenyon (RK) is leading on this. Each school needs to have a plan of how they will spend their funding which is published on school websites.</p> <p><i>Not all children are behind in the same ways – how can we address this?</i> LW: There are challenges in staffing the summer schools and targeting the right children, as well as ensuring that we provide what they need to catch up.</p>

	<p>FCC are currently using the national tutoring programme to target Y10s who need extra support.</p> <p><i>Would it be better to run Saturday schools during term time instead to help children to catch up as this also gives children and staff a proper summer break?</i></p> <p>LW: We are likely to have the same issues in terms of staffing the classes. RK has led on Saturday school before but this stopped due to lessening numbers of attendees.</p> <p><b>ACTION: LW to talk to RK more about the possibility of a Saturday catch up school.</b></p> <p>Assessment:</p> <p>We will not be testing children on their return to school but will be making qualitative teacher assessments on all children by Easter to identify where children need more support. Parent evenings will now take place in the summer term. The children's levels of attainment will be confirmed by tests at the end of the year. Teachers will be using FFT to record their assessments to give consistency.</p> <p><i>What is the value of FCC teaching assessments? How are teachers doing this whilst teaching in school?</i></p> <p>LW: FCC teachers will be using the results of the mocks sat before Christmas and the results of a second set of mocks on return to school as well as their previous and on-going teacher assessments. They are working hard to keep Y11 engaged but a big focus is on Y10 as we feel that they have lost a lot of ground and they are likely to be the first group to sit exams again next year.</p> <p><i>Will weighting on the mocks be higher or lower than teacher assessments?</i></p> <p>LW: The assessments will be a combination of all of the elements – an overall professional judgement.</p> <p><i>Are there opportunities for training in this area to ensure consistency?</i></p> <p>LW: Phil Bevan (PB) has asked LW and DM to moderate with the senior team at FCC. All Heads of Department know their mark schemes really well and they will make the judgements, a sample of which will then be moderated by LW and DM and the SLT.</p>
	<b>Strategic Matters</b>
11	<p><b>'Thank you' day.</b></p> <p>PT will ask Heads if they would like to do this when he attends the ALT meeting next week.</p> <p>PW has experienced a similar event to this previously and thought it was a good idea.</p> <p>PT confirmed that the idea is that it will be an extra day of leave during the year taken for free, which Heads can manage as they wish.</p> <p>The committee will look at staff suggestions for the 'Thank You' day at a future meeting.</p>
12	<p><b>Priorities for Strategic Aims of the Trust.</b></p> <p>PT also wants to ask Heads what they feel would be useful changes which the Trust could make to help shape improvements in the future.</p> <p><i>Does this come with an associated budget or is it just an idea?</i></p> <p>PT: At this time it is just an idea but we need to look forward to make positive changes.</p>
13	<p><b>SEND (PW).</b></p> <p>PW met with HC in February and there are issues with access to EPs at the moment and therefore EHCP assessments are not currently being accepted without associated EHCP reports.</p>
14	<p><b>Safeguarding (SC).</b></p> <p>SC confirmed that LB is planning to meet 3 times a year with Safeguarding governors from school</p>

	<p>LGBs. LB is working to build a relationship with the Safeguarding governors and SC will ensure that her Safeguarding role at Trust level is known to the LGBs too. She wants to find out who is carrying out the Safeguarding governor roles in each school, which is not available on each school website.</p> <p><i>Do WAT need direct Safeguarding governor support?</i></p> <p>SC was on the LGB at WAT when their policies were originally created but it seems that the review and renewal of these has not taken place as planned, possibly due to the changes which have taken place at the school and a period of instability in staff.</p> <p><b>ACTION: SC will contact the Chair of the LGB to ask if they think this support would be useful.</b></p> <p>PW suggested that a role specification should be set up for key link governors to make it clear what the expectations and limitations of the role are.</p> <p><i>The committee discussed the value of building the relationships between the link governors at the LGB and Trust levels and these being nurtured to provide effective support and supervision at each level.</i></p> <p><b>ACTION: PC to include this in his report to the next Board meeting.</b></p>
15	<p><b>FFT Aspire.</b></p> <p>PT has had some training on FFT Aspire and confirmed that the committee could see where the schools stand in comparison to other schools and see the data of groups of children.</p> <p>PT suggested that the committee look at the system as a team at the June committee meeting.</p> <p><b>ACTION: AM to add this to the agenda for the June meeting.</b></p> <p>LW confirmed that the data for 2020 is now on the system so it is possible to look back and compare data for different groups of children and track progress for groups like the more disadvantaged pupils.</p> <p><i>Do all of the Trustees have access to FFT Aspire?</i></p> <p><b>ACTION: LW to ask the ARC team if they would like to have access to the system.</b></p> <p><b>ACTION: PW to add this into his next report to the Board.</b></p>
16	<p><b>Academy Improvement Team update.</b></p> <p>Rebecca Cooper (RC) will be leaving the Trust at the end of the year so we have advertised her post working on KS2-3 transition, which will stay as a 1 day a week post.</p> <p>Gemma Rogan (GR) from WAT will be carrying out some parenting training to help to support Laura Wright (LW) in delivering parent training.</p>
17	<p><b>Parent surveys.</b></p> <p>Schools have carried out surveys on remote learning.</p> <p><i>The committee discussed the value of the Trust asking parents for feedback on the last year and changes they would like to see going forward and agreed that this would be useful feedback.</i></p> <p><b>ACTION: PW to add this into his report to the Board.</b></p>
<b>Conclusion</b>	
18	<p><b>Any Other Business (please notify the Chair before the meeting).</b></p> <p>PW confirmed that the Chaplaincy is being developed at FJS and they will be working with the school to help with them developing their Peace Garden.</p>
19	<p><b>Future meeting dates:</b></p> <p>12<sup>th</sup> May 2021, 24<sup>th</sup> June 2021.</p> <p>Next meeting will be 13<sup>th</sup> May 2021; PT might not be able to attend so PW to chair in his absence.</p>