



## Quality of Education Committee Minutes

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| <b>Meeting</b>   | Quality of Education Committee   | <b>Where</b> | Via Teams |
| <b>Date</b>      | Thursday 24 <sup>th</sup> June 2021  | <b>Time</b>  | 4.00 p.m. |
| <b>Attendees</b> | Paul Turner (PT), Louise Warren (LW, Director of Education); Chris Price-Smith (CP-S); Sarah Church (SC); Jason St John Nicolle (JN);<br><br>Apologies: None<br><br>Clerk – Alexandra Molton |              |           |

| No | Description   |
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|    | <b>Procedural Matters</b>   |
| 1  | <b>Apologies for absence and acceptance/non-acceptance.</b><br>Welcome to attendees.<br>No apologies and quorate.   |
| 2  | <b>Declaration of personal or business interests.</b><br>None.  |
| 3  | <b>Minutes of the last meeting on 13<sup>th</sup> May 2021 and actions (circulated with the agenda).</b><br>C P-S had some alterations to be made to her report in the meeting minutes and had forwarded these to the Clerk ahead of the meeting. Otherwise the minutes were agreed as a true and accurate record of the meeting.<br><b>ACTION: Clerk to amend minutes and upload to GovernorHub.</b><br>There were no outstanding actions.   |
|    | <b>Ensuring Accountability</b>  |
| 4  | <b>Link Board Members visits protocols and forms: Questions to be asked over the year.</b><br>The Trust wants to support Trustees to get into schools to discuss their challenges, their successes and their vision. These are not reports on the school, but a reflection of the visit on that day. The committee considered the draft visits forms and protocol suggested and recommended to the Board that these policies remain as set out (with small amendments to the questions: 'What has the Academy ever done for you' to be reworded).<br><ul style="list-style-type: none"> <li>- SEND</li> <li>- PP</li> </ul> PT asked JN if he would be the link governor for PP/SEND or both next year. JN confirmed that he is happy to share these but does not feel confident leading on these alone. PT and JN to work together on both PP and SEND from September 2021.<br><b>ACTION: Clerk to update the ToR for 2021/22.</b><br><ul style="list-style-type: none"> <li>- Safeguarding</li> </ul> |

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|   | <p>SC gave the committee some details about her meetings with LB each small term as the Trust Safeguarding Lead, when they meet to talk about the general picture across the Trust. SC confirmed that there needs to be clarity about where her role ends and the LGB work begins on SEND. SC is hoping that there might be some opportunities to sit in on some case reviews with LB next year. SC and LB have discussed LB's work with individual schools, levels of engagement from schools and those cases where there are concerns at the school level.</p> <p><i>What is the purpose of the Board members doing the PP and SEND visits?</i><br/>PT confirmed that it gives the Board an understanding of what is happening in each school.</p> <p><i>We have Central team members now carrying out the work to pull together this information. Are we just adding in extra visits? Would just touching base with staff rather than visiting be a better way of doing this?</i><br/>PT agreed that this is how we envisage these visits to be; a touch point with schools rather than a time-consuming activity for staff.<br/>JN suggested that a combination of paper reports and conversations help to give a fuller picture of schools, along with knowing the most effective questions to ask.</p> <p>As SC is the only member of the committee to be able to carry out any visits this year, PT asked if she might put together a brief of guidelines/possible questions to ask when visiting schools. The committee can then discuss this, ask for feedback from the Heads and finalise these into a visits policy.<br/><b>ACTION: SC to write a brief draft of guidelines for consideration for visits/conversations with staff.</b></p> <p>The meeting discussed how often would be a useful for Trustees make contact with Subject Leads and agreed that once every large term is achievable for both parties.</p>                             |
| 5 | <p><b>Blue Sky Think Tank (Heads report)</b></p> <p>LW informed the committee that lots of schools are signing up to a new early language programme as part of the new EYFS curriculum. James Hood will report to the ALT on this. The new EYFS involves relatively small practical changes and more focus on interacting with the children rather than observing them. The baseline for each child will need to be done within the first few weeks of starting school, which might be a logistical challenge for some schools.</p> <p>SC asked if 6th Form should also be pulled out as a focus for next year. LW confirmed that the 6<sup>th</sup> Form has moved on considerably since the appointment of Phil Bevan (PB). There has also been a new Deputy Director of Sixth Form appointed at the school which will re-invigorate. There were recently high levels of students at the school who signed up for a taster day at the school 6<sup>th</sup> Form so we are hopeful of increased entrants for September 2021.</p> <p><i>How do we format this report into a strategic plan for the next 5 years?</i><br/>LW: This is a collation of the ideas of all of the Heads across the Trust. Work has already begun on a lot of these suggestions and these are already being broken down by Liz Holmes, LW and Anne Lynn (AL) to explore what the Trust can achieve each year for the next 5 years. The Board will then agree on the main areas to prioritise for next year.</p> <p>LW reiterated that the Trust's vision for the next 5 years is a seamless education in which every learner thrives.</p> <p><i>Is the Trust engaging with the Government's white paper about skills for jobs?</i><br/>SC explained that the paper is very focused on FE colleges, so will probably not affect our 6th Form. LW offered to explore this further with PB.<br/><b>ACTION: LW to find out the thoughts of PB and report back to the committee.</b></p> |

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| 6 | <p><b>Rapid Improvement Schools report</b></p> <p>LW confirmed that there are extensive plans in place to help to support WAT for the forthcoming year. There is a specific leadership plan, which has been delivered this year through Sally Robins, who has been supporting the Head at WAT. There will be a new Deputy starting in September and plans are in place to strengthen the leadership team across the school. Next year Jude Scutt (JS) from SHR will be supporting the school and the Head on a 3 days per week basis to start with, reducing to two and then one day a week over the year. There will also be a focus on the SEN support that is needed at the school and ensuring that staff are equipped with the tools and support that they need to provide the best teaching and learning for the children.</p> <p>There are also plans in place to improve the culture and morale at the school within the new team, to create a more supportive environment for staff, children and stakeholders.</p>   |
| 7 | <p><b>Approval of the Trust's Curriculum Intent and Impact Statement</b></p> <p>LW informed the committee that as part of the Trust's 3-18 Trust Vision, LW is leading on a curriculum working group.</p> <p>LW confirmed that this policy is still being reviewed and updated.</p> <p><b>ACTION: Clerk to add to the agenda for the next meeting for approval.</b></p> <p><i>Great document but wondered if page one could have an ecological slant given the current climate situation. Also under the External Monitoring section, we should add SIAMS as they also assess academic achievement.</i></p> <p><b>ACTION: LW will add in these suggestions to the statement.</b></p>   |
| 8 | <p><b>Report on outcomes for schools for EYFS, KS1/2 Phonics, GCSEs</b></p> <p>LW confirmed that this year all assessments will be based on teacher assessments and 2019 SATs, GCSE and A-Level mock papers so all schools are working from the same baseline. Assessments are taking place as late as possible to give children as much time as possible to catch up on any missed learning and do well in their assessments.</p> <p>GCSEs and A-levels:</p> <p>LW met with PB last week to look at his centre-assessed grades and he talked her through the policy which was put in place for carrying out assessments. Mocks took place in Autumn and Spring and were more refined to include the areas which the students had covered. PB also explained how the data was moderated with the senior team and in some cases the marks were adjusted following this. There were fewer changes in the larger subject areas as there are more staff challenging and supporting each other.</p> <p>GCSE results will be slightly down from last year but this was a less able cohort in terms of their entry point compared to previous years. The progress measure should therefore be better but will be compared to 2021 national so it depends on grades submitted by all schools. Compared to 2019 this would be +0.45 which is very positive. English grade 4+ is 74% which is less than last year and Maths is at 67.9% which is slightly below last year's 72.9%.</p> <p>LW confirmed that the centre-assessed grades have now been submitted by PB.</p> <p>LW was concerned about some of the A-level grades which are significantly higher than 2019 and more than last year. The results in 2019 were 35.1; 38.3 in 2020 and in 40.3 in 2021. LW suggested that this was a more able cohort but this is still quite a significant uplift. LW explained that in A-Level Chemistry no student achieved lower than a C and there is a positive progress result of 0.6. LW did challenge PB on specific subjects but PB felt that the evidence was there to support the grades. PB went back to Head of Sixth form to discuss again before submitting.</p> <p><i>Is it helpful to look at the information broken down by subject?</i></p> <p>LW: It is too late to change what has been submitted already but she did look at this with PB in their meeting.</p> |

## School reviews :

- Watchfield

*What is the reason behind the lower than expected results? Is this attributable to their high level of Service children?*

LW explained that there has been an overall change in the school demographic, with more SEND and behaviourally challenging children and leadership needs to manage this shift to ensure that resources are in the right place. This will be strengthened by JS working at WAT to support GW from September and we will ensure support resources are in place ready for September. There is also a new Deputy Head in place who has been a Head before which brings many benefits to the school.

*Is JS going to be the Deputy at WAT?*

LW: No, JS will be an additional Head teacher supporting. She has backfilled her job at SHR to allow her to support WAT and she is excited at the CPD opportunity of this new role.

*What are we doing to support the LGB in supporting the new Leaders in the school?*

LW: This is something to be looked at more in September with the possibility of an LGB review as they are the last school for LH to complete on the cycle.

*Can we learn strategies from schools in similar contexts locally?*

LW: This is a good idea.

**ACTION: LW to contact similar schools (Benson) locally to find out what can be learnt from how they operate.**

*You were optimistic about the leadership team at Christmas and now you are looking forward to September; why is this?*

9 LW: The new Deputy was great but unfortunately went on to resign in March. The support put in place has not had the impact which was hoped for in part due to Covid so as the support from JS is gradually withdrawn in Spring 2022 we need to be sure that the situation there is sustainable. The newly appointed Head was appointed before the lockdowns and we need to help them succeed in a 'normal' year.

*Is there the potential for some challenge between new Deputy and current Head?*

LW: The new Deputy is a very humble lady who was made redundant from her previous role. She had amazing references and has worked with SR before. The balance should be right.

- John Blandy

LW carried out the peer reviews with an external person and looked at English, Reading, Maths, History, SEND.

*How are they getting on with having more children in school?*

LW: They are getting on well with their new Reception and Y1 children and have a really lovely new building. They will have one full time Head from September who is very committed and has been there for a long time. They also have a new Deputy in place and have appointed new TLR posts so now have a really strong senior team.

- Shrivenham

The school is in a good place. They have got a different Maths scheme from the rest of the Trust so are not using White Rose. The school is still also using Letters and Sounds for Phonics.

The school has a very strong leadership and a strong vision. The key thing now is to ensure consistency and ensuring that the new changes are embedded and consistent across the team.

LW informed the committee that the peer reviews have made it clear that the Trust needs to help

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|    | <p>Foundation subject leaders in talking about their subject and ensuring each step of the learning process as the child moves through the school leads on to the next.</p> <p>The Trust is going to focus on History, Art, and Science to prepare for Ofsted deep dives for next year and each subject lead will visit other schools to work on preparing for these deep dives. We will be sharing information across the Trust with experts in each field and subject leads supporting each other.</p> <p><i>Do we have experts in each of these Foundation subject areas within the Trust?</i></p> <p>LW: We have been building this support network over the last few years and are now ready to move forward with this. We will have a three year programme in order to focus on 9 subjects in 3 years. PB is keen to have a Secondary lead on these subjects too.</p> <p><i>Is the Trust running any courses for staff on how to lead?</i></p> <p>LW: This is the purpose of the subject deep dives and the initial investment in these areas. There is not currently a role in the plans in terms of subject leadership though, which would be a nice CPD for someone to take on.</p> <p><i>It would be useful to have an Ofsted inspector do a course for the Trust on how they will be approaching inspections this year.</i></p> <p>LW agreed, and will try to source a suitable person for this.</p> <p>LW confirmed that the team have only managed to do 4 reviews this year due to the lockdowns and the remaining schools will be priority in the Autumn. All schools will be reviewed each year in a cycle.</p> |
| 10 | <p><b>Confirm Terms of Reference 2021/22</b></p> <p>The committee considered the Scheme of Delegation (SoD) for 2020/21 in conjunction with the committee's Terms of Reference for 2020/21.</p> <p><b>ACTION: Clerk to update the ToR with the following changes:</b></p> <ul style="list-style-type: none"> <li>- Add items 132, 133, 133 and 141 from the SoD into the governance function part of the ToR for 2021/22;</li> <li>- Check the wording of the SoD to ensure that the work of the committee reflects the wording in the SoD;</li> <li>- Add in SC and JN and remove Rev. Walker (PW);</li> <li>- Remove Greg King and change Rebecca Cooper (RC) to Rebecca James.</li> <li>- Ensure list of policies to oversee is correct.</li> <li>- Update Learners First objectives on front page with 2021-22 objectives</li> </ul> <p>LW informed the committee that it will also need to annually review the following policies:</p> <ul style="list-style-type: none"> <li>- Charging and Remissions Policy for Activities</li> <li>- Protection of Biometric Information of Children in Schools &amp; Colleges (under development)</li> <li>- Children with Health needs who cannot attend school (under development)</li> <li>- NQTs (under development)</li> <li>- Supporting pupils with medical conditions</li> <li>- School Information published on website</li> </ul> <p><b>ACTION: LW to email the additional policies for the committee to review to the Clerk to add into the ToR for 2021/22.</b></p>   |
|    | <b>Strategic Matters</b>  |
| 11 | <p><b>Review and look forward for Learners First.</b></p> <p>LW confirmed that pupil progress will continue to be a target for next year.</p>   |

Attendance, particularly for SEND and PPG pupils will be big drivers in the strategic plan next year.

FFT Aspire is starting to be used with Foundation subjects and this is being embedded across the Trust.

Phonics won't go ahead to next year's plan as progress has been achieved this year.

LW confirmed that the Academy Improvement Team is looking at Reading next year to try and bring together the different approaches to this across the schools.

The focus on the research-led approach has been really embedded this year and so this won't carry forward to next year.

*Where do we source research and how do we use this in our approach?*

LW: EEA mainly but also Ofsted and DfE. We use research to inform our decision-making and make sure we are being outward-looking rather than relying on our own experiences to make progress.

SC informed the committee that she is directly involved with educational research in her professional life.

**ACTION: SC to send LW a list of education research currently planned for next year.**

Y6-7 transition has progressed well this year and RC worked well with Head of Year 7 Miss Nicholls to improve this. There has been a higher level of pastoral support for those more vulnerable students which needs to precede the academic plans put in place for them. We need to be able to evidence that the plans which have put in place are working, and this is linked to attendance levels and outcomes of PPG and SEND children.

Subject leadership has improved and moved forwards this year.

Rachel Kenyon (RK) is still driving forward the plans for curriculum enhancements and this will be re-launched this year as it was not possible to fully develop this during this year.

*To what level do schools encourage the children to be engaged with the curriculum enhancement programme?*

LW: It is varied across the Trust.

Summer school should be very successful; 150 Y6 children students have signed up for the week and we have staff support in place for this. The school will not just focus on academic support and as part of the week children will be at Hill End for one day.

*Has this been targetted to the more vulnerable children?*

LW: The Trust has targetted these children specifically but it is open to all children.

OFSTED: WAT, JBL and SHR likely to be inspected this year and possibly L&F. LW has asked if anyone in the Trust would like to be trained in the OFSTED inspection technique and plans will be put in place for this in the new school year.

The Peer review programme is now up and running and this is linked to the Trust strategic plan.

A mental health and wellbeing plan is now in place. Lindsey Baldwin (LB) has taken the lead on this and started a newsletter to go out for all staff, student and stakeholders each long term.

The 6th Form is not going forward as a focus for next year as there has been significant improvement here over this year.

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|    | <p><i>Should there be more of a focus on Covid recovery next year?</i></p> <p>LW has collated the different approaches of the Heads to catch up the children in their missed learning this year. The main area of focus is children's mental health and resilience. There is also a focus on those students whose learning has moved backwards over the last year.</p> <p><i>We cannot underestimate the impact of Covid over the longer term.</i></p> <p>LW agreed that we need to acknowledge that the impact of Covid will feed into strategic plans for future years and this will need to be reflected in the priorities which the Trust chooses to focus on.</p> <p>LW informed the committee that the effect of Covid on early language for those entering Reception this year is significant. Many are behind previous cohorts in terms of their language and communication skills. This will have a knock-on effect upon our schools.</p>   |
| 12 | <p>Review of Trust policies:</p> <ul style="list-style-type: none"> <li>- Charging and Remissions Policy for Activities: Joanne Ray (JR) and Siobhan Viall (SV) are currently looking at this. We might need to confirm this outside of committee as the current policy is out of date.</li> <li>- Supporting pupils with medical conditions: This has been reviewed and LW confirmed that this meets the criteria.</li> </ul> <p><i>It is a burden upon teachers if they have children with higher medical needs in their class; are we monitoring the impact of this?</i></p> <p>LW confirmed that this is about a duty of care and it part of the job.</p> <p>PT reiterated that TA's can refuse to carrying out this care but school overall needs to provide this care.</p> <p><i>Should we make it more specific on the Medical consent form the difference between prescribed and over the counter medicine?</i></p> <p>PT suggested that it would be useful this then makes it clear what is required.</p> <p><i>We need to ensure that this links to our Safeguarding policy to ensure consistency in our approach.</i></p> |
|    | <b>Conclusion</b>  |
| 13 | <p><b>Any Other Business (please notify the Chair before the meeting).</b></p> <p>The committee discussed the struggles that parents have been experiencing with the limitations still in place regarding being allowed in school sites, particularly with regards to sports day. Heads have been fielding many queries and complaints from parents and carers about why they are unable to attend sports day. LW reiterated that the issue relates back to individual school risk assessments and what the space at school allows.</p> <p><i>Can we recognise towards the end of term how hard this year has been? Maybe we should send a letter out to parents acknowledging their frustrations with sports day?</i></p> <p>CPS: If Heads have already dealt with this it might be better not to re-fuel this fire. It is more important to thank and appreciate the Heads for all of their work across the year.</p> <p><b>ACTION: PT to add this into his report to the Board.</b></p>   |
| 14 | <p><b>Future meeting dates:</b></p> <p><b>23<sup>rd</sup> September 2021, 4.00pm.</b> The committee agreed to meet via Teams.</p>  |