

**Uttoxeter Learning Trust
Education Committee**

Minutes of a meeting of the Education Committee held in Picknalls First School on Tuesday, 19 March 2019 at 5.30pm.

Present:

Mr R Oldham (chair), Mrs P Livesey, Rev M Sherwin, Mr S Slater, Mr T Sutcliffe.
Mrs A Tapp – Chief Executive Officer

Apology:

An apology for absence was received from Mr R Sheldon (clerk to the ULT).

101. Declarations of Interest:

There were no declarations of interest relevant to agenda items.

102. Minutes:

Minutes of the Education Committee meeting held on 29 January 2019 had been previously circulated.

It was resolved –

That the minutes of the meeting be received and approved.

103. Matters Arising:

a) School Performance (Minute 96 refers)

The chief executive officer was pleased to confirm that all schools were now using FFT20 data to help track pupil progress and that a meeting with the middle school headteachers to discuss KS2 outcomes was to be held the next day. An update would be given at the next meeting.

The chair of trustees further reported that he had recently met with the headteacher of Thomas Alleyne's High School to discuss actions being taken to bring about improvement in post-16 student outcomes.

It was resolved –

That the school performance updates be received and noted.

b) Governance Reviews (Minute 97 refers)

The chief executive officer reported that the governance reviews had been discussed at a recent meeting of the School Representation Board and that a common format for a governance action plan had been agreed. The action plans would be presented to trustees at their next meeting on 3 April 2019 for further discussion.

104. School Performance:

As previously reported, the chief executive officer confirmed that a meeting with middle school headteachers to discuss KS2 outcomes and strategies being put in place to bring about improvement was to be held the following day. The chief executive officer further

reported that a revised pro-forma to enable schools to provide a termly update on pupil attainment had been put together by Mr Sutcliffe and copies had been previously circulated. Trustees were informed that the headteachers had found the pro-formas to be useful and had also agreed to change it in places to ensure that all schools provided the same data. Where appropriate, the pro-forma had also been adapted to include nursery data.

Mr Sutcliffe also reported that he hoped to shortly arrange a visit to all schools to discuss the development of the flight path.

It was resolved –

- i) That all headteachers be thanked for providing their termly update on pupil attainment and that the data be received and noted.
- ii) That Mr Sutcliffe be thanked for providing the pupil data pro-forma to ensure that schools were using a common format.

105. Safeguarding:

The chief executive officer reminded trustees that, as previously reported at the last meeting, the designated safeguarding leads at all ULT schools had agreed to get together for professional discussions to ensure there was a joint understanding and consistency in the reporting of safeguarding incidents to trustees. A meeting was to be held on 2 April 2019 to determine a pro-forma to indicate the type and number of safeguarding incidents and trends over a period of time. Once approved all schools would use the same pro-forma to ensure consistency of reporting.

The chief executive officer also confirmed that there were no recent safeguarding incidents to report.

It was resolved –

That trustees thank the schools' designated safeguarding leads for the work they were doing to ensure the reporting of safeguarding incidents and trends over time, and look forward to receiving the first report.

106. Policy Review – Grievance Policy:

A copy of the revised Grievance policy had been previously circulated to trustees and the chief executive officer confirmed that it reflected Staffordshire County Council guidance.

It was resolved –

That the Grievance policy be received and approved.

107. Risk Register:

A copy of the updated risk register was circulated and the chief executive officer reported that this was to be a standard agenda item for all meetings, similar to the Finance committee, to enable this committee to review any risks around school performance. The chief executive officer further reported that the risk register had also been updated taking into account the new scoring scale for individual risks.

It was resolved –

That the updated risk register be received and approved.

108. Recruitment Process for Appointment of CEO:

The chair of trustees reported that the recruitment process for the appointment of a new chief executive officer was shortly to commence. The post was to be offered on a full-time contract but with some flexibility if necessary. A copy of the appointment pack had previously been sent to trustees together with details of the proposed recruitment timeline. Trustees were reminded that a short listing meeting was to be held on 17 April with interviews to be held on Monday, 29 April 2019.

It was resolved –

That the update on the chief executive officer recruitment process be noted.

109. Other Business:

a) Teaching School

Trustees agreed that 'teaching school update' should be included as a standing item for all future education committee agendas.

b) Growth of the ULT

The chief executive officer was pleased to report that meetings continued with the governors of Woodhouse Middle School, Biddulph, with a view to them joining the ULT. The discussions focussed on the importance of understanding that membership of the ULT was a two way process for the benefit of both the school and the ULT, and the chief finance officer was ensuring that due diligence was undertaken before any final decisions were taken. Subject to further discussions and satisfying legal requirements, agreement in principle had been reached for Woodhouse to join the ULT initially as an associate member paying 2 ½% central costs.

It was resolved –

That the Education committee fully supports the ongoing discussions with Woodhouse Middle School governors with a view to the school joining the ULT at the earliest opportunity.

c) Free School Presumption Process

The chief executive officer reported that, following discussions with the Regional Schools Commission (RSC), confirmation had been received that the ULT was an approved sponsor. As such, work had commenced in preparing a bid to sponsor the new school on the land to the west of Uttoxeter. The chief executive officer acknowledged the support being given by the headteachers of All Saints and Hutchinson Memorial Schools in completing the required free school presumption process application form.

The chief executive officer further reported that she was disappointed that the Lichfield Diocesan Education Board was not supportive of the bid to be submitted on behalf of the ULT. Rev Sherwin agreed to raise this matter, on behalf of the trustees, with the Diocesan Education Board.

It was resolved –

- i) That the Education committee fully supports the bid to be submitted for sponsorship of the new school.
- ii) That the Education committee records its disappointment and concern regarding the decision of the Lichfield diocesan Education Board not to support the bid for sponsorship of the new school.

110. Date of Next Meeting:

It was resolved –

That as previously agreed, the next meeting of the Education Committee be held in Picknalls First School on Tuesday, 30 April 2019 at 5.30pm.

Signed.....

Date.....