

**Uttoxeter Learning Trust
Education Committee**

Minutes of a meeting of the Education Committee held in St Mary's Church Hall, Uttoxeter, on Tuesday, 2 October 2018 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
Mr R Sheldon – Clerk to the ULT

Also in Attendance:

Mrs J Rudge – Headteacher, Thomas Alleyne's High School

69. Declarations of Interest:

Declarations of interest were given from Mr S Slater (DfE consultant), Rev M Sherwin (governor at All Saints CE First School, Leigh), Mr T Sutcliffe (director of Challenging Education), Mrs A Tapp (headteacher of Picknalls First School).

70. Election of Chair:

It was resolved –

That Mr R Oldham be elected as chair of the ULT Education committee until the first meeting of the autumn term 2019.

71. Election of Vice-Chair:

It was resolved –

That Mr T Sutcliffe be elected as vice-chair of the ULT Education committee until the first meeting of the autumn term 2019.

72. Thomas Alleyne's High School performance 2018:

Mrs Rudge, headteacher of Thomas Alleyne's High School, was present for this item to inform trustees of the school's GCSE and A level results 2018. A detailed report of the school's results was circulated and the headteacher went through the detail of it and referred to the strengths and weaknesses of the school as demonstrated by the results. In addition, copies of several departmental evaluation reports were also made available for trustee scrutiny and the headteacher reported that each report would be analysed closely to identify where improvement was necessary.

GCSE Results

The headteacher reported that the recently received performance tables had shown that progress 8 data was positive and would rank the school highly across Staffordshire. Attainment 8 data was also higher than the previous year. Trustees noted, however, that the performance tables were currently unvalidated and could therefore change. The report showed that a particular strength of the school was the Maths department where the results would likely place the school in the top 5%, whilst a weakness remained the gap between the performance of disadvantaged students compared to other students. The headteacher was pleased to report though that for 2018 the disadvantaged students had made better

progress when compared with national figures. The headteacher further reported that the leadership team was looking at the various intervention strategies used to bring about performance in the Maths department and which could be used to improve performance in other departments, particularly English where the results hadn't been as positive. Two key priorities for the school were therefore improving English results and narrowing the gap between disadvantaged students and other students.

Full discussion took place regarding the GCSE results and trustees recognised that when looking at the results for Thomas Alleyne's it was also important to look at what was happening in the middle schools. The headteacher confirmed that all headteachers were committed to working in close partnership and outlined arrangements that had already been made for this to happen.

A Level Results

The headteacher was disappointed to report that A level results 2018 were below national levels and also that the number of students entering into the sixth form had been significantly lower than originally anticipated. The headteacher further reported that, as a result of this, a full review of post-16 outcomes, including recruitment and retention, had been identified as a whole school priority.

It was resolved –

- i) That Mrs Rudge be thanked for attending the meeting and informing trustees of the school's strengths and weaknesses as identified from the 2018 results.
- ii) That trustees commend the leadership team and staff for the work being undertaken to determine strategies to bring about improvement in those areas causing concern.
- iii) That trustees recognise the importance of working with all schools within the ULT to ensure that the gap across the whole of school life is narrower.

73. Minutes:

Minutes of the Education Committee meeting held on 3 July 2018 had been previously circulated.

It was resolved –

That the minutes of the meeting be received and approved.

74. Matters Arising:

a) Education Welfare (Minute 61(b) refers)

The chief executive officer reported that schools were happy with the welfare support available but wished to extend the services on offer. She confirmed that to do this it would be necessary to go out to tender.

It was resolved –

That trustees agree to extend the welfare service level agreement and recommend that approval be given by the Finance committee to go out to tender.

b) Strategic School Improvement Fund Bid (Minute 61(e) refers)

The chief executive officer was disappointed to report that notification had recently been received that the bid had been unsuccessful. However, the schools responsible for the bid were continuing to work together to bring about improvement in MFL outcomes.

c) School Performance (Minute 63 refers)

The chief executive officer reported that the first schools had now purchased the FFT20 data package and were also being supported by Challenging Education. With this in mind, Mr Sutcliffe requested that arrangements be made for schools to enable him to have appropriate access to the FFT20 data to ensure that appropriate support could be given.

It was resolved –

That trustees welcome the support being given to schools by Challenging Education and that the chief executive officer be requested to arrange for schools to enable appropriate access to the data.

d) ULT School Improvement Policy and Education Committee Terms of Reference (Minute 66 refers)

Copies of both documents had been previously circulated and the chief executive officer confirmed that they had been revised as agreed at the previous meeting. Discussion followed with particular reference to the ULT School Improvement policy. Trustees wished to ensure that the policy not only reflected current school performance but also used to identify any trends to ensure that appropriate action could be taken to help meet the agreed target for ULT schools to be in the top 20% of schools nationally.

It was resolved –

- i) That the revised ULT School Improvement policy and Education Committee Terms of Reference be approved subject to further changes as identified during discussions.
- ii) That trustees also recognise the importance of tracking the progress of all pupils in the Uttoxeter pyramid and not just those attending schools in the ULT.

75. Middle School Performance 2018:

Trustees had been previously circulated with summaries of middle school performance data, which included tracking back against the performance of pupils in the first schools. The data highlighted that not all pupils were making as much progress as in the first schools. Full discussion followed and trustees identified the need to target intervention strategies to bring about improvement and ensure the continued progress of pupils across the first and middle school sectors. Such strategies could include buying-in support from high performing primary schools or outstanding school practitioners. Appropriate training courses could also be arranged for all ULT staff. Trustees were also of the view that external moderation of pupil progress across all of the schools would also be important to help ensure that appropriate intervention strategies were being put in place.

It was resolved –

- i) That the middle school performance data be received with thanks to the headteachers.
- ii) That the chief executive officer be requested to arrange for some external moderation of pupil progress across the first and middle schools and to develop an action plan to show what will happen across all schools throughout the year through the sharing of best practice.

76. School Performance – Flight Path:

Mr Sutcliffe reported that work on the flight path was nearing completion and that FFT20 was being used as the driver for this. He also confirmed that, to take account of other discussions earlier in the meeting, he would factor the attainment of disadvantaged students into the targets. A copy of his final report would be circulated in readiness for discussion at the next meeting.

It was resolved –

That Mr Sutcliffe be thanked for the work he continued to do on the flight path and trustees look forward to receiving his final report.

77. ULT Development Plan 2018/19:

A copy of the updated ULT Development Plan had been previously circulated and the chief executive officer reported that she continued to update the Plan as necessary. The views of trustees were sought on the current format of the Plan. Discussion followed and trustees recognised the need for more rigour in the monitoring and evaluation of ULT actions. This could be done through the Plan being revised to show a 1 year plan with detailed actions alongside a 3 year plan to identify and address future issues.

It was resolved –

That the ULT Development Plan 2018/19 be received and noted and that the chief executive officer be requested to make further improvements to the format of the Plan.

78. CEO Performance Appraisal:

The chief executive officer reported that she had discussed her 2018/19 targets with the chair of the Trust Board and it was felt that it would be more appropriate for targets to be identified and approved by the Trust Board with a small group of trustees then established to undertake the appraisal.

It was resolved –

That approval be given for the ULT Board to identify appropriate CEO performance targets and determine arrangements for the appraisal process.

79. Safeguarding:

The chief executive officer reported that safeguarding audits, with the support of Staffordshire's Safeguarding Lead, had been completed at Windsor Park, Ryecroft, Picknalls and Thomas Alleyne's and the reports awaited. Once received, all schools would use a common format in determining the appropriate action plan. Other ULT schools would

be audited in the near future. The chief executive officer further reported that the NSPCC also recommended that all schools should undertake an annual safeguarding audit.

Trustees had also previously been circulated with a copy of a report following the safeguarding review that had been commissioned for Thomas Alleyne's High School and undertaken towards the end of the last school year. The school had taken appropriate actions to improve any recommended practice.

It was resolved –

- i) That the update on the school safeguarding audits be noted and that trustees agree that all school safeguarding leads should meet together to discuss identified issues and determine appropriate actions.
- ii) That the safeguarding report for Thomas Alleyne's be received and noted and that trustees welcome actions taken by the school to improve practice where recommended.

80. Governance Reviews:

Trustees were reminded that approval had previously been given for governance reviews to be undertaken at all ULT schools and that the chair of the Trust Board and chief executive officer had recently met with the person responsible for the reviews to determine their nature. It was anticipated that all reviews would be completed before the end of the autumn term.

It was resolved –

That the report be received and that trustees recognise the need for an appropriate action plan to be determined on completion of the governance reviews.

81. Associate Member Update:

The chief executive officer was pleased to report that Richard Clarke First School, Abbots Bromley had agreed to join the ULT as an associate member, initially for a twelve month period, but with a view to becoming a full member after that time. The school hoped to join from April 2019.

The chief executive officer further reported that she and the chair of the Trust Board were shortly to meet with the governors of St Mary's CE(A) First School, Uttoxeter, with a view to that school joining as an associate member.

It was resolved –

That the membership update be noted and that the headteacher of Richard Clarke First School be invited to attend meetings of the Headteacher Representation Board with immediate effect.

82. Policy Review:

ULT Website

The chief executive officer reported that she now had all necessary information to ensure that the ULT website was compliant with legislation and arrangements being made for it to

be updated as required. Similar checks would also be made of individual school websites to ensure that they were all compliant with legislation.

It was resolved –

That trustees welcome all work being undertaken to ensure that the ULT website was compliant with legislation.

83. Other Business:

St Mary's Church Hall

Trustees thanked Rev Sherwin for the use of the Church Hall and the hospitality received. A request was made for continued use of the Church Hall for meetings as may be necessary although every effort would be made to hold future meetings in a school setting.

84. Date of Next Meeting:

As previously agreed, the next meeting of the Education Committee was to be held on Tuesday, 20 November 2018 at 5.30pm. Venue to be agreed.

The meeting finished at 7.20pm.

Signed.....

Date.....