

**Uttoxeter Learning Trust
Education Committee**

Minutes of a meeting of the Education Committee held in Picknalls First School on Tuesday, 20 November 2018 at 5.30pm.

Present:

Mr R Oldham (chair), Mrs P Livesey, Rev M Sherwin, Mr S Slater
Mrs A Tapp – Chief Executive Officer
Mr R Sheldon – Clerk to the ULT

Apology:

An apology for absence was received and accepted from Mr T Sutcliffe.

85. Declarations of Interest:

There were no declarations of interest relevant to agenda items.

86. Minutes:

Minutes of the Education Committee meeting held on 2 October 2018 had been previously circulated.

It was resolved –

That the minutes of the meeting be received and approved, subject to the following amendment:

Minute 69: Declaration of Interest. Rev Sherwin had declared an interest as a governor of St Mary's CE (A) First School, Uttoxeter (not All Saints CE First School, Leigh) in advance of discussions relating to associate membership of the ULT.

87. Matters Arising:

a) Thomas Alleyne's GCSE Results (Minute 72 refers)

Mr Slater reported that in his capacity as chair of the Trust Board he had recently spoken with the headteacher and was pleased to report that the school's progress score had now been confirmed and, as predicted, was very good and placed the school as one of the top performing schools in the County. However, due to recent changes made to the listing of schools in the performance tables, this success had not been reflected. Mr Slater reported that this was particularly disappointing due to the school's success and could impact on students looking to gain a place at the school. As such, he had written to the DfE on behalf of the ULT, to express disappointment with the revised listings of schools in the performance tables and had also taken the opportunity to express concerns around academy funding arrangements.

It was resolved –

- i) That trustees share the disappointment of Thomas Alleyne's very good GCSE progress score not being reflected in the school performance tables and fully support the letter sent by Mr Slater to the DfE.

- ii) That the school's success should be celebrated in the local media to help encourage students to seek a place at the school.

b) Middle School Performance (Minute 75 refers)

The chief executive officer reported that the headteacher of Oldfields Hall Middle School had recently visited an outstanding middle school but the outcome of that visit was not yet known. As discussed at the previous meeting, trustees were seeking evidence from each of the middle schools to show that progress was being made against agreed actions to improve school performance. The support from an outstanding middle school would be helpful in this process.

It was resolved –

That the chief executive officer be requested to meet with the headteacher of Oldfields Hall Middle School to discuss outcomes from his visit to an outstanding school and identify any strategies that might add value to middle school performance in the ULT.

c) CEO Performance Appraisal (Minute 78 refers)

The chief executive officer confirmed that at the last meeting of the ULT Board, arrangements for her performance appraisal had been determined.

d) Governance Reviews (Minute 80 refers)

The chief executive officer reported that arrangements for the governance reviews at all schools had been finalised and all would be completed before the end of the current term.

It was resolved –

- i) That trustees request that copies of all reports following completion of the reviews be sent to them once available, together with copies of individual school governing body action plans in response to the outcomes of their review.
- ii) That arrangements be made for a special meeting of the Education committee to be held to focus on the governance reviews to identify strategies to improve school governance, should it prove necessary.

88. School Performance – Flight Path Update:

As promised at the previous meeting, Mr Sutcliffe had circulated a copy of his report to show how the Fischer Family Trust (FFT) data could be used by all schools in the ULT to set individual targets for pupils and for collective targets across the flight path to be shared with governors and trustees so that schools could be held to account for their performance against those targets. Trustees noted that Mr Sutcliffe had also met with the three first schools to help them effectively use FFT data to set targets. The chief executive officer further reported that all headteachers across the MAT welcomed the sharing of individual school data and arrangements had been made to receive the necessary license to enable them to access other school data.

Full discussion followed and trustees recognised the importance of using pupil tracking data across all schools to help evidence that targets are being met and for support strategies to be put in place as necessary to improve pupil performance. The need to determine an implementation model to make full use of FFT data was also recognised and for this to be

shared with governing bodies so that they too full understood trustee expectations for improved school performance.

It was resolved –

- i) That trustees record their thanks to Mr Sutcliffe for producing his report on how FFT data could be used to track the 'flight path' of all pupils across the ULT.
- ii) That the 'flight path' report should be expanded to outline next steps to be taken to ensure that all schools make full use of the information available to track pupil progress.
- iii) That the 'flight path' path report be shared with all governing bodies at some point in the future to ensure that they are aware of ULT expectations for school improvement.

89. Safeguarding:

The chief executive officer reported that safeguarding reviews had now been undertaken at all schools, with the exception of Hutchinson Memorial and All Saints. It was hoped that those reviews would be undertaken in the near future. The chief executive officer further reported that although written responses were still awaited for each of the completed reviews, all of the schools had generated their own action plans and, although no serious concerns had been identified, changes had been made as appropriate to school safeguarding procedures.

The chief executive officer also referred to a recent incident at Picknalls First School involving a parent under the influence of alcohol and which had necessitated a lock down of the school. She confirmed that all safeguarding procedures had been followed and the matter had now been fully resolved. The police had subsequently confirmed that the lock down of the school had been effective in resolving the matter as quickly as possible.

General discussion also took place with regard to the number of fixed term or permanent exclusions of pupils from ULT schools, with particular reference to the use of managed moves to help avoid the need for permanent exclusion.

It was resolved –

- i) That the chief executive officer be requested to circulate the safeguarding action plans as determined by each school and that they be considered further at the next meeting.
- ii) That the report of the incident at Picknalls First School be received and noted, with thanks to staff for actions taken to lock down the school to ensure that the incident was managed and resolved as quickly as possible with no distress to pupils.
- iii) That the chief executive officer be requested to obtain details of the number of fixed term and permanent exclusions to help trustees consider the need for a policy for managed moves, to initially only involve schools in the ULT.

90. Policy Review:

Safer Recruitment

The chief executive officer had previously circulated a revised copy of the ULT Safer Recruitment policy and confirmed that it was based on guidance received from Insight HR and was much more detailed than the previous policy. Mr Slater reported that he had identified a number of changes that could be made to further improve the policy and would meet with the chief executive officer to discuss them.

It was resolved –

That the Safer recruitment policy be received and approved, subject to amendments identified following discussions between the chief executive officer and Mr Slater.

91. Other Business:

a) Housing Projections

The chief executive officer reported that she had recently met with local authority officers to discuss planned housing development in the area and the likely impact of these on pupil numbers. Across the school phases the following had been identified:

- First Schools – no expansion until 2022 at the earliest.
- Middle Schools – 1FE expansion for 2021 and this had been identified for Oldfields Hall Middle School.
- High School – no expansion until 2028 at the earliest.

The chief executive officer further reported that land to the west of Uttoxeter remained earmarked for the building of a new first school.

It was resolved –

That the housing projections be noted and that the chief executive officer be requested to find out from the local authority reasons for the expansion of Oldfields Hall rather than Windsor Park.

b) Headteacher Performance Management

The chief executive reported that she had supported all local governing bodies with their headteacher performance management. She further reported that her own performance management as headteacher was to be undertaken by her governing body on Monday, 26 November 2018. The support of a trustee was requested for the performance review, if possible.

It was resolved –

That the clerk be requested to write to all trustees to seek availability to support Picknalls governing body with the headteacher's performance management review.

92. Date of Next Meeting:

As previously agreed, the next meeting of the Education Committee was to be held in Picknalls First School on Tuesday, 29 January 2019 at 5.30pm.

Signed.....

Date.....