

**Uttoxeter Learning Trust
Education Committee**

Minutes of a meeting of the Education Committee held in Picknalls First School on Tuesday, 29 January 2019 at 5.30pm.

Present:

Mr R Oldham (chair), Mrs P Livesey, Mr S Slater, Mr T Sutcliffe.
Mrs A Tapp – Chief Executive Officer
Mr R Sheldon – Clerk to the ULT

Apology:

An apology for absence was received and accepted from Rev M Sherwin.

93. Declarations of Interest:

There were no declarations of interest relevant to agenda items.

94. Minutes:

Minutes of the Education Committee meeting held on 20 November 2018 had been previously circulated.

It was resolved –

That the minutes of the meeting be received and approved.

95. Matters Arising:

a) Thomas Alleyne's – Performance Tables (Minute 87(a) refers)

Mr Slater reported that in his capacity as chair of the Trust Board he had written to the DfE to express his disappointment at the non-inclusion of Thomas Alleyne's High School in the listing of schools in the performance tables. A reply had been received and he was pleased to further report that the school had now been included in the recently published performance tables.

It was resolved –

That Mr Slater be thanked for pursuing this matter on behalf of the school and the ULT.

b) Oldfields Hall Middle School Performance (Minute 87(b) refers)

The chief executive officer had previously circulated copies of reports provided by the headteacher of Oldfields Hall Middle School following his visits to Willows Primary and Woodhouse Middle Schools. Both were high performing schools and the visits had been undertaken to look at the key areas in those schools that helped to drive performance. The reports outlined the actions being taken by staff at Oldfields Hall in response to the visit observations.

The chief executive officer further reported that the visit reports had also been shared with other headteachers at the recent meeting of the Headteacher Professional Board.

It was resolved –

That the visit reports be received and that trustees would continue to monitor school performance whilst looking for evidence of impact of the strategies put in place in response to the visits.

c) Safer Recruitment Policy (Minute 90 refers)

Mr Slater reported that he had met with the chief executive officer, as agreed, to have a further look at the policy and that a number of amendments had been made as a result.

It was resolved –

That the revised Safer Recruitment policy be approved.

d) Headteacher Performance Management (Minute 91(b) refers)

The chief executive officer reported that her performance management review had been completed by her governing board, with support from Mr Sutcliffe.

It was resolved –

That Mr Sutcliffe be thanked for supporting Picknalls First School governing board in its headteacher performance management review.

96. **School Performance:**

Trustees had been previously circulated with ULT school predicted outcomes for 2019 in comparison with 2018 actual outcomes. Trustees noted that whilst the KS1 data remained strong (and above national), KS2 data was in line or above for 2 of the Middle Schools but below 2018 national for some aspects in one of the schools. This was noted as a concern with a need for improvement. The league tables had also shown that Oldfields Hall and Rycroft Middle Schools were not doing as well as other Staffordshire schools when looking at KS2 outcomes. The chief executive officer reported that first school data was based on FFT20 targets but that for some of the middle schools the data was based on FFT50 targets. The possible implications of the use of different FFT information were considered.

Mr Sutcliffe offered to send the chief executive officer a grid that could be used by first and middle school headteachers to show previous key stage attainment, termly tracking for all year groups and targets. Once received, the chief executive officer agreed to ask headteachers to complete the grid as appropriate and would present a report at the next meeting.

Full discussion followed and trustees focussed in particular on the difference between KS1 and KS2 outcomes which indicated that pupils were not building on prior learning, despite middle schools being able to offer a wider curriculum and specialist teaching. Possible reasons for this were considered and various intervention strategies suggested, including a common test to be used by all middle schools in consultation with the first schools; retention of exercise books at the end of Y4 rather than going home with the pupil; a common policy for spelling, reading etc.

Discussion also took place regarding student outcomes at Thomas Alleyne's High School and trustees noted that post-16 results remained a concern. Mr Slater reported that he had discussed this previously with the headteacher and a number of possible intervention strategies had been identified, although there was no evidence as yet of their impact in bringing about improvement. Mr Slater further reported that he would arrange to have a

further meeting with the headteacher to discuss improvement strategies and consideration also given to an external review of post-16 provision.

Mr Sutcliffe also gave a further update on the flight path for schools and indicated that FFT 20 information should be used at all levels and with predicted targets set for each year group to help track pupil progress.

It was resolved –

- i) That the chief executive officer be requested to discuss the collection of data with schools and to ensure that all schools used FFT20 in the future.
- ii) That in order to get a better understanding of trends, trustees request to see the predicted school data for 2018 to show a comparison with 2018 actual outcomes.
- iii) That the chair of the Trust Board and the chief executive officer should meet with the middle school headteachers or invite to the next meeting for a frank and open discussion around KS2 outcomes and strategies being put in place to bring about the required improvement.
- iv) That during those discussions the headteacher of Windsor Park Middle School be requested to outline teaching and learning strategies that helped ensure that herKS2 results were often above national.

97. Governance Reviews:

The chief executive officer reported that all governance reviews had been completed and a copy of each of the subsequent reports had been provided to the chair of the Trust Board. An overview of all reports was also circulated to trustees and the chief executive officer was pleased to confirm that the outcome of the reviews had been very positive, with the local governing boards identified as being fit for purpose. Discussion followed and consideration given to next steps.

It was resolved –

- i) That each local governing board be requested to prepare an action plan in response to their governance review and that the chief executive officer should discuss this with headteachers to ensure a common format for the action plan.
- ii) That each local governing board also be requested to undertake a self-review next year which would then be followed at some point in the future by a further external review.

98. Safeguarding Reviews:

The chair reminded trustees that, as reported at previous meetings, safeguarding reviews had been undertaken at all schools with the exception of Hutchinson Memorial and All Saints. It was hoped that the outstanding audit reviews would be undertaken shortly. Whilst the formal report following each review was still awaited all of the schools had prepared their own action plan to respond to any issues raised and a copy of those plans had been previously circulated to trustees. The chief executive officer outlined some of the common issues and confirmed that appropriate actions had been taken by the schools to address them.

The chair of the Trust Board further reported that he had discussed safeguarding issues with headteachers at the recent meeting of the Headteacher Professional Board and requested that necessary safeguarding information be made available to trustees on a regular basis. This would enable trustees to monitor safeguarding incidents and also look at any trends. The chief executive officer was pleased to report that the designated safeguarding leads for each of the schools were already getting together to ensure that all necessary information was provided through the use of a common format.

It was resolved –

- i) That the safeguarding update be received and noted and trustees thank the schools' designated safeguarding leads for the work they will be doing to keep them informed.
- ii) That the chief executive officer be requested to remind headteachers that all safeguarding incidents should be reported to her.

99. Policy Review – Staff Discipline Policy:

A copy of the revised Staff Discipline policy had been previously circulated to trustees and the chief executive officer confirmed that it reflected Staffordshire County Council guidance. Discussion followed and consideration given to the role of trustees and local governing boards in dealing with any staff discipline issues.

It was resolved –

That the Staff Discipline policy be revised further to clearly outline the role of trustees and local governing boards in dealing with staff discipline issues.

100. Date of Next Meeting:

It was resolved –

- i) That as previously agreed, the next meeting of the Education Committee be held in Picknalls First School on Tuesday, 19 March 2019 at 5.30pm.
- ii) That the chief executive officer be requested to determine future meeting dates for the education committee but it would continue to meet on Tuesday evenings in Picknalls First School.

Signed.....

Date.....