

**Uttoxeter Learning Trust  
Education Committee**

Minutes of a meeting of the Education Committee held in St Mary's Church Hall, Uttoxeter, on Thursday, 8 March 2018 at 5.30pm.

**Present:**

Mr S Slater (in the chair), Mrs P Livesey, Rev M Sherwin  
Mr Osborne-Town – Chief Executive Officer (and Trustee)  
Mr R Sheldon – Clerk to the ULT

**Apologies:**

Apologies for absence were received from Mr R Oldham (chair) and Mr T Sutcliffe.

**49. Declarations of Interest:**

A declaration of interest was given by Mr Osborne-Town (non-executive Director of Entrust).

**50. Minutes:**

Minutes of the Education Committee meeting held on 7 February 2018 had been previously circulated.

It was resolved –

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

An apology for absence was also received from Mr R Oldham (chair).

**51. Matters Arising:**

a) Safer Recruitment Policy (Minute 39(b) refers)

Trustees were advised that Insight HR could deliver a safer recruitment training course and a price for this had been received. An on-line training package was also available but there was also a charge for this. Following further investigation it was noted that the training course offered by Insight HR was the cheapest.

It was resolved –

That the CEO be requested to arrange for Insight HR to deliver a safer recruitment training course at a convenient time.

b) Education Welfare (Minute 39(c) refers)

The CEO reported that the headteachers continued to explore a service level agreement for education welfare support after April 2018. Trustees would be kept informed of developments.

c) School Performance – Flight paths (Minute 41 refers)

It was agreed that this item should be included on the agenda for the next meeting for further discussion.

d) External Funding (Minute 47(a) refers)

The CEO confirmed that the external funding to support future leaders was not available to First schools, but pleased to report that Thomas Alleyne's was making full use of it.

**52. School Performance 2018:**

Progress reports for all schools in the ULT had previously been circulated and the CEO went through the detail of them, highlighting strengths and areas for improvement. Much of the detail had previously been discussed with headteachers.

Discussion followed, and Trustees, whilst welcoming the performance data available, felt that greater evidence was necessary of the work being undertaken by the schools to ensure that the ULT target for all school results being above national figures was being reached. To help with their monitoring of school performance, Trustees felt that a more common presentation style for each of the schools would be more beneficial. Further consideration was also given to the timing of their meetings with headteachers to discuss individual school performance.

It was resolved –

- i) That the school performance data be received and noted, with thanks to the headteachers.
- ii) That future school performance data should be presented in a common style for each phase of school to help Trustees better understand school strengths and areas for development.
- iii) That headteachers should be invited to meetings of the Education committee held in November of each year to discuss the previous school year's results and again to the first meeting held in each spring term (usually January) to talk about progress and strategies put into place to bring about any required improvement.

**53. Teaching School Bid:**

The chief executive officer gave an update on the Teaching School bid submitted by Thomas Alleyne's High School and reported that a decision was expected before the end of March 2018. Trustees would be informed as soon as the outcome was known.

It was resolved –

That Trustees await the outcome of the bid.

**54. Strategic School Improvement Fund Bid:**

The chief executive officer gave a further update on the Strategic School Improvement Fund bid. He again reported on the good work being undertaken by Thomas Alleyne's High School, in conjunction with a strong network of neighbouring schools, to ensure that the sub-regional criteria required for the bid was being satisfied and reflected in the bid. The deadline for submission of the bid was 20 April 2018.

It was resolved -

That Trustees continue to support the preparation of the Strategic School Improvement Fund bid and hope for a positive outcome.

#### **55. Safeguarding:**

The chief executive officer referred to a couple of recent incidents involving students at Thomas Alleyne's High School and confirmed that both were being dealt with in accordance with safeguarding procedures. Support was also being provided as appropriate by external agencies.

Discussion followed with regard to safeguarding matters in general, including how the ULT could ensure that appropriate support for any vulnerable student was being accessed. This applied in particular to any children missing education. The chief executive officer reported that he had recently met with the LA's safeguarding officer who had agreed to undertake a review of each school's safeguarding policies and procedures

It was resolved –

- i) That the chief executive officer be thanked for bringing to Trustees' attention the incidents at Thomas Alleyne's High School and recognise the work being undertaken by the school to resolve the issues.
- ii) That the chief executive officer be requested to inform headteachers of the safeguarding reviews to be undertaken by the LA's safeguarding officer and that they be completed at the earliest opportunity, with school policies to be subsequently updated as may be necessary.
- iii) That the chief executive officer be requested to discuss with headteachers the need for a policy, in addition to the general safeguarding policy, for children who may be missing education.

#### **56. Policy Review:**

##### Grievance Policy

A copy of the draft Grievance policy had been previously circulated and the chief executive officer confirmed that it was based on the local authority's model grievance policy.

It was resolved –

That the Grievance policy be received and approved as presented.

#### **57. Other Business:**

##### Staff Appointments to the ULT

The chief executive officer reported that he had recently met with Mr Trigg and Mrs Bell, Trustees, to look at the contract for the new CEO, once appointed. The discussions also included future options around the terms and conditions for any newly appointed member of staff to the ULT. The chief executive officer further reported that this would continue to be discussed in more detail by the Finance committee, together with Insight HR, but gave an assurance that any recommendations for change would be submitted to the Trust Board for approval.

It was resolved –

That members of the Education committee note with interest ongoing discussions regarding the terms and conditions of any new member of staff appointed to the ULT.

**58. Date of Next Meeting:**

As previously agreed, the next meeting of the Education Committee was to be held in St Mary’s Church Hall, Uttoxeter, on Tuesday, 8 May 2018 at 5.30pm.

The meeting finished at 6.30pm.

**Signed**.....

**Date**.....