

**Uttoxeter Learning Trust  
Education Committee**

Minutes of a meeting of the Education Committee held remotely (via Office 365 Teams) on Tuesday, 21 September 2021 at 5.30pm.

**Present:**

Rev M Sherwin (chair), Mrs P Livesey, Mr S Slater.

Dr S Clark – Chief Executive Officer  
Mr R Sheldon – Clerk to the ULT

**Apology:**

An apology for absence was received from Mr T Sutcliffe.

**260. Election of Chair:**

It was resolved –

That Rev M Sherwin be elected as chair of the ULT Education committee until the first meeting of the autumn term 2022.

**261. 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 2022.

**262. Declarations of Interest:**

There were no declarations of interest relevant to the agenda items.

**263. Committee Terms of Reference:**

A copy of the current terms of reference had been previously circulated and trustees were reminded of the need to review them annually.

It was resolved –

That the current terms of reference remain fit for purpose but that the CEO be requested to consider the arrangements for ensuring that school information was made available to trustees for discussion, and challenge where necessary.

**264. Minutes:**

Minutes of the Education Committee meeting held on 15 June 2021 had been previously circulated.

It was resolved –

That the minutes of the meeting be received and approved.

## 265. Matters Arising:

### a) Bramshall Meadows (Minute 253(a) refers)

A progress report on the build of the new school had been given at the recent meeting of the Trust Board and the CEO further reported that East Staffs District Council had now accepted that no issues had been raised concerning the name (Bramshall Meadows) of the new school during the consultation process.

The CEO also reported that all ULT headteachers had again been contacted regarding the appointment of an executive headteacher for the new school. Expressions of interest had been invited and trustees would be kept updated.

### b) Richard Clarke First School (Minute 253(b) refers)

The CEO was pleased to confirm that, as reported at the recent meeting of the Trust Board, Richard Clarke First School had formally joined the ULT with effect from 1 September 2021.

### c) IT Review

The CEO reported on current arrangements for the IT support given to schools following the IT review. A number of positive changes had been made including a central help desk. The IT support manager had also been appointed to a 0.5 role in the ULT central team. Trustees were also informed that the IT support available to schools would remain under review, particularly regarding future support also being provided through an external multi-service provider. Full consideration of this would be given by the Finance and Audit committee.

## 266. School Outcomes 2021:

Details of school outcomes for 2021 had been previously circulated and the CEO highlighted some of the key issues:

### a) Centre Assessed Grades (Thomas Alleyne's High School)

The CEO was pleased to confirm that student outcomes were consistent with the anticipated outcomes that the headteacher had previously shared with trustees. There had been very few parental appeals against the grades awarded.

### b) First and Middle Schools

The CEO reported that the headteachers in the different school sectors had worked with each other to ensure some consistency in the arrangements for teacher assessment, including the use of 2019 SATs papers for summative assessments.

The CEO further reported that headteachers and staff colleagues continued to work in challenging circumstances but that she met regularly with them to ensure that assessment arrangements remained consistent. There had been external moderation of Maths outcomes in the middle schools and a detailed report of this had been received by the CEO and headteachers. The CEO confirmed that the report highlighted a number of issues to be addressed.

Discussion followed and the chair of the Trust Board agreed that, whilst it was difficult to compare outcomes with the national picture, the data in the report highlighted the need for a number of issues to be addressed. This included stretch and challenge; the gap between boys' and girls' attainment; SEND pupils. He recommended that FFT20 data be used in future to measure against middle school assessments. The CEO reported

that she was to meet shortly with the middle school headteachers and would raise trustee concerns with them.

Discussion also took place regarding the first school data and trustees recognised the need for additional data to be made available, including outcomes for SEND and pupil premium pupils. Trustees also recognised the benefits of some external moderation being arranged for first schools.

It was resolved –

- i) That the data for school outcomes 2021 be received and noted.
- ii) That trustees congratulate the headteacher and staff at Thomas Alleyne's High School for the consistency with the centre assessed grades.
- iii) That the CEO be requested to continue meet with middle school headteachers and to recommend the future use of FFT20 data as an assessment measure.
- iv) That trustees be informed of school plans to bring about the required improvement as highlighted in the data.

#### **267. Safeguarding and Schools' Covid-19 Update:**

School risk assessments had been previously circulated and discussed in detail at the recent meeting of the Trust Board. All risk assessments had subsequently been approved. The CEO reported that the impact of Covid-19 remained a challenge for school and that the number of positive cases in school continued to increase, particularly for pupils in the 12-15 age range. The CEO was pleased to report though that headteachers felt well supported through the advice and guidance given by the local authority.

Discussion took place and questions raised in particular regarding the vaccination programme for school pupils. The CEO and Rev Sherwin confirmed that the vaccination roll-out programme for Staffordshire schools had not yet been finalised but arrangements were expected shortly.

The CEO reported that there were no specific safeguarding issues to bring to the attention of trustees.

It was resolved –

That the safeguarding and schools' Covid-19 update be received and noted.

#### **268. Policy Review:**

The following policies had been previously circulated:

a) Appraisal and Capability Policies

Both policies had been previously circulated and the CEO reported that both policies had been revised to take account of views put forward by trustees at the last meeting of the Education committee and also to reflect union advice.

It was resolved –

That the Appraisal and Capability policies be recommended for approval at the next meeting of the Trust Board.

b) On-line Safety Policy

A copy of the current On-line Safety policy had been previously circulated. Discussion followed and trustees recognised that a number of changes were necessary to ensure that the policy made clear the role of the Trust Board in holding local school governing bodies to account and that any reference to the document Keeping Children Safe in Education (KCSIE) related to the 2021 version. Any reference to cyber related incidents should also make clear that individual school policies would differ depending on specific arrangements for responding to them.

It was resolved –

That the On-line Safety policy be recommended for approval at the next meeting of the Trust Board, subject to the identified amendments having been made.

c) Safer Recruitment Policy

A copy of the current Safer Recruitment policy had been previously circulated and the CEO highlighted changes made to it to take account of advice received from Insight HR. Discussion followed and trustees questioned if the policy included guidance relating to transgender applicants. The CEO undertook to seek clarification from Insight HR and report back to trustees.

It was resolved –

That the revised Safer Recruitment policy be recommended for approval at the next meeting of the Trust Board, subject to ensuring that reference to the KCSIE document referred to the 2021 version.

d) Safeguarding Policy

A copy of Staffordshire's revised model Safeguarding policy had been previously circulated and the CEO reported that the ULT's Safeguarding was to be updated to reflect changes made in Staffordshire's policy. The CEO further reported that all ULT schools continued to follow the ULT's Safeguarding policy but adapted to reflect school practices. An assurance was also given that school's adhered to the KCSIE document 2021.

It was resolved –

That Staffordshire's revised Safeguarding policy be received and that the CEO be requested to update ULT policy to reflect any identified changes.

e) Staff Code of Conduct

A copy of the current Staff Code of Conduct had been previously circulated and the CEO highlighted changes made to it.

It was resolved –

That the revised Staff Code of Conduct be recommended for approval at the next meeting of the Trust Board.

f) Staff Discipline Policy

A copy of the current Staff Discipline policy had been previously circulated and the CEO reported that no changes were necessary.

It was resolved –

That the Staff Discipline policy be recommended for approval at the next meeting of the Trust Board.

**269. Risk Register:**

A copy of the updated risk register had been previously circulated and the CEO reported that it had been updated to take account of discussions following the last meeting with members and at previous meetings of trustees. Recently risks included the size of the central support team and its capacity to provide the necessary support as the size of the ULT grew. The CEO reported, however, that growth of the ULT, to ensure financial stability and viability, remained one of the highest risks and that strategies to attract other schools to join the ULT remained a priority. The CEO further reported that a cases study would be developed to reflect Richard Clarke initially joining as an associate member school before then joining as a full member was to be developed in a bid to attract other schools through a similar route. The chair of the Trust Board also reported that, together with the CEO, a meeting had been held with the RSC to discuss potential for growth of the ULT and that an offer would be made for it to work with other smaller MATs.

Discussion followed and other possible risks were identified for inclusion in the risk register including concerns around the financial viability of the very small schools particularly due to the likely implications of the revised national funding formula. A risk around the required school improvement at Ryecroft Middle School was also identified and the CEO reported that the executive headteacher had strengthened the school's leadership, including the governing body, and was already having a positive impact on improvement. The executive headteacher had been invited to attend the next meeting of the Education committee to outline the changes that had been made and their impact on bringing about the required school improvement.

It was resolved –

- i) That the updated risk register be received and that the CEO be requested to update it further to reflect trustee discussions.
- ii) That the CEO be requested to remind headteachers to invite their link trustee to meetings of the school governing body and to also provide them with a copy of the risk register.

**270. Date of Next Meeting:**

It was agreed that the next meeting of the Education Committee would be held on Tuesday, 23 November 2021 at 5.30pm. The venue for the meeting to be agreed nearer the date.

**Signed:** .....  
Rev. M. Sherwin

**Date:** .....  
23 November 2021