

**Uttoxeter Learning Trust
Education Committee**

Minutes of a meeting of the Education Committee held remotely (via Office 365 Teams) on Tuesday, 22 September 2020 at 5.30pm.

Present:

Rev M Sherwin (chair), Mr S Slater, Mr T Sutcliffe.

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

Apology:

An apology for absence was received and accepted from Mr R Oldham.

190. 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 2021.

191. 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 2021.

192. Declarations of Interest:

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

193. Ryecroft CE(c) Middle School – School Development Priorities:

Mrs Baramuszcak, headteacher, was present for this item to discuss her school's development plan, a copy of which had been previously circulated. She confirmed that the plan was based on the similar criteria as used by Ofsted when inspecting schools and that the plan was currently being monitored and reviewed by her governing body. Mrs Baramuszcak informed trustees that a priority for the school was to ensure greater consistency in teaching and learning and outlined strategies that had been put in place to achieve this. The teaching and learning plan had been shared with all members of staff and regular meetings held with them, and support offered as necessary. The plan also included appropriate actions to address Covid-19 related issues.

Discussion took place and trustees acknowledged the work being undertaken to develop the plan but identified a need for the plan to focus on key priorities, including in particular Maths. Trustees noted the detail contained in the development plan and suggested that this could result in the plan becoming diluted and therefore suggested that consideration be given to a greater focus on key priorities only, which could also be of greater benefit to staff. Trustees also suggested that the plan could also make reference to the school's teaching environment and the impact of the shared building with Dove First School. The CEO reported that she would continue to work with the headteacher and the school to help

ensure that key priorities were addressed to support a greater consistency in teaching and learning.

Mrs Baramuszcak also reported that the school's last SIAM inspection had been in 2015 and that the next one was expected. Preparation was therefore also being made by the school in readiness for the next SIAM inspection.

Finally, Mrs Baramuszcak reported that the school was proposing to go out to consultation regarding the admission arrangements and for the over-subscription criteria to be changed to favour pupils attending other ULT schools. Support with the consultation document had been given by the local authority and forwarded to the CEO for approval.

It was resolved –

- i) That Mrs Baramuszcak be thanked for attending the meeting and outlining her school's development plan to help bring about improvement.
- ii) That as link trustee for Ryecroft Middle School, trustees welcome the offer from Mr Sutcliffe to attend a future meeting of the school's governing body to offer further support and guidance.
- iii) That trustees would monitor, and challenge if necessary, the impact of identified strategies in the plan to bring about further improvement

194. Committee Terms of Reference:

The clerk informed trustees that the Trust's committee structure and membership should be reviewed annually and a copy of the terms of reference for the Education committee had been previously circulated. Any recommended changes could then be submitted to the next meeting of the Trust Board. Discussion followed and the need to clarify the committee role around assessment and reporting; the quality of teaching and learning; receiving regular governing body reports; and regular meetings with headteachers and chairs of governors was recognised.

It was resolved –

That the CEO be requested to update the terms of reference to reflect discussions and to submit for approval at the next meeting of the Trust Board.

195. Minutes:

Minutes of the Education Committee meeting held on 23 June 2020 had been previously circulated.

It was resolved –

That the minutes of the meeting be received and approved.

196. Matters Arising:

a) New School (Minute 183(c) refers)

The CEO confirmed that the opening of the new school had been deferred to September 2022 but pleased to report that meetings of the project board were now continuing in

readiness for this date. It was hoped that work on the site could commence around May/June 2021. The CEO was also pleased to confirm that the LA had agreed to release £12K of the agreed funding to help support marketing and other plans.

b) JCB Equipment (Minute 183(e) refers)

The CEO reported that there was nothing further to report at this moment in time but would discuss further with Mr Harper when convenient.

c) Remote Learning (Minute 184(c) refers)

The CEO reported that all schools continued to work on contingency plans to minimise the impact of any further Covid-19 measures and that plans for remote learning were being refined as necessary. The Financial support offered by the DfE for virtual learning platforms were also being accessed. Discussion took place and trustees sought assurance of school plans being in place to offer remote learning for pupils should there be a need for partial or full closure of any school. The CEO confirmed that plans were in place and that they continued to be developed by schools as appropriate. However, there was still an issue around the effectiveness of the different remote learning programmes and this remained under review by headteachers. They continued to work in small groups to develop remote learning programmes and to share good practice.

It was resolved –

That the update on remote learning programmes be received and that the CEO be requested to re-visit this matter with headteachers and to further update the Education committee at its next meeting.

197. KS4 and KS5 Outcomes 2020:

The headteacher of Thomas Alleyne's High School had prepared reports to show the school's KS4 and KS5 outcomes 2020 and copies had been previously circulated to trustees. The reports gave full details of the centre assessed grades and the pupil destinations. The CEO was pleased to report the positive headlines for the school, including post-16 outcomes. The CEO further reported that comments received from parents and the wider community had been very positive. It was noted though that very few students had opted to re-sit exams during the autumn term. Discussion followed and trustees recognised the importance of the support available to students to further their progress and to identify any gaps in learning due to the recent closure of the school.

It was resolved –

- i) That the report on KS4 and KS5 outcomes 2020 be received and noted and that trustees place on record their thanks to the headteacher and leadership team for their work in determining centre assessed grades.
- ii) That the CEO be requested to keep trustees updated on student support programmes put in place by the school to address any gaps in learning.

198. Safeguarding (Including Covid-19 Update):

The CEO was pleased to report that there had not yet been any positive Covid-19 cases and that schools were receiving helpful advice from the local authority around the situation in other parts of the county. The CEO informed trustees though of the challenge to headteachers in ensuring the safety and wellbeing of pupils and staff, but that the situation

was being well managed. Parents continued to be advised of the symptoms to look out for and, where necessary, for pupils to remain at home. DfE funding available to schools to support the financial impact of Covid-19 measures were being accessed where possible.

The CEO further reported on other Covid-19 related matters:

- Staff recruitment – appropriate staff appointments continued to be made and interviews conducted remotely. Headteachers continued to discuss possible actions to further improve remote interviews and strategies put in place as considered appropriate. Trustees were informed that the Recruitment policy had been updated to reflect changes due to the impact of Covid-19.
- Flu jab voucher – the CEO requested that trustees agree to fund the voucher system to enable all staff, that wouldn't usually qualify, to have a flu jab should they so wish.
- Pupil attendance – the CEO was pleased to report that pupil attendance was positive for all ULT schools.
- Safeguarding training for trustees – the importance of trustees undertaking appropriate safeguarding courses was recognised and the CEO agreed to explore this with the teaching school. The CEO also reminded trustees of the requirement to confirm that they had read the updated Keeping Children Safe in Education guidance and that a training log would be kept to reflect any courses undertaken.

It was resolved –

- i) That the safeguarding updates be noted and that trustees place on record their thanks to all headteachers for the positive start to the new school year made by their schools at such a difficult time.
- ii) That trustees agree to fund the voucher system to enable all staff to have a flu jab should they so wish.
- iii) That trustees fully support the development of a training programme and, where appropriate, for training courses to be shared with chairs of governing bodies.

199. IT Review:

The CEO had undertaken a SWOT analysis of IT provision and support across the Trust and a copy had been previously made available to trustees. The CEO reported that it was necessary for strategies to be agreed to further develop IT, particularly as schools had different systems in place and the need to reflect the growth of the ULT. As such, an external review of IT provision and support was recommended. This would also include a review of the roles and responsibilities of the IT support team who were also employed at Thomas Alleyne's High School. The CEO further reported that she was discussing the implications of this with the headteacher.

It was resolved –

- i) That trustees support an external review of IT support and provision across the Trust.
- ii) That the CEO be requested to seek help and advice from Mr Oldham, trustee, to agree the scope of the bid prior to going out to tender.

200. Policy Reviews:

The following policies had been previously made available to trustees and the CEO confirmed that it was necessary for them to be reviewed and any necessary changes made:

- Safeguarding policy
- On-line Safety policy
- Safer Recruitment policy
- Staff Code of Conduct
- Discipline policy
- Complaints policy

The CEO further reported that a number of changes had been made to the various policies as necessary.

It was resolved –

That the CEO be requested to highlight recommended changes to each of the policies and that they be included on the agenda for the next meeting of the Trust Board for discussion and subsequent approval.

201. Risk Register:

A copy of the risk register had been previously made available to trustees and the CEO reported that the register had been revised to reflect a similar template being used by the governing body at Thomas Alleyne's High School. The revised register required trustee input around the level of identified risks. Views of trustees on the revised template for the risk register were sought and the CEO confirmed that, once agreed, all governing bodies of ULT schools would be required to adopt a similar risk register.

It was resolved –

- i) That the updated risk register be received.
- ii) That the CEO be requested to further update the register to include a risk around the impact of Covid-19 for all pupils and staff across the ULT.

202. Other Business:

Teaching School

The CEO reminded trustees that it had previously been agreed for a short termly report on the work of the teaching school to be made available. The CEO therefore agreed to obtain a report, to include proposed changes to the funding programme for teaching schools, and to circulate to trustees.

It was resolved –

That trustees await the termly report on the work of the teaching school and that the implications of the proposed changes to the funding programme be discussed at a future meeting.

203. Date of Next Meeting:

As previously agreed, the next meeting of the Education Committee was to be held on Tuesday, 24 November 2020 at 5.30pm. The meeting would again be held through Microsoft Teams.

Rev M Sherwin

Signed.....

24 November 2020

Date.....