

# Uttoxeter Learning Trust (ULT)

## Minutes of the Meeting of the Education Committee held at Bramshall Meadows First School on Tuesday 24 January, 2023 at 5.30 p.m.

**Present:** Rev. Sherwin, Dr. Clark (CEO), Mr. Slater, Mrs. Hunt

**In attendance:** Mr. Davies (Clerk to the Trust Board)  
Mrs. Snee (Headteacher – Hutchinson CoE Memorial First School)

### 1 Welcome:

Trustees were welcomed to tonight's meeting by the Chair. As is now standard procedure with these meetings, representatives from a school within the ULT had been invited to tonight's governance forum to share a key strategic update. On this occasion, the presentation that was shared with Trustees focused on the progress Hutchinson CoE Memorial First School has made since January 2022 with a focus on the successes that have been achieved; the challenges that have been faced and any identified next steps. The presentation was delivered at the start of the meeting which was then followed by the usual governance updates.

Documentation had been uploaded to Governor Hub in advance of the meeting along with a clear and purposeful agenda. There was a healthy level of engagement throughout the meeting as Trustees asked questions and sought points of clarification, both in relation to the presentation from Mrs. Snee and the meeting's wider strategic remit.

The meeting was quorate.

### 2 Apologies:

**Resolved:** That an apology for absence be received and accepted from Ms. Livesey.

### 3 Declarations of Interest:

No declarations of interest were made by Trustees in respect of any items appearing on tonight's agenda.

### 4 Presentation:

A presentation was delivered to Trustees at this point in the meeting. This presentation focused on the following key themes:

#### 1.1

The context of the School, how staffing has evolved over time and confirmation that the School has been inspected on three occasions by Ofsted – 2011, 2016 and 2022.

#### 1.2

The actions the School needs to take following the latest Ofsted Inspection in 2022. Feedback from the external inspection had indicated that schemes of work need to be embedded across the curriculum and Senior Leaders should support Subject Leaders in the development of their role to ensure that they have the appropriate skills and knowledge to be able to monitor and evaluate the effectiveness of their subject areas successfully.

### 1.3

Trustees were reassured that the School has already put in place a series of measures/initiatives to respond to this Ofsted feedback.

On point 1, existing schemes of work are now in place based around a thematic text based curriculum; 'Kapow Primary' has been purchased to support curriculum intent in the wider foundation subjects; the School has subscribed to the PE Hub for additional resources and support and leaders have looked at long-term planning around the implemented schemes of work.

On point 2, the School has encouraged engagement with a variety of professional hubs to enable Subject Leads to develop their subject in a clear and purposeful way; Subject Leaders have also been directed to a section of Kapow Primary which supports leaders to develop, broaden and up-skill their practice and subject knowledge. There have been advancements in the Music curriculum with all children in KS1 and KS2 benefitting from a high-quality music curriculum delivered by a teacher who is a Music specialist and the School has engaged with 'Rocksteady' – a band based peripatetic music service delivered by professionals. Finally, there has been a dedicated commitment from the Trust to provide Subject Leaders with bespoke consultancy training; the Light Up Learning conference; a programme of Subject Leaders' training and a timetable of cross-phase Subject Leader meetings throughout the year.

### 1.4

Trustees were informed that the initiatives listed above have been implemented against a backdrop of significant challenges. These challenges have included the ongoing impact of Covid-19; staffing issues; capacity concerns around time and resource; staff workload with few staff taking on multiple subject leadership responsibilities and financial pressures.

### 1.5

In terms of next steps to further develop these two areas, Trustees were informed that school leaders are looking into measuring the impact of Subject Leaders in terms of monitoring and evaluating the subjects they lead; the ongoing review of the curriculum and, finally, exploring opportunities to condense units to maximise time.

**Trustee Challenge:** Trustees welcomed the insightful presentation that was shared with them. They enquired as to how the various initiatives highlighted are impacting on progress and attainment data; whether the curriculum initiatives are starting to come through in the quality of pupil work; what plans leaders have to ensure the minimum threshold is being met for as many pupils as possible as well as stretching the More Able cohort by the end of 2023-24; what additional support the Trust can provide to support the initiatives that are being put in place; the extent to which attendance is impacting progress and, finally, the future direction of travel for the School now the plans to address the two Ofsted points of feedback have been put in place.

Mrs. Snee welcomed these lines of enquiry from Trustees and responded to each point in turn. It was clear to Trustees that school leaders do have a handle on the key strategic challenges that the School is facing at the present time. Trustees, whilst accepting that a significant amount of due diligence has been applied across the curriculum and subject leadership, look forward to seeing how this continuous improvement translates into results on the ground as the various data milestones are shared with Trustees throughout the remainder of this academic year.

**Resolved:** That Mrs. Snee be thanked for her informative presentation.

At this point, she gave her leave of absence from the meeting.

## 5 Election of Vice-Chair:

There was a requirement to appoint a Vice-Chair at tonight's meeting. Nominations were sought and Mrs. Hunt was put forward.

**Resolved:** That Mrs. Hunt be appointed Vice-Chair of this committee up to the first meeting of the Spring Term, 2024. At this point, this appointment will need to be revisited.

## 6 Minutes of the Previous Meeting:

**Resolved:** That the Minutes of the Education Committee held on Tuesday 10 November, 2022 (including Confidential Appendix) be approved as an accurate and true record.

**Resolved:** That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for public inspection if required.

The Clerk will sign and date the ratified minutes on behalf of the Chair. This task is important to ensure the PA to the CEO can ensure there is an electronic copy of historical minutes, retained for future reference and audit purposes.

## 7 Matters Arising:

A review of the actions from the November meeting took place. The following progress update can be reported:

Minute	Update	RAG
5	The October minutes are available as a public record.	GREEN
5	The ratified October minutes have been signed.	GREEN
6	The election of Vice-Chair has been referenced in these minutes.	GREEN
8	The Safeguarding/SEND Link Trustee was determined later in the meeting.	GREEN
8	Plans are in place to develop the Christian Distinctiveness Link Trustee role.	GREEN
8	The PA and CEO have followed up with Trustees any outstanding mandatory training that needs to be completed.	GREEN
8	Trustees are aware that they have a responsibility to update their individual training profile on the Hub with any CPD they access.	GREEN
8	The Clerk ensured that the lettings issue linked to Bramshall Meadows First School was discussed at the last Trust Board meeting.	GREEN
10	The referenced policy was uploaded to the relevant folder for the last Trust Board meeting.	GREEN

## 8 Risk Register:

The Risk Register is a standing item with the latest document shared with Trustees in advance of tonight's meeting.

Any recent updates to the Register were indicated in red text. The CEO provided some notable updates around Risk 2 (central HR support will be required as high school leadership no longer feels that there is capacity to manage central SCR and HR files); Risk 3 (the response to the JCB consultation was submitted); Risk 4 (the Chair of Members will step down by the end of 2022-23); Risk 5 (a Trustee sub-committee will be established in relation to Christian Distinctiveness); Risk 7 (an audit of the current health and safety position is being completed by the recently appointed Health and Safety/Premises Lead); Risk 9 (completion of

the Trust wide MFL project) and, finally Risk 10 (communications protocol agreed in relation to possible power cuts during winter months).

**Trustee Challenge:** Trustees noted these updates. Trustees did challenge over three aspects linked to the Risk Register – firstly, that school performance (a matter that was covered later in the meeting) should be listed as a separate risk given the concerns that were raised around the overall data set; secondly, that Risk 3 should be lessened as a risk (not high) given the recent levels of financial mitigation that have been put in place and, thirdly, whether the high level of risk around IT/cybersecurity was again justified given recent developments which include the return of the IT Network Lead and the agreement of a number of strategic priorities for the future.

**Resolved:** That the CEO reflect on the Register in lieu of this Trustee feedback and update the document accordingly.

## **9 Outcomes and KPI Sheets:**

There was an overarching discussion around the KPI sheets and pupil outcomes as at the end of the Autumn Term, 2022. The following points were noted:

### **1.1**

The CEO confirmed that discussions are well advanced to improve data diagnostic reporting across the ULT. At the moment, Trustees receive data as individual data sets for each school which makes the analysis of the data more time consuming and less strategic than it needs to be. The company that the CEO is looking to work with going forward is FFT. One of their usp's is that it provides expert data and literacy tools to support schools in their drive to improve performance outcomes. The engagement with this company will mean the strategic data reporting will ramp up significantly with lots of useful data sets available; Trustees will be given access to an online portal where they can access the data for themselves and there will be the possibility of comparing the ULT's data with other 3-tier systems. Trustees welcomed these latest developments.

### **1.2**

The latest attendance data was shared with Trustees. It was confirmed where the current concerns exist around attendance with the CEO confirming she was working with school leaders to understand their data in more detail and to identify where any particular challenges lie. It should be noted that generally across the ULT there is a general tightening of practice and procedure around attendance. Following the disruption of the pandemic, all school leaders are of the opinion that pupils should be in school learning and accessing the curriculum on a regular basis. Challenges with individual families need to be tackled in a supportive way but there must also be a reality check of how much learning is lost/how life chances are being impacted when children are taken out of school in term time. Trustees fully echoed these sentiments.

### **1.3**

In terms of data reporting, schools confirmed their position in relation to reportable outcomes at the end of the Autumn Term alongside a range of other KPIs.

**Trustee Challenge:** As expected, Trustees followed up on a number of lines of enquiry in relation to these reported data sets. These lines of enquiry included why the high school teacher predictions have fallen in most subjects from October to December 2022, particularly given the move back to the pre-pandemic standard this Summer; why the support staff versus teaching staff absence is much higher at the high school (it was difficult to tell from the data what is accounting for this); how certain schools can be judging themselves a '1-2' in terms of the quality of education when the data does not reflect this judgement; the lower current position for Greater Depth compared to pre pandemic performance on the outcome sheets which is a particular worry for Trustees at this point in the academic cycle; to what extent are

LGBs holding their Senior Leaders to account for the current data metrics that are being reported; where the data could end up at the end of the academic year if there is not a significant upturn in particular areas; whether schools are being consistent in aspects of their KPI/outcome reporting (the example shared was Ryecroft) and, finally, whether leaders from particular schools should be invited to future meetings of the Education Committee so they outline for Trustees where challenges around their data sets exist but more importantly what they are doing to ensure that the outcomes this Summer will be better than what has been experienced during the pandemic years.

It is worth noting that Trustees are sympathetic to the challenges that have come from the pandemic and still linger; the problems of statistical skewing in data that can come from small numbers and the various contextual challenges that are specific to individual schools. However, from a Trustee perspective their accountability around data is to look across the 3-tier system and to pick out trends/patterns at each layer which might then provide a line of questioning that needs to be responded to. This in turn is aimed at driving school improvement at every possible opportunity.

**Resolved:** That the CEO liaise with the Chair of the Trust Board to determine which school might be invited to the next Education Committee to discuss their data set and relevant KPIs.

## **10 School Improvement:**

The following updates were noted:

### **1.1**

The CEO confirmed that with the exception of Thomas Alleyne's High School and Ryecroft CoE Middle School, all schools have received a category '1' from the Local Authority (LA) – i.e. a school of no concern. This categorisation is determined following a desk-top exercise with the LA taking stock of a range of indicators.

The CEO also confirmed the timeline for when schools within the ULT (who have not been externally inspected) are likely to receive the call. With this in mind, Trustees were informed as to the plans the CEO has in place to ensure schools such as the high school receive some additional scrutiny before the official Ofsted inspection takes place. This Ofsted Readiness input is vital to ensure that if there are any gaps/issues/challenges they can be identified through external scrutiny to ensure the necessary mitigation can be put in place.

### **1.2**

The CEO thanked Mrs. Rudge and Mrs. Hanson for their co-delivery of the annual Trust Conference held on 04.01.23. The event was an overarching success with the Trust funding the necessary administrative support.

**Trustee Challenge:** Trustees enquired as to whether the event will be repeated.

The CEO confirmed that as well as seeking feedback from attendees, some thought is already being given to the scope and format of future conferences. One area the CEO is specifically looking at is the options to support senior leadership as the conference is a sizeable commitment previously supported by capacity from the now obsolete teaching school status. Trustees noted this update.

### **1.3**

There was a discussion around how the Trust will effectively prepare for the change in the SIAMS framework. The following direction of travel was agreed:

- That a sub-committee around Christian Distinctiveness would be established with Rev. Sherwin taking on the Chair role.

- Once the committee meets, the Christian Distinctiveness Link Trustee role descriptor will be worked on and agreed.
- That Rev. Sherwin will look to schedule the first meeting of this committee in the coming months.
- The role descriptor will include both a faith/non-faith narrative. This is important because all of the schools within the ULT have a need in this area, even if they are not designated church schools.
- That the Chair plans to get into schools to carry out faith learning walks. This is important to inform the work of this sub-committee.
- That other stakeholder groups such as the School Representation Board (SRB) and Heads Forum be used if Trustees want a particular aspect around Christian Distinctiveness to be discussed. Such an action will capture useful feedback that again can be fed back into the sub-committee.

All of these initiatives should ensure the ULT is more than prepared for the changes to the SIAMS framework.

**Resolved:** That Rev. Sherwin progress these initiatives with the support of the CEO.

#### **11 Link Trustee:**

Following the resignation of Mrs. Bennett as Trustee, there is currently a Link Trustee gap (Safeguarding/SEND) that needs to be filled.

Mrs. Hunt agreed she would take on this role with immediate effect.

**Resolved:** That the CEO liaise with Mrs. Hunt about what the role entails.

#### **12 Policy:**

The following policy was shared with Trustees in advance of tonight's meeting:

- ULT Governors and Trustees – Code of Conduct.

There was one amendment suggested to the tweaked wording in the document which can be reported as follows:

If a Governor / Trustee misses two meetings and they either do not send apologies or their apologies are not accepted then the Chair will have to establish their future intentions in relation to the role. If a Governor / Trustee again fails to attend then a motion may be made to remove from the Board, **subject to Trust Board and/or Member approval.**

**Resolved:** That subject to this amendment, this policy be approved by Trustees.

This policy will now be forwarded to the Trust Board for formal ratification.

**Resolved:** That this policy be uploaded to Governor Hub in the relevant folder for the next Trust Board meeting.

#### **13 Confidentiality:**

Trustees were asked to identify if there were any items/materials which needed to be excluded from any Agenda, Minutes, reports or other papers discussed at the meeting which would normally be made available for inspection following the meeting.

Trustees were also asked to identify any items included on the Agenda which require recording in a Confidential Appendix to the Minutes.

**Resolved:** That it be confirmed that no items needed to be recorded in a Confidential Appendix to the Minutes.

There were no items/materials identified for exclusion.

**14 Dates and Times of Future Meetings:**

The meeting schedule for 2022-23 has already been determined.

The next meeting of the Education Committee will take place on Wednesday 8 March, 2023 at 5.30 p.m.

It was suggested that at some point timings for this committee meeting are revisited. The CEO confirmed that any movements in this area could only come in the Summer Term at the earliest, given the current Clerk's availability.

All that was left to do was for Rev. Sherwin to thank all Trustees for their attendance and contributions to today's meeting,

The meeting was brought to a close.

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**Chair**

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**Date**

## Uttoxeter Learning Trust (ULT)

Minutes of the Meeting of the Education Committee held at Bramshall Meadows First School on Tuesday 24 January, 2023 at 5.30 p.m.

### Action Matrix

Minute	Owner	Action Required	Deadline	Action Update
6	CEO	Make copy of November minutes available as a public record.		
6	Clerk	Sign minutes on behalf of Chair and forward them to PA to CEO.		
8	CEO	Reflect on and make tweaks to Risk Register.		
9	CEO/Chair of TB	Determine which school will be invited to a future meeting to discuss data and KPIs.		
10	Rev. Sherwin	Progress Christian Distinctiveness initiatives.		
11	Mrs. Hunt	Liaise with CEO about requirements of Safeguarding/SEND role.		
12	Clerk	Upload approved policy to folder for next Trust Board meeting.		

**Date of next meeting:** Wednesday 8 March, 2023 at 5.30 p.m.

Absent Trustees to be informed.