

Uttoxeter Learning Trust (ULT)

Minutes of the Meeting of the Education Committee Meeting, held Tuesday, 02 May 2023, 5.30 pm at Bramshall Meadows First School

Present:	Role	Term of Office
Rev. Margaret Sherwin (MS)	Chair of Education Committee	31/03/2025
Dr. Sarah Clark (SC)	CEO	Ex-officio
Ms Pauline Livesey (PL)	Vice Chair of the Trust Board	31/08/2025
Mr Sid Slater (SS)	Chair of Trustees	31/03/2025
Julie Wheeldon	Trustee	29/03/2027
In Attendance:		
Trevor Sutcliffe (TS)	Interim CEO	
Mr Malcolm Trobe (MT)	CTS Governance Review	
Diane Morton (DM)	Governance Professional (Entrust)	
Apologies:		
Ms Pat Hunt (PH)	Vice Chair of Education Committee	02/01/2027

Documents loaded to GovernorHub in advance of the meeting.

- Education Committee Agenda (02 May 2023)
- Education Committee Minutes 08 03 23 Draft
- Risk Register 21 April 2023
- ULT Primary Year to date
- ULT Secondary Year to date
- ULT TAHS Year to date
- ULT Y7 & 8 Year to date
- AS termly monitoring sheet Spring 2023
- BM termly monitoring sheet Spring 2023
- HM termly monitoring sheet Spring 2023
- OHMS termly monitoring sheet Spring 2023
- Picknalls termly monitoring sheet Spring 2023
- RCFS termly monitoring sheet Spring 2023
- Ryecroft termly monitoring sheet Spring 2023
- TAHS termly monitoring sheet 2023
- WPMS termly monitoring sheet Spring 2023
- AS Performance Data Spring 2023
- BM Performance Data Spring 2023
- HM Performance Data Spring 2023
- OHMS Performance Data Spring 2023
- PFS completed Prediction data Spring 2023
- RCFS Performance Data Spring 2023
- RMS Performance Data Spring 2023
- WPMS Performance Data Spring 2023
- Year11 review and rewards tracker
- ULT Bereavement Policy (Summer 2023)
- ULT Early Careers Framework (Summer 2023)
- ULT Home School Communication Policy (Summer 2023)
- School Improvement SLA – options
- School – 2
- ULT ASCL SIP Proposal 240323
- ULTSCH-1

The meeting commenced at 5.30 pm.

1. Welcome and Apologies for Absence

The Chair welcomed members to the meeting and introductions were made.

Resolved: That apologies for absence received from Ms Pat Hunt.

The meeting was quorate.

2. Confidentiality

Members were reminded that all discussions that take place at the meeting should remain confidential until such time that minutes are approved and a public record.

3. Declarations of Interest:

Resolved: That 1 declaration of interest was made by TS in respect to Agenda Item 10 and it was **agreed** that TS would leave the meeting at this point.

The Chair of Trustees pointed out this would be SC's last Education Committee meeting and therefore, on behalf of the Committee wished to acknowledge and thank SC for all her hard work and that good results have been evident under her leadership.

SC thanked the Committee for all their support during her time with the Trust.

4. Minutes of the Previous Meeting held 8th March 2023

Resolved: That the Minutes of the Education Committee held Wednesday 8th March 2023 be approved as a true and accurate record.

Resolved: That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for public inspection if required, signed by the Chair and an electronic copy of the minutes stored for future reference and audit purposes.

5. Matters Arising:

A review of the actions from the 8th March 2023 meeting took place during the meeting and progress and updates reported.

Minute	Owner	Action Required	Updates/RAG Rated
4	CEO	Make copy of January minutes available as a public record.	Completed
4	Clerk	Sign minutes on behalf of Chair and forward them to PA to CEO.	Completed
5	CEO	Request a breakdown of attendance from Thomas Alleyne's High School for different groups of pupils.	Breakdown received. Completed
5	CEO	Request an update on the uptake of the Easter revision sessions offered by Thomas Alleyne's High School.	Update received. Completed
5	CEO	Request a breakdown of the cohort in the first school data.	Breakdown received. Completed
5	CEO	Source and external review for Richard Clarke First School in preparation for their Ofsted.	Ongoing with the Interim CEO

8	CEO	Develop the options for Trust School Improvement function.	Agenda item. Completed
9	CEO	Adjust the wording of the School Improvement Policy to reflect the inter school support required within the ULT.	Agenda item. Completed

6. Risk Register:

The CEO provided details of recent updates and changes made; to include the recent appointment of the Interim Chief Executive Officer (CEO) and new CEO from September 2023 (awaiting contract signing).

A Member questioned if school performance should be amended from medium to red risk. It was agreed the data would be scrutinised later in the meeting and therefore to be addressed if necessary.

Resolved: That there were no further questions.

7. Safeguarding:

The CEO reported a single central record (SCR) to be in place, spot checks of the SCR to be undertaken prior to SC leaving.

The record is currently with the Chief Finance Officer (CFO) and will become the responsibility of the new Compliance role from September 2023.

Following a complaint at Thomas Alleyne's High School, a request was made to update the hiring policy regarding confirmation of enhanced Disclosure and Barring Service (DBS) which has been actioned.

An update has been received on the complaint to Ofsted, regarding a Thomas Alleyne's pupil; the Trust are working with the local authority to provide assurance of actions taken.

Resolved: That there were no further questions.

8. Christian Distinctiveness – Trustee subcommittee

The CEO reported provision of support to Windsor Park during their Statutory Inspection of Anglican and Methodist Schools (SIAMS) which was very positive; the report should be received in approximately 3 weeks' time.

The Trust are expecting another inspection under the old framework for Ryecroft school, arrangements to visit the school by JW, Link Trustee to be put in place. TS and the Chair (MS) offered to support.

AGREED Action: TS/JW/MS to liaise and organise a visit to Ryecroft school.

It is anticipated under the new framework changes, that All Saints and Hutchinson Memorial could be inspected next year.

In preparation for the new framework, it was previously agreed that a Trustee sub-committee be formed to report to the Education Committee.

The Chair reported she had been advised the new framework *may not* take effect in September and therefore, the old framework is still being used.

A new Director of Education starts on 4th September (Mark Davis) and until such time the acting Director of Education will remain in post.

AGREED Action: Chair to make further enquiries regarding the SIAMS framework and from these findings, a sub-committee meeting to be scheduled to discuss the new framework.

Training has been scheduled for the MAT CEO only, at this point, the new appointed CEO may also wish to attend.

9. Trust position Spring Term End 2023:

• KPIs

The CEO provided an overview of reports.

Reporting takes place via school and is complete to Spring term. Trust wide reporting is in progress. The Trust are moving to Arbor, a Management Information System to report across the Trust.

The latest attendance information was shared:-

- Primary schools to be 95.7% against the FFT national average of 93.7%.
- Secondary schools to be 91.8% against FFT national of 90.8%.

Y10, free school meals (FSM) and disadvantaged pupils are key areas of focus.

There is a small improvement with persistent absence (PA) and work is ongoing.

The FFT is a good tool to utilise and support discussions.

Malcolm Trobe (external assessor) arrived at the meeting at 5.50 pm, introductions were made.

A Member challenged and commented on FSM children being a key area of focus overall with 10% being a significant amount and requested schools be asked how much time and commitment is spent on these children and what is put in place.

A Member challenged the Education, Health and Care Plan (EHCP) data being 40% below national and a significant outlier requires further interrogation.

AGREED Action: CEO to explore further what actions are being taken in schools to address absenteeism with FSM children.

Do schools use FFT5 or FFT20? *Data is presented against FFT 5 for Thomas Alleyne's, other schools present against FFT20/50, but the aspiration is FFT20. Thomas Alleyne's were requested to present against FFT20 and FFT50 at the mid-year review – predicting to perform in line against FFT50 this year.*

The CEO explained the differences with attendance regarding teaching and support staff and provided further explanations of the data.

A Member questioned the number of fixed term exclusions in the High school and what this could be indicating? *(SC) There is a focus on the behaviour hub and ongoing work is in place.*

A Member commented, how useful it is, to see the number of support staff assisting students which varies between schools and includes excluded and SEND students. The Member also added how useful and beneficial the KPI sheets were to provide greater detail.

A Member questioned the data which showed 'on entry' to Richard Clarke, was 52% below average, why is this (when there is hardly any FSM/Send)? (SC) *It has been built into the Headteacher's appraisal to work more closely with the nursery, Richard Clarke is not as strong as other schools. It was raised at the last meeting (matters arising) to undertake a review. SC met with the Link Trustee for Richard Clarke, important to ensure this is included within the strategy as they are a priority for inspection.*

• **Pupil Outcomes**

The CEO reported there to be a number of special education needs children and it being an ongoing process for children to be identified and assessed.

Governors at Thomas Alleyne's have requested central support for Send provision. Send is a high priority within the Trust, there are many challenges, and important to ensure there is good Sendco provision and communication in schools and across the Trust.

A discussion took place regarding the regularity of Sendco meetings, effectiveness of the agenda's and should the Trust have a Send specialism to coordinate activities, accountability, focus, communication, support and strategic planning across schools.

AGREED Action: CEO to explore the Sendco meetings and their effectiveness.

There are positive writing outcomes for Ryecroft.

Further training is required on reporting the data.

Covid-19 has impacted on greater depth children and results.

A Member questioned if any schools were moderated at the end of last year? (SC) *Yes, they were, All Saints, Picknalls, Richard Clarke and no adjustments made.*

Important to have consistency across the board of all schools.

A Member questioned the Richard Clarke % data, which does not look correct? (SC) *The 2 terms have been reported jointly.*

A Member raised concern with greater depth children should the national comparisons increase. Consideration to be given how these can be increased.

The CEO reported (matters arising) from the revision sessions recently held at Thomas Alleyne's which were between 2 and 5 hours long and had good attendance; staff worked very hard to support the pupils.

A discussion took place regarding the additional responsibility for staff working over the holidays. Schools are requesting school improvement support (agenda item 10).

A Member questioned what a high standard in writing for KS2 looks like? (SC) *This is not as strong this year and linked to the profile of this cohort. There were a number of students on entry who did not meet 'expected' within the year group at Windsor Park.*

TS left the meeting at 6.20 pm.

10. Trust School Improvement Offer:

Refer to Confidential Part 2 Appendix.

11. Policies

- **ULT Bereavement Policy (Summer 2022)**

The CEO reported the update to be an appendix and references on agencies to provide support.

A Member requested the COG/Trust and School Board are all kept informed of a bereavement.

AGREED Action: CEO to ensure the Bereavement policy reads the COG/Trust and School Board are informed of a bereavement.

- **ULT Early Career Framework Policy (Summer 2022) - no changes**
- **ULT Home-School Communication policy (Summer 2022)**

The CEO reported small updates linked to workload.

A Member requested the wording be amended on working ‘outside of hours’ to allow choice.

AGREED Action: CEO to review and amend the wording of the Home-School Communication Policy (working outside of hours)

Resolved: That the Committee **approved** the 3 policies subject to the amendments being made and approval by the Trust Board.

12. Date of Next Meeting:

Resolved: That the date for the next meeting is scheduled for **Tuesday 13 June 2023, 5.30 pm at Bramshall Meadows First School.**

13. Confidentiality

Members were asked to identify any items which needed to be excluded from the Minutes and be recorded in a Confidential Appendix to the minutes.

Resolved: That the **Trust School Improvement Offer** identified to be recorded in a Confidential Appendix to the Minutes.

The Chair thanked Members for their contributions and attendance.

The meeting closed at 6.45 pm.

Chair

Date

Action Matrix (2/5/2023)

Minute	Owner	Action Required	By When
8	TS/JW/MS	To organise a visit to Ryecroft school.	Post meeting

8	Chair	To make further enquiries regarding the SIAMS framework and a sub-committee meeting to be scheduled.	Post meeting
9	CEO	To explore what actions are being taken in schools to address absenteeism with FSM children.	Post meeting
9	CEO	To explore the Sendco meetings and their effectiveness.	Post meeting
10		Refer to confidential part 2 Appendix	
11	CEO	To amend and ensure the COG/Trust and School Board are informed of a bereavement.	Post meeting
11	CEO	To amend the wording of the Home-School Communication Policy (working outside of hours)	Post meeting

Action Matrix (2/3/2023)

Minute	Owner	Action Required	Updates/RAG Rated
5	CEO	Source and external review for Richard Clarke First School in preparation for their Ofsted.	Ongoing with the interim CEO