

Uttoxeter Learning Trust (ULT)

Minutes of the Meeting of the Education Committee held at Bramshall Meadows First School on Wednesday 8 March, 2023 at 5.30 p.m.

Present: Rev. Sherwin, Mr. Slater, Ms. Livesey

In attendance: Mrs Gallimore (PA to CEO), Dr. Clark (CEO),

1 Welcome:

Trustees were welcomed to tonight's meeting by the Chair.

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 in relation to the meeting's wider strategic remit.

The meeting was quorate.

2 Apologies:

Resolved: That an apology for absence be received and accepted from Mrs Hunt.

3 Declarations of Interest:

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

4. Minutes of the Previous Meeting:

Resolved: That the Minutes of the Education Committee held on Tuesday 24 January, 2023 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 so that the PA to the CEO can ensure there is an electronic copy of historical minutes, retained for future reference and audit purposes.

5 Matters Arising:

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

Minute	Update	RAG
6	Make copy of November minutes available as a public record.	Completed
6	Sign minutes on behalf of Chair and forward them to PA to CEO.	Completed
8	Reflect on and make tweaks to the risk register	Completed
9	Determine which school will be invited to a future meeting to discuss data and KPIs – UPDATE Thomas Alleyne's High School was invited to return to this evening's meeting however, Mrs	Completed

	Rudge has instead provided a number of documents to discuss at this evenings meeting.	
10	Progress Christian Distinctiveness initiatives – Rev. Sherwin is planning a meeting next term.	
11	Liaise with CEO about requirements of Safeguarding/SEND role – A role descriptor has recently been shared with Mrs Hunt which has been returned with comment. Dr Clark will now update before returning to the Trust Board.	Completed
12	Upload approved policies to folder for next Trust Board meeting	Completed

Mrs Rudge from Thomas Alleyne’s High School shared Thomas Alleynes High School’s IDSR report and their latest headteachers report from their most recent LGB meeting. There are a number of areas which Dr Clark will continue to track with Thomas Alleyne’s High School. Mrs Rudge has arranged a number of interventions to take place over the Easter break in order to improve their projected data.

Mrs Hunt, in her absence, had sent a number of queries regarding the report from Thomas Alleyne’s High School. There was a query raised regarding the attendance. Dr Clark informed the committee that Thomas Alleyne’s High School is currently below national data for attendance.

Mrs Hunt asked about the specific interventions for attendance. Details of the interventions can be found on page 61 of the report.

Mrs Hunt also queried the persistent absence levels which are currently very high and are 2% above national average. Mrs Hunt asked for information on how many pupils sit on the cusp of becoming persistent absentees and therefore are there any quick wins. Dr Clark will explore this area and will feedback to the committee.

Mr Slater suggested Thomas Alleyne’s High School may need to address how many staff members are currently working on attendance and maybe this would be an area to invest a little more as the attendance levels will have a direct impact on the exam results.

Mr Slater would also like to highlight that the cohort of pupils at Thomas Alleyne’s High School is not in line with the national picture. They have below national average number of disadvantaged pupils. Therefore, comparing with national average is not comparing like for like.

ACTION: Dr Clark will request a breakdown of attendance for different groups of pupils.

Mrs Hunt had also questioned the high number of fixed term exclusions. Dr Clark informed the committee that the numbers are broken down further on page 62 of the Headteacher report. Thomas Alleyne’s High School have begun to engage with the Behaviour Hub and are in the process of being linked to another school. The engagement had been discussed by Mr Slater and Mrs Rudge at a Link Trustee visit and Mr Slater reported that the school are hopeful that this engagement will be helpful in tackling the behaviour issues.

Mrs Hunt had asked what criteria had been used to judge that 52 lessons were ‘good’. Is there a cross-trust criterion in place? Dr Clark informed the committee that schools currently have been advised to follow the Ofsted framework when carrying out lesson observations however this maybe something to look into the future to reinforce consistency across the Trust.

Mr Slater suggested that it would be helpful if Thomas Alleyne’s High School used FFT20 as well as using FFT5.

Mr Slater informed the committee that Thomas Alleyne’s High School are offering an impressive selection of revision session over the Easter break.

Ms Livesey queried what the uptake was like for the revision sessions.

ACTION: Dr Clark will request feedback on the pupils who attend the sessions as the key is ensuring those who need to attend are attending. Mr Slater suggested there could be a reward for those who attend the sessions.

Update on End of Year prediction for first schools

Mrs Hunt has asked for a breakdown of groups in the predicted data. Dr Clark confirmed that a breakdown of the cohort will be included in the next round of data collection.

The predictions are fairly consistent across the schools for Early Years.

Picknalls First School highlighted some concerns with their key stage one cohort as there are 40% with additional needs.

There is still an issue regarding greater depth. Dr Clark questioned the first school headteachers on how they were addressing this. The first school headteachers felt there were a lot more pupils at the top of the expected band. A number of higher level interventions had been put in place including higher end book support. Schools had also developed their school libraries.

Mr Slater and Ms Livesey were both in agreement that there would need to be further discussions with Richard Clarke First School as their key stage one data has been concerning for a number of years with little improvement.

Dr Clark suggested that Richard Clarke First School may benefit from an external review in preparation for their Ofsted.

Staff absence updates

The Education Committee had asked headteachers for more details regarding the support staff absence. Dr Clark confirmed that there is a higher level of absence among support staff in Thomas Alleyne's High School, Oldfields Hall Middle School, Windsor Park Middle School, Picknalls First School, Richard Clarke First School, Bramshall Meadows First School and All Saints First School. However, it is important to highlight that there are a greater number of support staff in schools including a large number of lunchtime supervisors. Dr Clark has discussed the reasons for support staff absence with headteachers and the majority are due to medical reasons. There is some long term support staff absence due to work related stress at Thomas Alleyne's High School. Dr Clark is supporting the resolution of these issues, and has kept Trustees informed.

Trust Development

Dr Clark informed the Education Committee that, along with Mr Storer, they have met with the Chair of Governors of the Woodlands Federation, Amy Cox.

The Woodlands Federation have asked if The Uttoxeter Learning Trust would present to the federation. Dr Clark confirmed that this will be shared at the next Finance and Audit Committee, and any action to be presented to the Trust Board for approval.

6 Risk Register:

Dr Clark confirmed that updates as discussed at Trust board have been made and was happy to take questions.

This was discussed at depth at the Trust board meeting therefore there were no further questions.

7 Safeguarding

No Issues to raise.

8 Trust School Improvement Offer:

There are a number of ways this role could be delivered. Following a discussion with Mr Slater and based on the current position of the Trust it may be beneficial to look at a short term model for improvement officer. Dr Clark presented a number of possible SLA options. Dr Clark has also presented these options to headteachers professional board. Following the conversation with the headteachers they highlighted they would prioritise behaviour, SEND and disadvantaged pupils. Headteachers expressed some feedback as to their preferred provider. The CEO and Trustees have identified greater depth and attainment of more-able as an additional area for schools to focus on.

ACTION: Dr Clark to explore further the service offers and approach other providers with the aim for this provision to begin from September.

9 Policies:

The following policies were shared with the Education Committee: -

- ULT Anti-Bullying and Harassment Policy
- ULT Appeals Procedure
- ULT Resolving Grievances Policy
- ULT School Improvement Policy

There is the addition of a separate Appeals Procedure which gives a more structured approach for the appeals process. The Anti-Bullying and Harassment Policy had previously been a Staffs County Council Policy which has been updated for the ULT.

The Resolving Grievances Policy has been updated in line with the updates from SCC.

There have not been any changes made to the School improvement policy at this time.

The Education Committee felt the School Improvement Policy would need to be updated once the school improvement strategy has been confirmed.

Mr Slater felt that the school improvement policy didn't highlight that schools will help each other in the first instance, free of charge. If required, additional support would then be funded by the Uttoxeter Learning Trust.

ACTION: Dr Clark to adjust the wording to reflect this.

10 Any Other Business:

None

11 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.

12 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 Tuesday 2nd May 2023 at 5:30pm to be held at Bramshall Meadows First School.

It was suggested that at some point timings for this committee meeting are revisited. The CEO confirmed that any movements in this area could be addressed for the next academic year,

when a permanent appointment for a Governance Professional would be expected to be in place for the Trust.

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.

Chair

Date

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Action Matrix

Minute	Owner	Action Required	Deadline	Action Update
4	CEO	Make copy of January minutes available as a public record.		
4	Clerk	Sign minutes on behalf of Chair and forward them to PA to CEO.		
5	CEO	Request a breakdown of attendance from Thomas Alleyne's High School for different groups of pupils.	Next meeting	
5	CEO	Request an update on the uptake of the Easter revision sessions offered by Thomas Alleyne's High School.	Next meeting	
5	CEO	Request a breakdown of the cohort in the first school data.	Next meeting	
5	CEO	Source and external review for Richard Clarke First School in preparation for their Ofsted.		
8	CEO	Develop the options for Trust School Improvement function.	Next meeting	
9	CEO	Adjust the wording of the School Improvement Policy to reflect the inter school support required within the ULT.	Completed	

Date of next meeting: Tuesday 2 May, 2023 at 5.30 p.m.

Absent Trustees to be informed.