

## Uttoxeter Learning Trust (ULT)

### Minutes of the Meeting of the Education Committee Meeting, held Tuesday, 13<sup>th</sup> June 2023, 5.30 pm at Oldfields Hall Middle School

Present:	Role	Term of Office
Rev. Margaret Sherwin (MS)	Chair of Education Committee	31/03/2025
Ms Pauline Livesey (PL)	Vice Chair of the Trust Board	31/08/2025
Mr Sid Slater (SS)	Chair of Trustees	31/03/2025
<b>In Attendance:</b>		
Trevor Sutcliffe (TS)	Interim CEO	
Diane Morton (DM)	Governance Professional (Entrust)	
<b>Absent:</b>		
Ms Pat Hunt (PH)	Vice Chair of Education Committee	02/01/2027

#### Documents loaded to GovernorHub in advance of the meeting.

- About Stop Gap
- Education Committee Agenda (13 June 2023)
- Education Committee Minutes 02May23
- KS1 and 2
- Moderation email from Carol Gliddon
- Risk Register 6 June 2023
- Staffs QA Framework VIP 21.3.2023
- Stop Gap Information for Parents
- TAHS Note of visit 17 May 2023 RSutton

*The meeting commenced at 5.30 pm.*

#### 1. Apologies for Absence

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

**Resolved:** That there were no apologies for absence. Pat Hunt was absent.

The meeting was quorate.

#### 2. Declarations of Interest:

**Resolved:** That there were no declarations of interest.

#### 3. Minutes of the Previous Meeting held 2<sup>nd</sup> May 2023

**Resolved:** That the Minutes of the Education Committee held Wednesday 2<sup>nd</sup> May 2023 be **approved** as a true and accurate record.

**Resolved:** That the following 2 amendments be made by the Clerk.

- SSR be amended to read single central record (SCR).
- Compliance role date be amended to 2023.

**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.

#### 4. Matters Arising:

A review of the actions from the 2<sup>nd</sup> May 2023 meeting took place during the meeting and progress and updates reported.

**Action Matrix (2/5/2023)**

Minute	Owner	Action Required	Updates/RAG
8	TS/JW/MS	To organise a visit to Ryecroft school.	TS attending the school in June. <b>Completed</b>
8	Chair	To make further enquiries regarding the SIAMS framework and a sub-committee meeting to be scheduled.	Agenda item. <b>Completed</b>
9	CEO	To explore what actions are being taken in schools to address absenteeism with FSM children.	TS questioning during school visits to gain an overview. <b>Completed</b>
9	CEO	To explore the Sendco meetings and their effectiveness.	<b>Completed</b>
11	CEO	To amend and ensure the COG/Trust and School Board are informed of a bereavement.	All polices updated. <b>Completed</b>
11	CEO	To amend the wording of the Home-School Communication Policy (working outside of hours)	All polices updated. <b>Completed</b>

**Action Matrix (2/3/2023)**

Minute	Owner	Action Required	Updates/RAG Rated
5	CEO	Source external review for Richard Clarke First School in preparation for their Ofsted.	Agenda item Assistant Head is leaving and recruitment for replacement is being explored. Suggest KR (new CEO) review September/January 2024. Trustee support to for interview process was requested. <b>Completed</b>

Further matters arising:

**AGREED Action:** Education health care plans (EHCP's) data (40%) below KPI to be explored by TS and presented at the next meeting.

MS suggesting during recruitment and appointment process to consider using another Trust school.

**5. Trust expansion update: Woodlands Federation**

TS reported Woodlands Federation are ready to be presented to and have requested a date in the next 2 weeks. Trust Board have been updated. A meeting with TM from the Local Authority (LA) is scheduled for 14th June 2023.

TS sought approval from Trustees for him to pursue if no concerns were raised from the LA.

**Is the Headteacher currently off sick?** *Yes, there is an interim Headteacher in post.*

The school is a feeder school to Oldfields Hall.

**Resolved:** SS proposed TS pursue; the Trust have a responsibility to the community and would be based on the LA response, support and understanding of the school's financial position. The Trust would be unable to support any financial debt and therefore need to ensure financial viability.

## 6. Risk Register:

TS shared updates to the risk register.

Changes regarding KR the new CEO have been added.

TS advised 4 x 1 hour meetings have been scheduled with KR. The meetings will commence from Friday 23<sup>rd</sup> June online, KR will attend on 29<sup>th</sup> June for Headteacher's board and SRB meeting and will meet governors. Plans are in place for a smooth transition to mitigate risks. MS/PL were invited to attend the meeting on 29<sup>th</sup> June at Bramshall Meadows.

**AGREED Action:** MS/PL to confirm attendance at the 29<sup>th</sup> June meeting to meet the new CEO.

## 7. Safeguarding: CEO to report:

The new safeguarding guidance has been shared to take effect from September 2023, all minor amendments and nothing new included.

### **AGREED Action:**

Trustees to read KCSIE and sign to confirm they have read.

TS to include at full Trust Board and remind all Headteachers at the next meeting.

DM to upload to Trust Board GovernorHub for all to read and confirm.

## 8. Christian Distinctiveness

TS reported for those Trusts with a number of schools, Christian Distinctiveness has high importance.

MS shared details regarding a current staff member at Windsor Park who is fabulous and encouraging excellent practice in school. Suggestion was made that the staff member be allowed to visit other Trust schools with Trust funding to support the visits.

Committee to be organised to commence in the Autumn term working to the new framework. The remit to be agreed and dates scheduled into KR calendar. The good practice at Windsor Park is to be utilised, consider previous reports from other schools, identify gaps and measures to inform the remit.

The Committee to report to Education Committee, terms of reference and committee structure to be agreed. To consider representation from each of the schools (4) and include 2 Trustees. PL confirmed interest to be involved.

**AGREED Action:** TS to include at Trust Board and seek volunteers. To establish what is currently happening at each school and if such a group already exists.

## 9. 2023 KS1 and KS2: moderation and expected teacher assessments

TS provided an update.

Currently waiting for the final information to be finalised, once this is available with Trustees to compare against last year's results.

Ryecroft is being moderated for writing and Hutchinson KS1 are being moderated this week. When the data is presented, to ensure a consistent Greater Depth (GD) approach is applied across all schools, with the same criteria used. SS suggested where GD results have been moderated, to be validated against another Headteacher's work and the expertise to be utilised.

**AGREED Action:** TS to investigate greater depth criteria, locate a former plan and apply a coding key (standard) to ensure a consistent approach is applied across all schools.

It was reported that baseline tests are carried out in the first few weeks of the academic year. To ensure when children join the school in nursery they are on the right trajectory.

## 10. School improvement at TAHS, including links with Alleyne's, Stone

TS provided an overview.

Richard Sutton (Lead Ofsted Inspector) has submitted his report which requires a rapid response. A deep dive has taken place for English and science, this was requested by the Headteacher due concerns with these 2 key areas.

A meeting was held with Carol Dodd (CD), good questions were asked and responded to which will help the school reshape. A new staff member is leading teaching and learning and monitoring is owned by senior leaders; middle leaders require more ownership.

**AGREED Action:** TS to ensure the TAHS improvement report is shared with the Chair.

**How have the school gone from good to this?** (TS) *The Headteacher moved to another school for an interim period, new senior leaders and teaching and learning leadership was impacted.*

A short term action plan and rapid response to the report is required in readiness for an Ofsted inspection. It may be that additional and financial support to the school and governors needs to be put in place.

To explore to what extent governors are holding leaders and the report to account. To consider reviewing minutes of meetings. To explore links to Alleyne's Stone who have good outcomes to bring about future improvements.

## 11. SEND and alternative provision:

TS provided an update.

Need to ensure schools Send friendly to meet children needs. The best mechanism to do this is to be explored further at the next Headteacher's board.

A meeting recently took place to discuss Hubs on site. The local authority (LA) is open to Send offer preferences and ideas are being sought.

A further meeting is taking place this week to discuss a proposed model moving forward and TS is meeting with the LA next week to present to them. The LA are keen to work with Uttoxeter and funding is available for children who require specialist support. To currently fund 1 child costs the LA £125k per year. If a base with specialist hubs put in place, this would be more cost effective. No decisions have been made to date and suggestions are welcome to include into the conversation.

**Is the pyramid of schools being explored or just ULT?** *Currently looking at ours, it would be good to offer a pyramid eventually.*

KR (new CEO) will take ownership when she starts in September.

Trustee requested changing needs to be taken into consideration.

Consideration be given for longer term and sustainable funding, ie if the LA support with the building, consider who will fund in the longer term.

SS requested consideration for free schools, the DfE cover the revenue/funding stream; Trustees were invited to contact SS should there be any questions.

**Do we know what the majority of Send needs are?** *(TS) This is a good question and is one of the key things we need to establish. Headteacher's advise this changes regularly but knowledge of the profile will be known across the Trust.*

To work with schools to create a schedule and timetable for short term provision.

Thomas Alleynes have Dove House within their school site and is not currently used. VIP Education is run by the LA and the Stop Gap document shared. VIP Education have offered to refurbish Dove House to run Stop Gap to use for alternative provision, not pay any rent but would fund any additional costs.

Trustees discussed the advantages for taking this approach, ie having a presence for local children and would be a good marketing. VIP Education currently undertake significant work locally working with Entrust and servicing Uttoxeter children on a primary site is key.

**How would this be funded?** *The school would pay if their child were sent to the short term stop gap provision, this would be £100 plus VAT per day, which schools already fund.*

Trustee suggested it be beneficial for the Trust to set up their own which would be governance controlled with the right people employed working in classrooms with students and teachers, rather than taking students out to another provision.

Trustees **agreed** a wider discussion is needed to agree a Trust effective approach for schools and children. The key aim to prevent children from being excluded.

**AGREED Action:** Send Hub to be raised at the next Trust Board (TS) and that feedback from this committee be noted.

## 12. Any Other Business:

**Resolved:** That no further business was discussed.

## 13. Date of Next Meeting:

**Resolved:** Future meeting dates to be confirmed once the 2023-2024 calendar has been finalised with the new CEO.

## 14. Confidentiality

Trustees were asked by the Clerk to identify any items which need to be excluded and be recorded in a Confidential Appendix to the minutes.

**Resolved:** That there were no items identified for confidential minutes.

The Chair thanked Members for their contributions and attendance.

*The meeting closed at 7.00 pm.*

Chair

Date

### Action Matrix (13/6/2023)

Minute	Owner	Action Required	By When
4	TS	Education health care plans (EHCP's) data (40%) below KPI to be explored and presented at the next meeting.	Next meeting
6	MS/PL	To confirm attendance at the 29 <sup>th</sup> June meeting to meet the new CEO.	Post meeting
7	Trustees	Trustees to read KCSIE and sign to confirm they have read on GovernorHub.	Post meeting
	TS	TS to include at full Trust Board and remind all Headteachers at the next meeting.	Post meeting
	DM	DM to upload to Trust Board GovernorHub for all to read and confirm.	Post meeting
8	TS	To include Christian Distinctiveness at Trust Board and seek volunteers. Establish what is currently happening at each school.	Post meeting
9	TS	To investigate greater depth criteria, locate a former plan and apply a coding key (standard) to ensure consistency.	
10	TS	To share the TAHS improvement report with the Chair.	Post meeting
11	TS	Send Hub to be raised at the next Trust Board and feedback be noted and shared.	Next Trust Board meeting