



TRUST BOARD LEARNING COMMITTEE

Minutes of a Meeting of the **Learning Committee** of the Trust Board of South East Cornwall Multi Academy Regional Trust held at Liskeard School & Community College School on 28th February 2019 at 5.30 pm

Present: Mrs H Casson
Mr J Crisp, Chair
Mr R Newton Chance

Absent:

In Attendance: Mr D Buckley, CEO
Mrs K Williams, Clerk to Trust Board

1. **Welcome**
The Chair welcomed everyone to the meeting and Mr Crisp introduced himself to Mrs Casson.
2. **Evacuation Procedure**
The evacuation procedure was outlined.
3. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
None
4. **Apologies for Absence**
All Trustees were present.
5. **Discussion of Terms of reference;** sources of information; key dates; dealing with national developments
 - a) Mr Newton-Chance explained the previous structure of the Trust Board and the introduction of the Committees to the structure. The TOR (Terms of Reference) circulated in advance of the meeting relate to the Learning Committee. It was noted that the term Trustees is now used instead of Director and the reasons for this were clarified.
 - b) The sub-committee Trustee roles are detailed within the SoD (Scheme of Delegation). The terminology around SEN (Special Education Needs) and Disadvantaged was discussed including the differences between SEN and PP (Pupil Premium) and the funding formula used by the DfE. Part of the responsibility of the SEN Trustee is the oversight of the intervention in place to support students, who are not able to attain at the appropriate level. Mr Buckley advised that a clear definition is needed for SEND including the need for an overarching policy statement for the MAT (Multi Academy Trust) and clarification of where the CIC children fit.
 - c) **A Trustee asked if the PP and SEN pupils cross over in the data columns in the Headteachers report** and Mr Buckley advised that this is the case.
 - d) Mr Buckley advised that the questions within the Headteacher's report and the SoD should reflect each other if at all possible and this should also be reflected in the TOR.
 - c) "Oversight of effectiveness of assessment procedures across the Trust's schools" - The Trustees discussed if "intervention" should be added to this in the TOR.

d) **A Trustee asked if there is a Risk Register** and Mr Buckley advised that each school has a Risk Register but there is not a corporate Risk Register and the need for one is to be addressed. Following discussions in the recent Resources Committee meeting, was noted that planning across the schools needs to be improved to ensure that schools can bid for funding for issues relating to the condition of school buildings.

e) The Clerk will make adjustments to the SoD and circulate for further discussion with the Trustees.

Action: Clerk

f) The new Ofsted framework will be in use from September 2019 and Trustees agreed that “and intervention” would be added to the TOR after further discussion.

6. **Headteacher’s Reports**

Copies of the Headteacher’s report were circulated in advance of the meeting. Trustees were asked to concentrate on section 2 Learning and section 3 SEN and Disadvantage.

a) **A Trustee asked for clarification on the data in the Headteacher’s report and how Trustees should interpret the information.** Mr Buckley clarified and then added that half termly training has been provided to two of the primary schools and therefore staff found the Headteacher’s report much easier to understand. The secondary schools have not received the same training, therefore have found it more difficult to understand the data.

b) See confidential appendix

c) See confidential appendix. The importance of correct assessment has been raised with the Headteachers.

e) **A Trustee asked if the Headteachers had been consulted in the creation of the Headteacher’s report** and Mr Buckley advised that they had been involved in the process. Governors are happy to review the data and it leads to them to ask the Headteachers challenging questions.

f) The Trustees questioned the level of confidence in the data supplied by the Headteachers and the use of aspirational target and other types of target setting were discussed. It was noted that some schools are using FFT20 and FFT50. It was suggested that as a Committee, the Trustees could recommend that only one system is used across the MAT and Mr Buckley discussed this further. It was also noted that some schools in the area no longer use target setting and opt to use precision teaching instead.

e) A Trustee noted that Headteachers don’t seem to fully understand the data. The unreliability of the data is an urgent issue which need to be addressed. There is clearly a need to advise the LGCs and the Headteachers that there is an urgent need to fully understand and investigate what is happening in the schools.

f) Trustees recommend that a narrative is used for the learning sections of the Headteacher’s report as it need to be clear what the issues are and what intervention is in place. Mr Buckley will add this comment to the review of the Headteacher’s report.

Action: D Buckley

g) See confidential appendix

h) See confidential appendix

i) See confidential appendix

j) Trustees gave the opinion, that columns of data relating to progress are the most important.

- k) A Trustee advised that during the recent SEND Link meeting, the Trustee and governors worked together to create a governor monitoring checklist. The SEND governors thought that this would be a useful tool. Mr Buckley asked if the information from the monitoring checklist could be added to the Headteacher's report but it was suggested that this could be added to LGC meeting agendas under governor visits/monitoring.

7. **Specific issues raised by LGCs**

None raised during this round of meetings.

8. **Update from Link Meetings – Verbal update from the Clerk**

a) Learning 08.01.2019

This was Mr Crisp's first meeting as Link Trustee. Mr Buckley discussed with governors the learning sections in the Headteacher's report. Feedback from governors was positive.

b) Safeguarding 21.01.2019

This meeting was cancelled due to a high number of apologies being sent to the Clerk. The next meeting is being held in March and priority of this meeting will be discussion on the S175 form.

c) HR 22.01.2019

Mr Buckley discussed with the governors the use of the Headteacher's report and the HR sections. The Link group made several recommendations for changes to the Headteacher's report. The feedback from the meeting was positive and the governors used knowledge gained at the Link meeting during the LGC meetings which was very encouraging.

d) SEND 12.01.219

Mrs Casson discussed the SEN sections of the Headteacher's report and the terminology used. The Trustee and governors discussed the need for a SEN and PP monitoring checklist and after discussion a form was drafted. This form will be used during the next SEN governor monitoring visits.

e) Finance 27.01.2019

During this meeting Mrs Lumbard discussed the Headteacher's report, bench marking, consolidated accounts and compliance audits.

9. **Issues from recent OFSTED visits**

- a) **A Trustee asked about the "good" rating received at Saltash** and Mr Buckley advised that Ofsted would be visiting again in 18 months. Mr Buckley was pleased with the "good" outcome and Ofsted was happy with the progress being made. Specific interventions such as appointment of a Deputy Headteacher and working with the Middle Leaders has helped.

- b) See confidential appendix

10. **Peer Review**

A draft document was circulated in advance of the meeting. From this:

- a) Mr Buckley advised that the document shared is a draft version and not for further circulation. The final versions of Peer Reviews are shared with the Trustees and Chair of Governors. It was noted that minor changes have been made and a final draft would be circulated.

- b) See confidential appendix

- c) **A Trustee asked if learning walks and observations are used throughout the MAT** and was advised that there is a MAT policy which has been reviewed by the unions. The outcomes of the

learning walks' and observations are detailed in the Headteacher's report.

- d) Mr Buckley advised that a number of sixth form provisions have requested closure in the South West. Trustees discussed Callywith at Bodmin which is a large A Level provision who provides transport for students attending the college.

11. **Review of Policies:**

No policies for review at this meeting

12. **Date of next meetings:** 6th June at 5.30 pm

The meeting closed at 19.17

Action Summary	
M5. Discussion of Terms of reference e) The Clerk will make adjustments to the SoD and circulate for further discussion with the Trustees.	Clerk
M6. Headteacher's Reports f) Trustees recommend that a narrative is used for the learning sections of the Headteacher's report as it need to be clear what the issues are and what intervention is in place. Mr Buckley will add this comment to the review of the Headteacher's report	D Buckley

SMART Learning Committee – annual cycle of business

First draft for discussion

The Learning committee is responsible for:

Lead trustee	Committee responsibility	Links to	Autumn meeting	Spring meeting	Summer meeting
Learning	Oversight of effectiveness of the educational performance of all the Trust's schools	L1 L2			
Learning	Oversight of effectiveness of the curriculum offer being made across the Trust's schools	L3			
Learning	Oversight of effectiveness of assessment and intervention procedures across the Trust's schools	L4			
SEND	Oversight of effectiveness of SEND intervention and support across the Trust's schools	Dis1			
SEND	Oversight of effectiveness of intervention to support disadvantaged pupils across the Trust's schools	Dis1			
All	Monitoring and overseeing that Local Governing Committees are fulfilling				

	their obligations as set out in their own terms of reference				
All	Review of the Scheme of Delegation and the Risk Register in relation to Learning issues				
All	Regularly reviewing appropriate policies				
All	Considering recommendations as to the development of teaching and learning				
All	Considering recommendations as to the development of the curriculum and its assessment				

Red – consider possible change to wording