



TRUST BOARD LEARNING COMMITTEE

Minutes of a Virtual Meeting of the Learning Committee of the Trust Board of South East Cornwall Multi Academy Regional Trust held on Monday 11th July at 6pm.

Present	Yes/No	In attendance	Yes/No
Mrs R Brooks	No	Mrs K Williams, Clerk to Trust Board	Yes
Mr D Buckley, CEO	Yes		
Mrs H Casson	Yes		
Mr J Crisp	Yes		

Summary of matters for the Trust Board

- a) The Trustees have been updated on the staged development model and felt this was a brilliant piece of work.
- b) The Committee has discussed the Risk Register in relation of them monitoring aims 1,5 and 6 of the Strategic Plan. It was agreed that there is still some work to do on the Risk Register.
- c) The Peer Reviews have been considered for Landulph and Saltash. Landulph are waiting for the Ofsted report to be published.
- d) The Committee discussed the use of Governor Monitoring Plans by the LGCs and link meetings, both of which are aimed at developing governors to enable to fulfil their responsibilities towards Learning.

32. Welcome

Mrs Casson welcomed everyone as Mr Crisp was not in a position to be able to Chair the meeting.

33. Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration

There were no changes.

34. Apologies for Absence

The Clerk had spoken to Mrs Brooks who was unable to attend the meeting.

35. Approval of minutes of meeting held on 2nd March 2022

The minutes of the meeting held on 2nd March 2022 having been circulated in advance, were agreed as an accurate record and will be signed.

36. Matters Arising

M21. Review the effectiveness of information, advice and guidance across the Trust's schools

n) In the first stage of revising the five-year plan, we have agreed a set of strategies and Trustees need to consider and feedback their views. The Clerk will circulate.

Update: Complete.

37. Update on department staged development model

- a) Mr Buckley advised that three years ago, we collectively agreed our learning model. In the process of implementing it we have since found that different subjects are at different stages and also some focus on one small area first then cycle to others so we now have devised a staged model with 9 stages, 9 being the highest.

- b) **A Trustee asked if we have any areas which have been identified as stage 8 or 9.** Mr Buckley advised that Geography looked to be ahead of the other subjects. A concept review on Geography was held and we discovered that this is an incredibly useful exercise but to try and identify core concepts is too much. We can however look at one misconception in depth and use this for staff development and training. Mr Buckley explained that SLTF are a collaborative group and they are interested in improving the model so the same staged model is now applied to a particular misconception within a wider concept. A progression ladder can be used to challenge children and it has meant that staff fully understand the misconception. **A Trustee asked if this is for every subject.** Mr Buckley advised that yes it is all subjects but some subjects are only applicable for some year groups. **Trustees felt this was a brilliant piece of work. A Trustee asked if there are any documents available for Trustees to see.** Mr Buckley advised that feedback on the learning model is that it is robust. The 9 staged model can be circulated to Trustees.

Action: D Buckley/The Clerk

38. **MAT Strategic Plan – Discuss strategies 1, 5 and 6 and agree key risks**

- a) Mr Buckley advised that we need to have Risk Management and the Strategic Plan has been circulated to TSLT (Trust Senior Leadership Team) and they have discussed what should be included in the Risk Register but we are not convinced that it is quite right. Mr Buckley advised that the executive team have met with Mr Hallam, Compliance Trustee to discuss how to make this more robust. For the time being, this committee is responsible for aims 1, 5 and 6 of the Strategic Plan. What might prevent us developing, would be identified as a risk.
- b) In the Risk Register, we identified all the risks and have an automated date that will turn red when it has not been reviewed, it should then be discussed with the senior team and updated accordingly. The common vision and values is the first risk and is divided across the Trust Board. There are risks that are about progress for all children and mitigations are in place. This should be discussed by all schools. Some schools will have an action which means that it should be in the SDP (School Development Plan). This document should be reviewed at SLT (Senior Leadership Team) meetings. At the moment this is not really a working document, so Mr Hallam has suggested that schools should comment on if the risk has reduced or increased and this should be reviewed at various times of the year.
- c) Aim 1 - Equitable progress for all pupils – key risks are failure to decrease or close gaps, not providing adequate depth, poor quality data and outcome for learners. **A Trustee asked about capturing the views of learners as a mitigation for this risk.** Mr Buckley advised that in terms of the indicators, we would need to capture of the views of the learners anyway.
- d) **A Trustee asked if there are external risks which need to be included such as not being able to access services.** Mr Buckley advised that we have been advised that we should have three or four areas and pick the risks which might impact the most. **A Trustee noted that the risks of not having external support is key and what would we do about that.** Mr Buckley advised that we might need to look at this. We can revisit this conversation on all the risks and pick the top three or four. The strong recommendation is that over four risks, we have the potential to lose sight of the risk.
- e) Aim 5 - Developing engaged citizens – worsening behaviour is the risk but having a curriculum that does not develop citizenship is more of a risk. **A Trustee felt that the world has changed and there are more barriers in place since Covid.** Mr Buckley added that the Everyone's Invited agenda and lack of tolerance falls into this. **A Trustee added that equality and diversity should continue to be a focus.**
- f) Aim 6 - Trust as a positive civic entity - organisational isolation and adverse media attention are the risks. **Trustees felt that mitigations in place are strong for this. Reputationally the Trust is continuing to grow and Trustees felt that this is positive area.**
- g) Mr Buckley advised that MSP5 needs to add in detail about actively developing tolerance and citizenship. We also need to ensure that pupil voice is actively heard. **A Trustee noted that most**

colleges are doing work on student resilience and it would be useful to add this in. Mr Buckley advised that resilience in part of SECRET Skills and we are trying to develop this in the schools and resilience would be key to develop. **A Trustee noted the impact of not having resilient learners.** Mr Buckley added that the skills that learners need to self-manage are critical. We rely on children to be self-managing to an extent so this is a huge risk.

39. **Discuss the Peer Reviews – Landulph and Saltash**

- a) There have been Peer Reviews at both Landulph and Saltash. We have also undertaken a review at Liskeard but the report has not been published yet.
- b) The improvements at Saltash have been well noted. In the observations, we only saw two lessons that were less than good and these teachers were under the support of the Head of Department. We have a fully functioning SLT. The school is also now fully aligned to the Trust and the LGC (Local Governing Committee) is now strong. Departments were able to speak about intent strongly and reviewers could see the progress. Staff acknowledged that all staff are feeling like they are genuinely engaged in a collaborative Trust.
- c) Mr Buckley summarised the culture at Landulph since it joined the Trust. From September, there has been some good work on setting the ethos at the school and children are highly engaged in learning. The curriculum was under development but all the reviewers were impressed by the school and all teaching observed was at least good.
- d) **A Trustee thought the Peer Review at Liskeard is useful to give a baseline for the new Headteacher.** Mr Buckley advised that we are happy that this remains good based just on the areas seen. Maths has made progress since the last review and Languages have done some excellent work.
- e) Dobwalls Peer Review was also positive.

40. **SEND – Discuss SEN Information reports and school websites**

- a) Mr Buckley advised that all school websites are being updated. SMART and Dobwalls are due to go live soon.
- b) The SEN Information reports needs to have a common format and structure across all six schools.

41. **Monitoring and overseeing the LGCs are fulfilling obligations towards Learning issues**

- a) Mr Buckley advised that in terms of the role of the Learning Committee one element is to ensure that the LGCs are fulfilling their responsibilities and the Link meetings have helped with this although this still needs some work. The LGCs are using the GMPs (Governor Monitoring Plans) and the SDPs align to the Strategic Plan so there is the infrastructure in place for monitoring the aims. We need to discuss the next steps in developing the governors.
- b) **A Trustee asked for clarification on GMPs.** The Clerk advised that the GMPs were used during the Covid period but the governors were not able to visit the schools. This academic year, the governors have been able to visit so have been using the GMPs as a working document which replicates the SDP. Milestones provide an opportunity for monitoring such as a visit or staff presentation. The GMPs are kept on SharePoint and it is possible for Link Trustees to have access to SharePoint to allow them to view the GMP and governor visit reports. Trustees would like to see an example of a GMP. The Clerk will circulate.

Action: The Clerk

- c) **A Trustee noted that the recent Link meeting was really useful and governors raised some valid points.** Mr Buckley advised that this was a great meeting and the approach used was really beneficial. The milestones in GMPs and SDPs are really important and are talked about in Ofsted visits. The Clerk advised that the Link meeting survey has been circulated and the outcome will determine the format and content of meetings next year. **A Trustee asked about defining the sharing of best practice section.** It was agreed that this would be a useful approach to take. Mr

Buckley advised that governors should be proud of their impact and how we write the milestone is critical. Feedback on milestones at Link meetings would also be useful.

42. **Review of Policies**

- a) None.

43. **Guidance/instructions to LGCs**

- a) None.

44. **Summary of matters for the Trust Board**

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- b) The Committee has discussed the Risk Register in relation of them monitoring aims 1,5 and 6 of the Strategic Plan. It was agreed that there is still some work to do on the Risk Register.
- c) The Peer Reviews have been considered for Landulph and Saltash. Landulph are waiting for the Ofsted report to be published.
- d) The Committee discussed the use of Governor Monitoring Plans by the LGCs and link meetings, both of which are aimed at developing governors to enable to fulfil their responsibilities towards Learning.

45. **SEND Knowledge Organiser**

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

- a) Mr Buckley advised that Knowledge Organisers have been developed as part of the governance infrastructure to ensure we have engaged governors. **The Trustees felt these were great and asked how many are in place.** The Clerk advised that she has written a Knowledge Organiser for Safeguarding, SEND and Finance. The HR and Learning versions are out for consultation at the moment with experts in these areas and they are hoped to be finalised at the end of the year for use.
- b) The Safeguarding Knowledge Organiser will need to be sent to Mrs Casson. **Trustees felt the Knowledge Organisers empower the governors and thanked the Clerk for her work on this.** The Clerk advised that writing the Knowledge Organisers is her STAR project.

Action: The Clerk

46. **Summary points from LGCs**

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

- a) Key points from the LGC meetings were shared for information.

47. **Headteacher's Reports**

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

- a) **A Trustee asked if the report comes with a narrative.** Mr Buckley advised that this is the case.
- b) **A Trustee asked about disparity on the format of the report which has been highlighted in a previous meeting.** Mr Buckley advised that it is now a matrix and everyone can see the information. The Headteacher report sits in front of other documents which can be looked at in more detail.
- c) **A Trustee asked how do governors know that information is accurate.** Mr Buckley advised that all data is linked to a national benchmark.
- d) **A Trustee asked for clarification on the safeguarding audit.** Mr Buckley advised that there is a requirement to have the following data: how many audits to have, the number of safeguarding referrals, the number of pupils on a reduced timetable, number of pupils with EHCPs, number of actions from the S175 and number of peer reviews that DSLs have been involved with. All these should lead to wider questions. Trustees felt this report is now digestible for governors.

48. **Agreements made by email**

a) None.

49. **AOB**

a) Mr Buckley advised that we are going to put the SCR (Single Central Record) onto the cloud and it would be sensible for the Safeguarding lead to review this. **A Trustee asked if all schools use My Concern.** Mr Buckley advised that schools use either My Concern or CPOMs. **A Trustee asked if there is a plan to move to one system.** Mr Buckley advised that currently three schools use CPOMS and three use My Concern. Mr Buckley advised that EACT have provided guidance on information that should be added to the SCR.

b) **A Trustee asked about changes to the SEND Trustee.** The Clerk advised that Mr Stevens is intending to stepdown as Safeguarding Trustee, so an application had been received for a SEND Trustee which would allow Mrs Casson to be the Safeguarding Trustee.

50. **Dates of next meetings**

31-10-2022, 08-02-2023 and 06-06-2023 at 6pm.

The meeting closed at 7.19pm.

Action Summary	
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