

East Midlands Academy Trust - Standards and Performance committee (Hybrid meeting)

Pyramus House, Roman Way, Grange Park, Northampton NN4 5EA

 Friday 15th October 2021 @ 10.00am..

First S&P meeting of academic year 2021/2022

These minutes reflect the order of the agenda, not necessarily the order of the discussion.

Agenda item	Discussion	Action
1.Welcome	<p>Present: Leigh Jones (Chair: Trustee) - <i>Virtual</i> Fiona Wheeler (Trustee) Ayo Salam (Trustee) - <i>Virtual</i> David Houghton (Trustee)</p> <p>Josh Coleman (CEO: EMAT) Katy Russell (Head of School Development: EMAT) John Lawson (Head of Education: EMAT) Lorna Beard (Head of Inclusion & Training Hub: EMAT) Monica Juan – minutes – (Head of Governance & Compliance: EMAT)</p> <p>Jo Trevenna (NIA HT) Andrew Jones (NIA) – <i>Joined at 10.30am</i> Simon Woodhouse (PWS) – <i>Joined at 10.30am</i></p> <p>The Chair welcomed everyone to the meeting. The Chair reminded all that the matters discussed in this meeting should remain confidential until such time as the minutes were ratified and signed off.</p>	
2.Apologies	There were no apologies.	
3.Quoracy	The meeting was confirmed as quorate.	
4.Declarations of interest	<p>LJ asked if there were any declarations of interest pertaining to this agenda in addition to those already recorded on the annual Register of Interests.</p> <p>LJ declared an interest related to item 9. Trustees agreed that there was no conflict.</p>	
5.Election of Chair & Vice-Chair	<p>LJ was elected as Chair DH was elected as Vice-Chair</p>	Update records
6.Minutes of S&P meeting held on 20/07/2021 & matters arising not appearing on the Action Log.	<p>The minutes of the meeting held on 20/07/2021 had been distributed with the agenda for this meeting and were agreed to be an accurate representation of the meeting. LJ agreed to physically sign the minutes once lockdown restrictions had been lifted.</p> <p>There were no matters arising not already on the agenda for this meeting.</p>	

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7.Actions arising from the meeting held on 20/07/2021	1) Spread policies over the year. 2) Share exceptions reports from LABs All actions had been completed.	
8.Covid-19 update	<p><i>JC gave a verbal update to trustees.</i></p> <p>JC reported that all RAs had been updated at the beginning of term and were being revised frequently. Mitigation systems had been kept in place (ventilation, hygiene stations and increased cleaning regime) and mask wearing was optional across all areas in schools. PWS had reported difficulty trying to enforce wearing masks in school buses.</p> <p>High levels of absence due to sickness and petrol shortages had impacted staff attendance heavily. Some schools were struggling to maintain a safe staff ratio, particularly in primaries, thus creating high levels of anxiety across staff.</p> <p>JT reported that to be able to manage staff absences, some NIA timetables had been reduced in the secondary phase, and remote learning had been reintroduced through the Edu platform. This had prompted a call from the RSC, however they had been reassured with the measures taken by the school. Careful communication had been put in place and parents had been mostly happy with the arrangements. Vaccinations would commence after half term.</p> <p>JC and trustees praised the way JT had management of the situation and thanked all staff across the trust for their dedication.</p> <p>In response to a question from a trustee regarding how schools were managing pupils and staff anxiety levels JC explained that ESP had a counselling service that was free for all staff. HR was monitoring the uptake and had reported an increase in usage. HR was also in regular contact with all vulnerable staff and RAs were in place to manage their return to work. Regarding pupils, both secondary schools reported that students were very resilient and had adapted to the current situation very rapidly. Students were able to access mental health support from within the schools.</p> <p>In response to a question from a trustee regarding whether schools had staff trained as mental health aid JC confirmed that all schools had a mental health aid, and the trust was working towards obtaining the LightBulb accreditation from St Andrews. Currently 2 schools had already obtained accreditation, Castle and Hardingstone.</p>	
9. PWS & NIA GCSEs, AS and A level update	<p><i>SW and AJ gave a verbal update to trustees and shared a presentation.</i></p> <p>TAGs 2021: PWS and NIA reported that both schools had worked collaboratively during the whole process. Grades had been submitted at the end of June with minimal QA requests from the DfE. Policy had been</p>	

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	<p>produced in August and no results had not changed from the original TAG. Neither of the schools had had any priority appeals. GCSE and A Levels attainment had increased significantly nationally in 2020 with CAGs and again in 2021 with the TAGs. The vast majority of students had achieved the necessary grades to access their university preferences, some were accessing apprenticeships or joining the armed forces and only a few taking a gap year.</p> <p>In response to a question from a trustee regarding whether PWS and NIA had raised with the national profile and were ahead of the curve Both schools agreed that results were broadly in line with the FFT data, showing slightly higher than 2019. Teachers had been robust awarding grades and there was an expectation that results would continue to improve.</p> <p>2022 Exams update: DfE had confirmed that exams will take place in 2022. However, further information would not be released until February 2022. Exams would be stretched over a longer period of time to allow full attendance. In the absence of exams, plan B would allow for TAGs to take place again with results based on a combination of NEA (coursework) and 3 assessments over the academic year. First set on mocks would take place after half term.</p> <p>In response to a question from a trustee regarding what the preferred choice of assessment was Both schools agreed that exams would be the preferred choice as it would allow for new local and national comparative DATA to use in the schools.</p> <p>Trustees thanked PWS and NIA for their report.</p>	<p>Distribute presentation to trustees</p>
<p>10. Exceptional Reports guidance</p>	<p><i>The Exceptional Reports guidance had been distributed with the agenda for the meeting for information only.</i></p> <p>MJ clarified that the S&P LABs would be receiving an exceptional report for discussion from November onwards.</p> <p>Trustees welcomed the creation of the document and requested to also receive the ER reports after these had been presented to the LABs.</p>	<p>Include LABs ERs to next pertinent agenda</p>
<p>11. Performance Reports</p> <ul style="list-style-type: none"> i. NIA ii. Stimpson iii. Hardingstone iv. Shepherdswell v. Orchard vi. Castle vii. PWS viii. Trust overview 	<p><i>Performance Reports had been distributed with the agenda for the meeting.</i></p> <p>KR presented the reports and took questions from trustees.</p> <p>In response to a question from a trustee regarding whether lockdown drills were taking place KR confirmed that they had taken place across all schools. KR explained that lockdown drills took place once a year and would form part of the H&S report. Trustees requested for the information to be inputted clearly in the PR.</p>	<p>Include lockdown drill info in PR</p>

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	<p>In response to a question from a trustee regarding the parent survey cycle and how often views from parents were gathered KR explained that the PR report recorded only the Parent View survey from the Ofsted link. Heads would conduct regular surveys during the year collecting the views of the stakeholders.</p> <p>Trustees discussed at length the best way to gather parental views and agreed that LABs should conduct different types of surveys and input the information in the PR for trustees to see.</p> <p>Trustees agree to conduct a parental survey across all schools and have the results presented during the January meeting. Surveys should take place twice a year.</p> <p>Trustees thanked KR for her work and reports.</p>	<p>MJ to liaise with LJ to produce a parental survey</p>
<p>12. Initial Conference Review (ICR) – All Schools</p> <ul style="list-style-type: none"> • Ofsted readiness • Primary Data Summary 	<p><i>JL presented the ICR information. Papers were tabled during the meeting.</i></p> <p>JL presented an overview of where the schools currently were and their position regarding Ofsted. The DATA presented showed that progress across all schools was significantly below than national. JL explained that, although the DATA available was unreliable, as no school would be where they should be because of COVID, nevertheless showed a baseline picture of where the trust was at the time. There were significant gaps across the schools and a substantial amount of work needed to be done rapidly to close them.</p> <p>Trustees discussed in detail the DATA presented and acknowledged the impact of COVID. However, trustees were clear that the next set of DATA presented to them should show an improvement.</p> <p>JL presented a sample of the ICR that had been conducted across all schools. The meetings had focused in assessing the requirements of each school and the type of support needed to make an impact. The report included a support plan to help Heads understand how everything fitted together. The plan:</p> <ul style="list-style-type: none"> • articulated the expectations for everybody involved • incorporated DATA points to pay particular attention • encouraged leaders to work together • had clear success criterions <p>In response to a question from a trustee regarding whether LABs would be able to see the ICR reports from their schools JL confirmed that the reports would be available to LABs. However, governors should concentrate in supporting the school priorities from the SIP, which might be different to the ones highlighted in the ICR reports.</p> <p>In response to a question from a trustee regarding whether there was any DATA available for other trusts to compare JL and KR explained that since</p>	<p>Distribute papers to trustees</p> <p>Distribute ICR to LABs</p>

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	<p>the beginning of the pandemic FFT had only collected anecdotal DATA. However, as the DATA compiled so far was in line with previous years, it suggested widely inaccuracies. JL confirmed that the trust was tightening the way that they collected their internal DATA to make it more accurate.</p> <p>Trustees requested to have a DATA standard item added to future agendas.</p> <p>JL reminded trustees that DATA was only one of the many sources of information about the schools. Ofsted would focus in reviewing the curriculum, looking at T&L and identifying progress moving forward.</p> <p>Trustees acknowledged the information and thanked JL for his report.</p>	<p>Include DATA item to S&P agendas</p>
<p>13. Safeguarding matters</p>	<p><i>LB reported verbally to trustees.</i></p> <p>LB explained that after a disciplinary had taken place, the safeguarding policy had been amended to incorporate a clarification regarding the role of the DDSL and their responsibilities. The DDSL JD had also been amended to reflect this change and DDSL had been asked to sign the new document .</p> <p>In response to a question from a trustee regarding whether training would incorporate this change LB confirmed that the information would be cascaded to all current staff and incorporated into the training of new recruitments.</p> <p>In order to tighten the SCR and make it future proof LB was looking at changing the current format of the document. If changes were to be made these would be cascaded to all relevant members of staff and governors and training would be provided.</p> <p>LB reported that safeguarding capacity was tight across the trust as there was a distinctive lack of support from social services, particularly around case referrals.</p> <p>LB reported that two unconnected Prevent referrals had been made and they were going through the appropriate channels. LB highlighted how positive it was that the cases had been reported to staff in the schools in the first place which demonstrated an encouraging shift in safeguarding culture.</p> <p>Trustees thanked LB for her report.</p>	
<p>14. Policies for review</p>	<p><i>The following policies had been sent out with the agenda for this meeting.</i></p> <ul style="list-style-type: none"> • Child Protection & Safeguarding 2021/2022 (for information) <p>Trustees agreed to the DDSL clarification on point 7.3 and ratified the final policy.</p>	

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	<ul style="list-style-type: none"> • Early Career Teacher 2021/2022 (for ratification) • Employee Sickness & Attendance 2021/2023 (for ratification) • Special Leave 2021/2023 (for ratification) <p>LJ agreed to contact HR to discuss the policies presented. Policies to be ratified electronically.</p>	Distribute policies electronically for ratification
15. Moving forward – Items for discussion	<ul style="list-style-type: none"> • Exception reports (when ready) • Safeguarding • DATA item in agenda (repeat) • EY – DATA assessment • Mock SATS – DATA compared to previous COVID • Reading/Phonics – Progression between 2 assessment points 	
16. AOB	Trustees agreed to invite Heads to the January meeting to feedback in school improvement and discuss the impact of the support provided.	Invite Heads to S&P meeting
17. DONM	<p>Dates for the academic year 2021/2022 have been set.</p> <ul style="list-style-type: none"> • Friday 19th November 2021 @ 10.00am • Friday 28th January 2022 @ 10.00am • Friday 1st April 2022 @ 10.00am • Friday 24th June 2022 @ 10.00am • Monday 18th July 2022 @ 10.00am 	Calendar appointments have been sent

The meeting closed at 11.48pm

Actions from the EMAT Standards and Performance meeting – 15/10/2021

No.	Action	Owner
1.	Update Schedule of Membership records	MJ
2.	Distribute presentation (item 9) to trustees	MJ
3.	LAB ER to be included to relevant agendas	MJ
4.	Include lockdown drill info in PR	KR
5.	Prepare parental survey	LJ/MJ
6.	Distribute tabled papers (item 12) to trustees	MJ
7.	Distribute ICR to LABs	MJ
8.	Include DATA item to S&P agendas	MJ
9.	LJ to contact HR regarding policies	LJ/RM
10.	Distribute policies electronically for ratification	MJ
11.	Invite Heads to S&P January meeting	MJ