

BOARD:	QEC PRIMARY COMMITTEE	
TRUST:	DARTMOOR MULTI ACADEMY TRUST	
DATE:	18 TH October 2021	
TIME:	4.00pm – 5.30pm	
VENUE:	Remote via Teams	
PRESENT:	C Gould (Chair), J Savage (JS), S Biddles (SB), P Last (PL), T Skeaping (TS)	<i>Trustees</i>
	S Meredith (SM)	<i>Associate Member</i>
	S Jones (SJ)	<i>Executive Team</i>
	L Paton (LP), E Underwood (EU), P Whittlely (PW), S Stevens (SS)	<i>Primary Leadership Board</i>
ATTENDING:	B Down – Moorland (BD), Jo Luxford – Moorland (JL), V Bendle – Simmons (VB), R Parsons – Simmons (RP), E Neath - Three Hares (EN), N Williams – Ruby (NW)	<i>LSB Representatives</i>
	M Greener (Clerk)	

The Code of Conduct requires trustees/governors to be honest and open with regard to conflicts of interest (either real or perceived). Trustees/Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of governors may have an interest because of some shared attribute. When considering these items, trustees/governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties to act in the public interest.

Actions, **red** Questions raised, **blue** Points agreed, **green**

Item	
1.	Welcome and Apologies: Those present were welcomed by the Chair to the meeting.
2.	Procedural items: 2.1 Apologies for absence Apologies were received and accepted from E Davison. N Williams will be joining the meeting at 4.30pm. 2.2 Confirmation of quorum The meeting was confirmed as quorate. 2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting.
3.	Minutes Trustees to ratify/approve the minutes from the meeting of the QEC Primary Committee – 24.6.21 Trustees AGREED that the minutes were a true and accurate record of the meeting. The Chair to sign.

4.	<p>Matters Arising</p> <p>4.1 Update on Action Points / Matters raised from the meeting held on the 24.6.21:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Agenda Item</th> <th style="width: 55%;">Action</th> <th style="width: 15%;">Actionee</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>7.1</td> <td>Arbor summary report to be prepared for the next QEC Primary meeting</td> <td>Exec Heads</td> <td>On agenda</td> </tr> <tr> <td>7.1</td> <td>PW to arrange for data to be shared with LSB Chairs at the end of the summer term.</td> <td>PW</td> <td>Completed</td> </tr> <tr> <td>7.1</td> <td>PW to arrange for summary data report to be sent to the Chair</td> <td>PW</td> <td>Completed</td> </tr> <tr> <td>7.3</td> <td>Chair to speak with DM regarding the SEF summary analysis document</td> <td>CG</td> <td>Meeting on 21.10.22</td> </tr> <tr> <td>7.4 (1)</td> <td>Chair to share Maths on MAT information with Exec team.</td> <td>CG</td> <td>Ongoing</td> </tr> <tr> <td>7.4 (2)</td> <td>LP to share SENCO development plan with the committee for the next meeting</td> <td>LP</td> <td>On agenda</td> </tr> <tr> <td>7.4 (3)</td> <td>Chair to pre-meet with the Exec Heads to agree documents for distribution.</td> <td>CG</td> <td>On agenda</td> </tr> <tr> <td>8.1</td> <td>Chair to speak with DM regarding Ofsted RAG rating</td> <td>CG</td> <td>On summary report</td> </tr> <tr> <td>9.</td> <td>Committee members to contact the Clerk if they would prefer to see a variation on the times suggested for meetings (e.g. 4pm start).</td> <td>All</td> <td>None received.</td> </tr> </tbody> </table> <p style="text-align: center; color: red; font-weight: bold;">Action: Clerk to send Doodle poll regarding meeting start times.</p>	Agenda Item	Action	Actionee	Status	7.1	Arbor summary report to be prepared for the next QEC Primary meeting	Exec Heads	On agenda	7.1	PW to arrange for data to be shared with LSB Chairs at the end of the summer term.	PW	Completed	7.1	PW to arrange for summary data report to be sent to the Chair	PW	Completed	7.3	Chair to speak with DM regarding the SEF summary analysis document	CG	Meeting on 21.10.22	7.4 (1)	Chair to share Maths on MAT information with Exec team.	CG	Ongoing	7.4 (2)	LP to share SENCO development plan with the committee for the next meeting	LP	On agenda	7.4 (3)	Chair to pre-meet with the Exec Heads to agree documents for distribution.	CG	On agenda	8.1	Chair to speak with DM regarding Ofsted RAG rating	CG	On summary report	9.	Committee members to contact the Clerk if they would prefer to see a variation on the times suggested for meetings (e.g. 4pm start).	All	None received.
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5.	<p>Matters brought forward at the direction of the Chair</p> <p>The Chair advised that he would like to discuss the following:</p> <ol style="list-style-type: none"> 1. Leadership / management structure 2. Supporting governors for Ofsted 3. SEND <p><i>SM joined at 4.10pm</i></p> <p><u>Leadership / management structure</u></p> <p>SJ advised that the leadership and management structures had changed within the Trust:</p> <ul style="list-style-type: none"> - D-Schools – SJ is the Executive Director with an Executive Head for Secondaries (AS) and 3 x Executive Heads for the primaries (LP/ED/PW). SJ advised there are 3 x briefing sessions a week and they are currently recruiting for a Primary Lead Principal (equivalent to AS) to support SJ and the interview is on Thursday. - D-Learn is now responsible for curriculum. - D-Lead is the Executive Team - D-Heart is Inclusion / SEND / PP <p>The Chair noted the clear vision and PL suggested that the PowerPoint presentation that many governors / trustees use to refer that is on the website, is updated to reflect these changes. TS agreed with this suggestion.</p> <p style="text-align: center; color: red; font-weight: bold;">Action (1): CEO to update PowerPoint on website to reflect changes to leadership/management structure.</p>																																								

SM asked whether there had been much interest internally/externally for the new Director of Primary role?

SJ advised that there have been no internal applicants and only one external applicant and whilst a strong candidate she is not in favour of interviewing only one person and therefore it is likely the start date will be pushed back to allow for a longer recruitment window. SJ advised that as with most vacancies currently there are challenges with recruiting good staff.

The Chair considered that the new role may cause disruption which would not be ideal with the likelihood of trust wide Ofsted inspection, however at the same time the number of staff absences across the trust is also an equal challenge.

TS advised that the Trust Improvement Plan is being discussed at the Strategy Development Day on 13.11.21 and that the PowerPoint update will likely follow this meeting.

Supporting governors for Ofsted**EN asked what the governors / trustees' role is with regards to Ofsted inspections? Who is called if the Head advises Ofsted are visiting? What are governors responsible for? EN thanked SJ for the document provided and asked whether a similar document could be produced for governors?**

SJ advised that the document had been compiled from a series of point of views, primarily with principals in mind as many have never been through an Ofsted inspection as the lead person. The intent was for principals to pick up the document and personalise for their LSBs but SJ noted that this does not appear to have happened. SJ advised that the feeling is that the governance element of an Ofsted inspection has been reduced and the majority of schools will likely get a Section 8 visit (shorter inspection). Chairs plus anyone who is well versed with the school plus trustees should be present.

Action (2): SJ/TS to discuss who needs to be available at Ofsted inspections from a governors / trustees' perspective.

Action (3): SJ/DLead to create a similar support document for governors and Ofsted inspections.

Further discussion took place as to what governors should be aware of and the Chair advised that everyone must be clear about reading and how schools are approaching this subject, together with how the school coped through COVID-19 as there will be a deep dive on curriculum during the inspection.

TS advised that Chairs will be involved and inspection attendance will be organised via the Governance Manager and will be dependent on the type of inspection and school.

SJ advised that ethos is important (especially if a SIAMS school) and attendance is another area that HMI inspectors will be focussing on.

BD raised that the HT report does not really cover what the schools is doing regarding reading and how will she know what to talk about?

The Chair advised there are websites that explain what schools should be doing but it would be useful to have this mapped out across the Trust and RAG'd.

EU advised that she is working with Trust Leads to visit all schools to do a deep dive and evaluate the 7 areas of reading and an action plan will be created once this has been completed.

Action (4): EU to organise summary of RAG'd reading action plan and issue for next meeting.

SJ advised that data is no longer the main focus and what is going on in the classrooms is more important.

TS advised that Chairs should mention the QEC Committee as an arena to further triangulate data during inspections.

SEND

LP advised that the plans from the summer have been reviewed, refreshed and built upon.

PL thanked LP for the table document and asked how frequently the last RAG column is reviewed?

LP advised half termly but noted that there are other plans underpinning this document e.g., Holditch has a separate Inclusion plan. SJ advised that not just a colour is applied with the RAG rating and that there is meant to be a comment 3 times a year (minimum) included.

PL asked whether elements of monitoring are RAG rated separately or individually?

LP confirmed that the elements are RAG individually.

The Chair asked if Arbor is used for provision mapping?

LP advised that they had considered using Arbor as it has been costly to install but despite training it is insufficient in comparison to EduKey (this has been communicated back to Arbor) and whilst this package is expensive it is superb and can easily show the impact schools are having.

The Chair advised that his trust had just installed EduKey and it has revolutionised SEN and is prepared to give LP his trustee backing for it to be implemented at DMAT.

SM asked what is the plan around speech and language therapy?

LP advised that external applications are worse than pre-COVID-19. A partnership agreement is being put in place with Marjohns and the plan is for the Trust to have its own SALT and oversee trainees and some recruitment will be needed.

SM offered assistance with SALT job descriptions and shared that she thought trainees was a great idea.

Action (5): SM/LP to liaise with regards to job descriptions for SALTs.

SM asked whether the ARB at Okehampton Primary has a delayed opening?

LP confirmed this has been moved to January 2022 and recruitment is taking place for a new teacher currently.

KS sent a question via email as unable to attend - Can you clarify how the impact of the SEND and inclusion plan on the children will be measured?

LP advised the SEND and Inclusion plans impact on the children will be measured in a number of ways:

1. 1:1 SENDCo supervision with targets.
2. SENDCo network meetings with review of plans at Trust and local level
3. SEND hub review meetings-principals and their SENDCo meet with LP to review provision.
4. SEND and Inclusion audit/reviews process with rag rating and actions to include sampling of EHCP provision
5. D Heart monitoring of SEND data e.g. attainment, attendance.
6. Named SEN Governors
7. Principal / SENCO meetings

The Chair asked whether all the SENCOs within the Trust are qualified?

LP confirmed this is the case.

	<p>TS advised that JS (Trustee) recently held a meeting with all SEN Governor leads and this needs to be included in the plan to show levels of scrutiny. EN commented that this meeting had been very helpful.</p>
<p>6.</p>	<p>School Improvement, Teaching & Learning</p> <p style="text-align: center;">Action: CG/SJ to meet moving forward to discuss agenda items.</p> <p>6.1 Arbor summary report</p> <p>PW advised that since the report was published a working party has been created to discuss how to address all elements of attendance e.g. letters, principals' responsibilities etc.</p> <p>TS asked whether attendance figures include COVID-19? PW advised X code is used for pupils who have COVID-19 or are awaiting a PCR result. X code is not featured in the attendance figures. Lowered immune systems have led to a number of illnesses (D&V especially currently). PW advised that schools are working with vulnerable / EHCP/PP/SEN/EAL families and LP is leading a leadership survey tomorrow to help support principals who are new to the role.</p> <p>TS queried Black Torrington's attendance figures as they seem low? PW advised this relates to the number of children in the school and one particular pupil is impacting the % numbers.</p> <p>TS queried High Hampton's figures? PW advised this relates to one family of 5 children who have missed 3 days.</p> <p>LP advised that attendance is a standing agenda item of each D Heart meeting and everyone who is marked as an amber gets scrutinised. LP advised it is also a standing agenda item at SENCO meetings. There are lots of opportunities for reviewing / managing attendance which is challenging to do at the best of times without COVID-19.</p> <p>SM noted the disadvantaged pupil attendance is 91.2% and asked if any PP funding strategies are being used? LP advised that a PP strategy workshop was held last week and it was discussed what might want to be included and attendance was raised.</p> <p>PW advised that they are looking for successes and barriers and incremental targets are being set.</p> <p>EN asked why the Nursery Trust attendance was lower? PW advised that it is not mandatory attendance for this age group and its unlikely to be illness but more about the hours committed to.</p> <p>EN asked how LSBs are supposed to monitor attendance as the HT report does not go into a detailed breakdown? PW advised it was (and still is) the intention for LSBs to be able access Arbor but there is a reporting issue currently.</p> <p>VB advised that within her own she has a weekly call to the Heads and that the data needs to be broken down in a more meaningful way for LSBs. Personally, she is delighted by the way the schools are reacting to attendance and feels that the report may suggest otherwise. PW agreed that data needs to be interrogated to child level (with no names) and is designed to stimulate conversation.</p>

A further discussion took place on codes used for attendance and SJ advised that there is difficulty with using X code for children if their parents choose to self-isolate them if a member of the household has a positive case. Absence has to be recorded in accordance with DfE guidance. Parents are choosing to act in an ethical way, especially given the high number of cases Devon and as such the Trust has taken the decision not to fine parents in the interim.

SJ advised that each case is dealt with individually and a blanket approach is not possible. No precedents are in place to follow and the principals are responsible for their own schools. Greater autonomy is given now with guidance from the Exec Team.

TS advised that a narrative would be useful and agreed with VB on how this information should be shared with LSBs. VB advised that only when there is a peak will the information be shared with the LSB.

Action: VB asked for steers report on the RAG rating for LSBs so specific areas of concern can be made clear to governors.

TS asked whether online learning is available for secondary pupils who are missing due to COVID-19?

SJ confirmed that remote learning is supplied but not remote teaching.

6.2 **Update on SEF summary document**

PW advised that he has visited all 17 schools and this is now a different approach co-constructed with DLead. PW clarified that it is not about Ofsted judgements but should be viewed more as coaching session as structured conversations are used. It is an opportunity to review where schools are subjectively but not completely comparatively.

The Chair raised that there are a few schools who are marked red and asked whether the committee should be concerned?

PW confirmed there should be concern as they are red for a reason but as part of the KPI visit there is an opportunity to pull out 3 key priorities. AS/PW are working with principals to plan a structured approach with support utilising DSchools/DHeart and DLearn. Some of the red areas relate to staffing issues and these are ongoing pieces of work.

EN raised that she was confused with regarding the quality of education and intent/implementation/impact and raised that shouldn't intent lead to implementation then impact?

PW advised that the rating is based on the effectiveness of the systems in place. The curriculum has been changed and there is a lot of work to be revisited due to this at the intent stage. The impact needs to show the structures/systems are clearly in place to measure. There is some quality assurance work in schools required.

The Chair asked whether the red schools are a concern for Ofsted?

PW advised that the red areas are already being addressed in the last week and some of the work is to do with the newer principals and a clear structure of support for these people has been identified.

BD advised that the red may impact staff wellbeing and that she is frustrated to see areas that she has been trying to raise for a whole term listed for her hub.

PW advised that the principals are self-assessing and then the information received will be triangulated with the information shared. DSchools are working at looking to join dots and put support in place. PW will provide a progress update report for the next meeting.

Action: PW to provide progress update report for next meeting on SEF summary document.

BD advised that the report could cause confusion.

PW advised that the report is a summary of a 2.5-hour meeting with each principal and there are comprehensive notes that sit behind that fuels and supports plans. SJ advised that most principals found it a valuable tool and that it effected progress but noted that engagement is key.

LP left @ 5.31pm

TS questioned whether the document was useful to governors – is it just through the lens of the principals’ point of view?

SJ advised that report does not just include the views of the principals but is a mediated conversation which is in fact more reliable that data used in the past. PW/AS have made comparisons / judgements. More will be added over the year including a T&L review.

TS asked how people on a day-to-day basis can know the position of a school if they do not attend the QEC Committee?

SJ advised that a dashboard layer will be added to the document for the next meeting.

PL advised that he is not confused by the document and it is clear that the Executive have clear metrics behind it which governors do not need to see. It is obvious that those responsible for the progress of the schools have their finger on the pulse.

The Chair thanked everyone for the challenge and noted that he felt this was the best QEC Committee meeting to date.

6.3 Curriculum development plan update

EU updated that there has been a huge amount of change within DLearn and there now a large number of mechanisms to support principals and subject leaders which will feed into the next round of KPIs. Step by step quality assurance of curriculum manuals will be created alongside deep dives of peers’ work.

The Chair asked whether the document is designed to be ‘one-size fits all’?

EU advised no. Alignment is needed across all the schools but variations will be applied depending on the school. There will be a base curriculum then local level adaptations are needed.

7. Ofsted/SIAMS

7.1 School information update for committee

Discussed during the other agenda points but for clarification no inspections have been made yet but all schools are due one imminently.

7.2 SIAMS summary update

PL noted towards the end of the report it mentions challenges/barriers asked what more support can be provided by the governors?

EU advised that understanding the ethos of the schools is key and governors need to get up to speed for SIAMS inspections. Ethos meetings / foundation leads meetings are not well attended by parents especially through COVID-19. Mechanisms / strategies are needed for parental engagement.

BD queried why only good is aspired to and not outstanding in DMAT church schools and advised that the biggest challenge is recruiting staff for church schools and more scrutiny of staff at interviews for church ethos is required.

EU advised due a change in SIAMS criteria ‘outstanding’ is no longer an option but that as a Trust is what we are aspiring to. EU confirmed that she had considered whether a set of questions need to be included in the interview/panel pack.

	<p>TS reverted back to the point made by VB that the committee is responsible for certain elements of the risk register (Ofsted inspections and drop in grade being one of them) and advised she is still not clear who might fail an imminent Ofsted inspection – but she does note that rapid improvement is underway.</p> <p>SJ advised that the Trust is in a much better knowledge position now having uncovered areas of concern and put support in place now.</p> <p>Action (1): The Chair to raise which schools are an Ofsted concern with CEO at his meeting later in the week.</p> <p>Action (2): EU/VB to discuss St James’ red rating outside the meeting.</p> <p>The Chair asked whether the LSB Chairs are aware if their schools might be at risk?</p> <p>SJ advised that progress is being made but some may or may not be aware.</p> <p>Action (3): TS/Chair to have an update on schools’ Ofsted position for Chairs’ meeting on 3.11.21</p>
8.	<p>Date of next meetings</p> <p>8.1 3rd December 2021 @ 2pm</p> <p>8.2 14th February 2022 @ 4pm</p> <p>8.3 28th March 2022 @ 4pm</p> <p>8.4 14th June 2022 @ 4pm</p> <p>8.5 11th July 2022 @ 4pm</p>
	<p>The meeting ended at 5.54pm</p>

Action Log from 18.10.21 - QEC Primary Meeting

Agenda Item	Action	Actionee	Status
4.1	Clerk to send Doodle poll regarding meeting start times.	Clerk	Completed
5.(1)	CEO to update PowerPoint to reflect changes to leadership/management structure.	CEO	
5.(2)	SJ/TS to discuss who needs to be available at Ofsted inspections from a governors / trustees' perspective.	SJ/TS	
5.(3)	SJ/DLead to create a similar support document for governors and Ofsted inspections.	SJ/DLead	
5.(4)	EU to organise summary of RAG'd reading action plan and issue for next meeting.	EU	
5.(5)	SM/LP to liaise with regards to job descriptions for SALTs.	SM/LP	
6.	Action: CG/SJ to meet moving forward to discuss agenda items.	SJ/Chair	
6.1	VB asked for steers report on the RAG rating for LSBs so specific areas of concern can be made clear to governors.	PW	
6.2	PW to provide progress update report for next meeting on SEF summary document.	PW	
7.2(1)	The Chair to raise which schools are an Ofsted concern with CEO at his meeting later in the week.	Chair	
7.2(2)	EU/VB to discuss St James' red RAG rating outside the meeting.	EU/VB	
7.2(3)	TS/Chair to have an update on schools' Ofsted position for Chairs' meeting on 3.11.21	TS/Chair	