

BOARD:	QEC PRIMARY COMMITTEE	
TRUST:	DARTMOOR MULTI ACADEMY TRUST	
DATE:	Thursday 24 th June 2021	
TIME:	4.00pm – 5.30pm	
VENUE:	Remote via Teams	
PRESENT:	C Gould (Chair), J Savage	<i>Trustees</i>
	L Paton, E Underwood, P Whittlely, S Stevens	<i>Primary Leadership Board</i>
	B Down (Moorland), Jo Luxford (Moorland), E Neath (Three Hares)	<i>LSB Representatives</i>
ATTENDING:	T Skeaping (TS), 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 The Clerk advised that apologies had been received and accepted from Pete Last, Stewart Biddles, Dan Morrow and Neil Payne. 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 – 26.5.21 Trustees AGREED that the minutes were a true and accurate record of the meeting. The Chair to sign.

4.	<p>Matters Arising</p> <table border="1"> <thead> <tr> <th>Agenda Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>3.</td> <td>Clerk to ensure changes are made to TOR and sent to Chair for confirmation and that this is reflected across all trust TORs</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>6.1</td> <td>PW to provide an Arbor overview presentation ready for the next meeting.</td> <td>PW</td> <td>On the agenda</td> </tr> <tr> <td>6.1</td> <td>Chair and Executive Heads to meet to discuss how Arbor data should be presented to the committee.</td> <td>CG/Exec Heads</td> <td>Carry forward to next meeting</td> </tr> <tr> <td>6.1</td> <td>The Chair to work with Exec Heads on how to provide the data to the LSB committees.</td> <td>Exec Heads</td> <td>Carry forward to next meeting</td> </tr> <tr> <td>6.1</td> <td>CG to arrange for clarification on the role of LSBs to be issued</td> <td>CG</td> <td>Completed</td> </tr> <tr> <td>6.1</td> <td>DM to bring information regarding testing to the next meeting for further discussion.</td> <td>DM</td> <td>Carry forward to next meeting</td> </tr> <tr> <td>6.1</td> <td>Clerk to add IDSRs to GovernorHub pages.</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>6.2</td> <td>DM to arrange a summary document on SEFs for the next meeting.</td> <td>DM</td> <td>Carry forward to next meeting</td> </tr> <tr> <td>6.4</td> <td>The Chair asked for an update on the curriculum development plans for the next QEC meeting.</td> <td>DM</td> <td>On the agenda</td> </tr> <tr> <td>7.</td> <td>Chair/DM to work together to put together Ofsted / school information together for the committee</td> <td>Chair/DM</td> <td>Chair to speak with DM</td> </tr> <tr> <td>7.</td> <td>EU to provide SIAMS summary</td> <td>EU</td> <td>Completed</td> </tr> <tr> <td>7.</td> <td>TS advised that the risk register elements need to be divided across the committees</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>8.</td> <td>TS to speak with NMCD regarding timings of meetings</td> <td>TS</td> <td>Canvass committee via minutes</td> </tr> </tbody> </table>	Agenda Item	Action	Actionee	Status	3.	Clerk to ensure changes are made to TOR and sent to Chair for confirmation and that this is reflected across all trust TORs	Clerk	Completed	6.1	PW to provide an Arbor overview presentation ready for the next meeting.	PW	On the agenda	6.1	Chair and Executive Heads to meet to discuss how Arbor data should be presented to the committee.	CG/Exec Heads	Carry forward to next meeting	6.1	The Chair to work with Exec Heads on how to provide the data to the LSB committees.	Exec Heads	Carry forward to next meeting	6.1	CG to arrange for clarification on the role of LSBs to be issued	CG	Completed	6.1	DM to bring information regarding testing to the next meeting for further discussion.	DM	Carry forward to next meeting	6.1	Clerk to add IDSRs to GovernorHub pages.	Clerk	Completed	6.2	DM to arrange a summary document on SEFs for the next meeting.	DM	Carry forward to next meeting	6.4	The Chair asked for an update on the curriculum development plans for the next QEC meeting.	DM	On the agenda	7.	Chair/DM to work together to put together Ofsted / school information together for the committee	Chair/DM	Chair to speak with DM	7.	EU to provide SIAMS summary	EU	Completed	7.	TS advised that the risk register elements need to be divided across the committees	Clerk	Completed	8.	TS to speak with NMCD regarding timings of meetings	TS	Canvass committee via minutes
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5.	<p>Matters brought forward at the direction of the Chair</p> <p>None noted.</p>																																																								
6.	<p>Terms of Reference</p> <p>The Chair advised the Trust Board had signed off the Terms of Reference.</p>																																																								
7.	<p>School Improvement, Teaching & Learning</p> <p><i>7.1 Arbor overview presentation</i></p> <p>LP shared her screen to show the new Arbor system with the committee. An explanation was given on the various filters available to split the data. LP advised that DMAT has worked with Arbor to create the system the trust wants and works best for the schools.</p> <p>LP advised that the teachers are now inputting the assessment data to create their 'baskets of evidence.' The Summer 2 data will form the baseline for September.</p> <p>PW confirmed that all schools have sat or are currently sitting SAT papers.</p> <p>The Chair asked whether Arbor can produce a summary report?</p> <p>LP confirmed this was possible.</p> <p style="color: red;">Action: Arbor summary report to be prepared for the next QEC Primary meeting</p>																																																								

TS thanked everyone for their hard work with Arbor and asked whether it is possible to filter by vulnerable groups?

PW confirmed it is possible to split data in several ways e.g. boys, girls, vulnerable, SEN

EN asked whether the next meeting is a long time to wait for data to become available? PW suggested holding a meeting with LSB Chairs to show the position at the end of the summer term. CG agreed this was a good idea and asked for the summary report to be sent to him for his information also.

Action: PW to arrange for data to be shared with LSB Chairs at the end of the summer term.

Action: PW to arrange for summary data report to be sent to the Chair

7.2 *Update on pupil testing*

PW confirmed that phonics screening and timetables testing along with SATS has or is taking place currently.

7.3 *Update on SEF summary document*

PW advised that in conjunction with current Ofsted inspectors a summary SEF has been produced which all principals have completed. The Exec Team and Ofsted inspectors have then reviewed and triangulated the data with the current SEFs, SDPs and through visits made. Some schools have graded areas as RI and others Good. There is some work to do with regards to the accuracy of statements and ensuring there is evidence to back these up and the Exec Team are working with the principals on this.

EU advised that the DLearn visits have been postponed as it became apparent after 2/3 visits that more time / work and consideration is required in order to visit all 17 schools. The process has been paused while the best way forward is considered.

TS asked whether a timetable will be created with the schools in order of need?

EU advised that all schools should be visited by Christmas in a staggered fashion and this will be developed with the principals.

TS advised that the trustees are thirsty for information on the schools and without the data it is hard to triangulate.

EN advised that one of her schools had been visited by DLearn and asked what happens next with the information gained from this visit? Is the SEF in their possession up to date?

EU advised that they are not reviewing the SEFs just confirming that the accuracy of the judgements made in the document and it remains 'live'. PW confirmed the SEF is accurate and based on evidence collected.

PW shared the SEF Analysis document on the screen with the committee and explained the colour coding) Red – RI / Yellow – Good / Green – Outstanding).

The Chair noted that it is not looking overly positive and has work been prioritised to address these areas?

PW advised that the document is an internal one and the idea is for it to be accurate but pessimistic. There are some queries regarding the accuracy of good statements (when perhaps they should be RI) and RI statements being overly pessimistic principals.

TS asked for clarification that if marked RI then it is because there is not enough evidence to show a good grade?

PW advised it is because it is not secure enough or there are some discrepancies due to staffing or how the school has emerged out of lockdown.

TS asked whether some areas would be a quick transition from Red to Yellow?

PW confirmed that it is a sliding scale.

The Chair noted that some of the schools are more vulnerable than he had originally realised and he felt that this was something he as Chair of the committee should be aware of.

Action: Chair to speak with DM regarding the SEF summary analysis document**7.4 Curriculum development plan update**

EU gave a brief update on the process DLearn are undertaking and that it covers 3 strands:

1. Pedagogy
2. Succeed (curriculum)
3. Development (teachers / subject leaders)

EU advised that the Exec team are working with the principals and the leadership group to create a strategy for the next 12 months and all the work needs to be thorough and research based. This should provide a good grounding for what the final product will look like at the end of next year. EU advised that yesterday they had a meeting to discuss the current curriculum and how an interim model should be formed, with some levels of alignment between schools with some bridging for next year. Feedback is being sought on the current curriculum with view points on subject leadership's strengths and areas for development. Some subjects (Maths and English) need to stand alone in schools, specialist teaching is required for MFL/IT and some collaboration may be possible for History/Geography. Smaller schools in the hubs would benefit from sharing planning and reducing their workload. RE has an agreed syllabus and there is already a strong alignment for PHSE. The secondary schools can be used for development of subject knowledge in areas such as DT.

The Chair asked whether the Exec Team had sight of the document he had shared regarding Maths on MAT?

EU confirmed she had not seen this. Adam Hill is co-ordinating this.

Action 1: Chair to share Maths on MAT information with Exec team.

TS asked for assurance that support is in place for those children in schools where the SENDCO has been unable to visit?

LP confirmed that one SENCO is shielding but has continued to work, albeit not at the level possible if she were in school. LP advised that she meets with the Trust SENCOs every two weeks and it is an opportunity to find out about issues and areas that require development. The meetings are proving to be a powerful tool and support is being tailored and provided. Mentoring is also being set up between SENCOs. A development plan is being created for 3 months / 1 year and 3 years.

Action 2: LP to share SENCO development plan with the committee for the next meeting

PW advised that SENCOs are often not well supported but within DMAT 6 x coaching sessions are being provided. SENCOs are being trained on how to empower teacher and on how to influence without doing.

The Chair advised that the committee is still very much in the embryonic phase and it would be sensible for him to pre-meet with the Exec Heads to decide what documents need to be shared with the committee.

Action 3: Chair to pre-meet with the Exec Heads to agree documents for distribution.

	EU advised that the Exec Team are currently working with principals and subject leads to identify the strengths within the hubs where there might be a subject lead e.g. History who may be able to work across more than one school.												
8.	<p>Ofsted/SIAMS</p> <p>8.1 <i>School information update for committee</i> Carried forward to the next meeting.</p> <p style="text-align: right;">Action: Chair to speak with DM regarding Ofsted RAG rating</p> <p>8.2 <i>SIAMS summary update</i></p> <p>EU gave a brief summary of the report that was distributed prior to the meeting:</p> <ul style="list-style-type: none"> - Most of the information has been gathered by Neil Swaite and is purely a summary of the findings. - Purpose is to see which schools are likely to be inspected and when. - Some development points may have changed since there have been changes in leadership (in some cases more than one). - Vision and values are high on the agenda for new church principals - The principals are very focussed and able to articulate well - The findings are showing common threads. - A development plan is being created as inspections are likely to start from September. - Some action points can be added to the school's own SIP. - The RSE policy that has been written by the Diocese needs to be adapted and used by the schools. - Bespoke training may be necessary for governors/trustees. <p>The Chair noted that the document was excellent and a similar one was needed for the other schools inside the trust to get the wider Ofsted picture.</p>												
9.	<p>Date of next meetings</p> <table border="1"> <tr> <td>9.1</td> <td>18th October 2021 @ 4pm</td> </tr> <tr> <td>9.2</td> <td>3rd December 2021 @ 2pm</td> </tr> <tr> <td>9.3</td> <td>14th February 2022 @ 4pm</td> </tr> <tr> <td>9.4</td> <td>28th March 2022 @ 4pm</td> </tr> <tr> <td>9.5</td> <td>14th June 2022 @ 4pm</td> </tr> <tr> <td>9.6</td> <td>11th July 2022 @4pm</td> </tr> </table>	9.1	18 th October 2021 @ 4pm	9.2	3 rd December 2021 @ 2pm	9.3	14 th February 2022 @ 4pm	9.4	28 th March 2022 @ 4pm	9.5	14 th June 2022 @ 4pm	9.6	11 th July 2022 @4pm
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	<p>A discussion on meeting times was had.</p> <p style="text-align: center;">Action: Committee members to contact the Clerk if they would prefer to see a variation on the times suggested for meetings (e.g. 4pm start).</p>												
	The meeting ended at 5.42pm												

Action Log from 26th May 2021 QEC Primary Meeting

Agenda Item	Action	Actionee	Status
6.1	Chair and Executive Heads to meet to discuss how Arbor data should be presented to the committee.	CG/Exec Heads	Carry forward to next meeting
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7.	Chair/DM to work together to put together Ofsted / school information together for the committee	CG/DM	Chair to speak with DM

Action Log from 24th June QEC Primary Meeting

Agenda Item	Action	Actionee	Status
7.1	Arbor summary report to be prepared for the next QEC Primary meeting	Exec Heads	
7.1	PW to arrange for data to be shared with LSB Chairs at the end of the summer term.	PW	
7.1	PW to arrange for summary data report to be sent to the Chair	PW	
7.3	Chair to speak with DM regarding the SEF summary analysis document	CG	
7.4 (1)	Chair to share Maths on MAT information with Exec team.	CG	
7.4 (2)	LP to share SENCO development plan with the committee for the next meeting	LP	
7.4 (3)	Chair to pre-meet with the Exec Heads to agree documents for distribution.	CG	
8.1	Chair to speak with DM regarding Ofsted RAG rating	CG	
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	