

BOARD:	QEC SECONDARY COMMITTEE	
TRUST:	DARTMOOR MULTI ACADEMY TRUST	
DATE:	3 rd December 2021	
TIME:	4.00pm – 5.30pm	
VENUE:	Remote via Teams	
PRESENT:	P Last (Chair), T Skeaping (TS), K Scrivener (KS)	<i>Trustees</i>
	S Jones (SJ)	<i>Executive Team</i>
	A Sweeney (AS)	<i>Secondary Leadership Board</i>
	R Alford – Holsworthy (RA), D Benzie – Tavistock (DBE)	<i>LSB Representatives</i>
ATTENDING:	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 None received 2.2 Confirmation of quorum Not quorate at the start of the meeting. 2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting.
3.	Minutes: 3.1 QEC Committee members to ratify/approve the minutes from the meeting of the QEC Secondary – 22.10.21. Committee members AGREED that the minutes were a true and accurate record of the meeting. The Chair to sign.

4.	<p>Matters Arising from the Minutes</p> <p>4.1 Update on Action Points / Matters raised from the meeting held on the 22.10.21:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Agenda Item</th> <th style="text-align: left;">Action</th> <th style="text-align: left;">Actionee</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>4.1</td> <td>Clerk to send details to KS</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>5.</td> <td>AS to report back to committee on COVID-19 vaccine take-up at the next committee meeting.</td> <td>AS</td> <td>On agenda</td> </tr> <tr> <td>6.2</td> <td>SJ to pass on committee's thanks to all staff involved with TAGs this year.</td> <td>SJ</td> <td>Completed</td> </tr> <tr> <td>9.</td> <td>The Chair/SJ to discuss reviewing of risk registers at QEC Committee meetings.</td> <td>Chair/SJ</td> <td>Completed.</td> </tr> </tbody> </table>	Agenda Item	Action	Actionee	Status	4.1	Clerk to send details to KS	Clerk	Completed	5.	AS to report back to committee on COVID-19 vaccine take-up at the next committee meeting.	AS	On agenda	6.2	SJ to pass on committee's thanks to all staff involved with TAGs this year.	SJ	Completed	9.	The Chair/SJ to discuss reviewing of risk registers at QEC Committee meetings.	Chair/SJ	Completed.
Agenda Item	Action	Actionee	Status																		
4.1	Clerk to send details to KS	Clerk	Completed																		
5.	AS to report back to committee on COVID-19 vaccine take-up at the next committee meeting.	AS	On agenda																		
6.2	SJ to pass on committee's thanks to all staff involved with TAGs this year.	SJ	Completed																		
9.	The Chair/SJ to discuss reviewing of risk registers at QEC Committee meetings.	Chair/SJ	Completed.																		
5.	<p>Matters brought forward at the direction of the Chair</p> <p>The Chair advised that he had discussed the risk register with SJ as there are a number linked to the committee. A standard format of reporting for the Executive has been agreed with PL/CG and SJ for both the primary and secondary committees. The risk assessment items are now mapped to the agenda. The Chair feels this is an effective way of monitoring risk and it is related back to the updates received from school leaders. Recommendations can then be made via the COO to the Audit Committee via the COO on whether the risks should be reviewed and altered.</p>																				
6.	<p>School Improvement, Teaching & Learning</p> <p>6.1 School Improvement Update Reports were distributed before the meeting (QS2/QS3).</p> <p>SJ apologised for length of report as it was rather large this time. There is so much going on at the moment but the reports will likely be shorter next time. SJ suggested Barbara Manning attend QEC Committees in the future. SJ is seeking feedback of the report from the committee.</p> <p>Highlights from AS:</p> <ul style="list-style-type: none"> • COVID-19 vaccination – 52% at Holsworthy 48% at Okehampton. Unaware of who has received theirs locally. • secondary principals had a strategy day today and key thread reviews next PHSE/Inclusion. Right actions need to be set and positioned with the right people. <p><i>KS joined at 4.14pm and the committee became quorate</i></p> <p>PL asked DDIs and drop ins at Holsworthy is there an update? AS advised that over 2/3 weeks each member of staff will receive a drop in and be evaluated against the 6 areas of review. Evaluation v judgemental. Useful for staff. Little issue with staff. Interest is high. 9/10 of staff say good. Faculty review model at Holsworthy – lesson aspect already collated.</p> <p>TS noted that there are different faculties in secondaries and asked if all are to be visited before half spring term? AS advised that every faculty will be reviewed termly. Ambitious. Unpicking the outcomes to ensure there is clarity for middle leaders.</p> <p><i>RH joined at 4.20pm</i></p>																				

DB noted that it is fantastic every faculty is being visited but asked whether there are enough staff to support to act on findings or are we expecting teachers to action themselves or work with others?

AS advised that the schools CPD offer talks directly to the faculty assurance. Raising challenges to the faculty for all to engage in. Beyond teachers' standards the criteria used to support is necessary and there is awareness there. We are not expecting to see massive improvement term to term but it is important to keep the dialogue going. Asking questions as to what support is needed is key.

SJ advised that Tavistock have followed this model for a few years. Holsworthy adapted has their model and Okehampton is on journey to achieve this. Unit of aggregation in these reviews it is the faculty and not about teachers. Improves performance but lowers stakes for people. Looking at things that do not impact people's work during the day. The framework is the academy / faculty improvement plan. Easier to manage and very possible to review termly. Training staff to manage this is key – area for development.

AS advised that the Okehampton leaders have been left to establish how they want to address this area. First version on review was very nice but not particularly supportive and more rigour is needed. Staff expectations need to be managed regarding robustness of process.

TS is there a place now for governors to listen to feedback?

SJ noted the good question and advised that she is working with the CEO on this subject. Academy committees had a greater say in questioning leaders on the quality of education in schools previously but the new LSBs do not have a role in this now. The LSBs need to be entering schools to talk to stakeholders about specific areas in the SOD e.g. SEND/PP spend. Performance, data T&L, faculty reviews now sit with the QEC Committees.

TS noted the particular lines of enquiry for faculties and asked if SLT pick up any key points up would they steer the LSB on lines of enquiry on pupil experience?

SJ suggested that there are LSB representatives on the QEC Committee who would be the link person back to the LSB – if questions arise that are more LSB relative they would be given feedback.

6.2 Exam update

Report pre-circulated. Lack of detail is causing issues in schools regarding timelines. Parents and staff are receiving communications as and when possible. Mock exams are arranged. More detail to follow.

PL asked if there are plans in place for mocks in Spring term?

AS advised this is the case. No 3rd mocks are planned but this will be revisited at the start of the Spring term. Assessment structures in place in all schools. Schools now have the ability to react quickly to any changes.

PL asked whether they was anything additional from the JCQ regarding summer exams?

AS advised that having access arrangements / provision in place for the right students is key.

SJ advised that this will be the 3rd iteration of TAGs which in her opinion is fundamentally wrong. Last year format was perfectly acceptable and why a different methodology this year is required is wrong. Different version of events again. We will not know until February what will be in the exams. Exam boards have gone back on the agreed plan to tell what pupils will be covering in the exams due to loss of learning. SJ thinks exams will not happen again. Unfair to staff to be put in this position again.

6.3 Safeguarding update

See confidential minutes

6.4 Curriculum update

SJ focussed on what Ofsted will question – catch-up curriculum and how the funding is being used for best outcomes. Catch-up plans are the bulk of the report to evidence what is in place and that they are being monitored each step of the way and how the funding will be used. Funding has been confirmed as in place until 2024 however the schools are struggling with getting any quality tutoring. National tutoring programme is being used (despite wanting to use own tutors). The tutors do not turn up 60% of the time and they do not know their topics. Gone against advice and advised schools will be delivering using HLTAs / TAs and using funding to cover the cost of this. Supply bank of teachers has been taken to run national tutoring programme. Some of the programmes purchased (Lexia, White Rose etc) are making a difference as children engage with them. Money has been used to purchase laptops and dongles which has allowed children to access the main curriculum. Data not available currently but more subjective using QA systems.

PL advised the three documents would make sense if they had all the same headings to be able to compare like for like across the three schools.

SJ agreed and advised that Holsworthy / Tavistock are close but she had waited a long time to receive it from Okehampton and then it was not in an editable format. Working very hard to get information in a common format.

PL asked whether GL Assessment is being used across all 3 sites?

SJ advised just Okehampton. Quite expensive. Licences exist and these are being used until they expire. 4Matrix will be going and Arbor will continue to be used.

PL advised that the committee are satisfied that they would be able to assure Ofsted that effective systems to deal with catch-up curriculum are in place and the funding is being used appropriately.

TS asked what data for the next meeting will be available for the next meeting in order to be able to demonstrate impact?

SJ advised the mock results will be available and headline data (group performance and what is being put in place to address if necessary) will be available.

TS asked about faculty triangulation?

SJ advised these would be good challenge questions for the committee to ask.

KS asked when will we be able to see the impact of Lexia?

SJ advised that all year groups using as part of catch-up programme. Intensive work outside the classroom throughout the week. Respected programme.

6.5 OFSTED update

SJ advised that the Exec Team are embedded in schools that are of most concern. Ofsted have still not appeared as of yet and she suspects Ofsted will pause inspections next week up to Christmas. Most concerned about Okehampton College. AS/SJ both there and modelling what is expected. Areas to work on are around learning support. Behaviour is much improved as is the teacher's relational practice. Children are getting used to people walking in and out of lessons. T&L work still required. Less of a risk but still a risk. Questions around the recording of safeguarding is still an issue. Very surprised if less than RI and sneaking into Good grade in areas but much work still required. With regards to Tavistock and Holsworthy, Derek Brett is visiting and AS on site regularly. Staff absence is biggest issue. 23 teachers away at Tavistock recently due to awaiting PCR test results. Much clearer expectations in place for leaders regarding Ofsted inspections. Practice been conducted with staff who are HMI inspectors. Knowing how to manage an inspection team is key.

	<p>KS – are staff aware of where their schools are at or does this lie with more senior staff. SJ advised this lies with more senior staff. Principals and middle leaders know the position. All staff know from the improvement plan. AS advised how we are communicating the priorities is key. Okehampton College is still a piece of work conducted. Communication push with all stakeholders needed. SJ advised that the communication strategy could be shared if the committee would like to review as all schools now follow the same mechanisms. PL – yes please Action: SJ to share Communication strategy with the committee</p> <p>TS advised she is thankful for all the hard work with Okehampton. Academy Improvement plan becoming a live document is great news. Do the Exec Team feel it is helping? SJ advised none of the principals have led an inspection visit before (including AS). Anxiety not there as managed by applying pressure but counteracted with finding joy in work now. Want them to be prepared but not anxious and feel this is being achieved. AS fed back that the 4 principals from leadership day- all about confidence and giving time for people to share. Collective solutions being sought and useful actions coming out of the day. These events help reduce worry and concerns.</p> <p>RA with regard to the concerns about Okehampton College – are the Exec aware of the issues T&L?</p> <p>RA asked if expectations were not high enough? SJ explained that expectations, ambitions for young people, communications across the board and no-one following up actions are part of the issue. A leadership playbook has been written for the school that has drilled down to the basic details. If leaders change others will follow. There was not enough care which led to lack of progress. How people are with each other is key. AS advised that working within frameworks is key with over communication on clarity.</p> <p>PL noted that today’s principal strategy day is a first and must be having an impact which is a bonus. AS advised that people at all levels need to be empowered to do their roles. Today’s meeting with principals has been about 5 things that have been discussed in meetings this year and agreed actions moving forward.</p> <p>TS noted that it sounds like leaders are giving so much and psychological safety is building all the time is allowing sharing of information with peers.</p> <p>SJ advised that the schools are now in contingency stage 4 of plans (no visitors). Some events cancelled or altered. Visitors are not being encouraged unless essential. DM/SJ discussed scenarios of COVID-19 nationally / regionally / locally if needed. PL – good to hear those plans are in place.</p>
7.	<p>Risk Register Review PL advised that the meeting had covered a lot of the aspects that need considering but asked the committee if there are any aspects where the risk needs to change?</p> <p>Item #1 – school failing Ofsted – PL suggested increased level of risk is incorrect SJ agrees it is a reduced area of risk. Risk is not as great and could be a 3 instead of 5. The Chair noted that he is conscious the line covers both primary and secondaries.</p> <p>Action (1): BCRR managers to review the request that Item #1 be split between primary and secondary schools and the risk is reduced for secondaries from 5 to 3.</p>

	<p>TS asked whether the quality of education is impacted by staff absence. Not failed but no matter what plans are in place if staff are not in post due to absence.</p> <p>The Chair raised risk #11 (infections of staff or all pupils) and asked the committee if the risk is greater than 6 months ago?</p> <p>SJ agreed yes if teachers are away and there is a recovery period on their return. Absence rate with students in the first half term and the second half term is staff absence. PL – suggested that risk #11 that impact and probability should rise to 5 on both counts. Column AD to include narrative around the increase being related to staff absence.</p> <p style="text-align: center;">Action (2): BCRR managers to review risk #11 and increase both impact and probability to 5 and include a new column in AD to add narrative that this is related to staff absence.</p>
8.	<p>Wellbeing</p> <p>TS advised that this will be discussed at the next Trust Board meeting.</p>
9.	<p>Date of next meetings:</p> <ul style="list-style-type: none"> ● 17th February 2022 @ 4pm ● 31st March 2022 @ 4pm ● 16th June 2022 @ 4pm ● 14th July 2022 @ 4pm
	<p>The meeting ended at 5.25pm</p>

Action Log from 3.12.21 - QEC Secondary Meeting

Agenda Item	Action	Actionee	Status
6.5	SJ to share Communication strategy with the committee	SJ	
7.(1)	BCRR managers to review the request that Item #1 be split between primary and secondary schools and the risk is reduced for secondaries from 5 to 3.	Clerk to send to SK	Completed
7.(2)	BCRR managers to review risk #11 and increase both impact and probability to 5 and include a new column in AD to add narrative that this is related to staff absence.	Clerk to send to SK	Completed