



**STAR MAT Board of Trustees' Education Committee**

**Minutes of the meeting held Tuesday 2<sup>nd</sup> October 2018 at 5.30pm at Tadcaster Grammar School**

**Present:** Alison Smith (Chair), Frances Dodd (Vice Chair), Clare Thornton-Eckford, Nick Shephard (from item 4)

**In attendance:**

Martyn Sibley (Chief Education Officer, STAR MAT)  
Iain Tessier (Clerk, Governance Advisor – STAR MAT)

**1.0 Welcome, Apologies for Absence and Declarations of Interest**

Alison Smith welcomed all to the meeting.

1.1 There were no apologies.

1.2 There were no declarations of interest; however, Ms Smith noted a potential conflict of interest arising from her employment with the Education Team within the Diocese. The Clerk would be notified if an agenda item, discussion therein or certain data presented was likely to present such a conflict of interest.

**2.0 Election of Committee Chair**

2.1 Ms Smith was happy to accept a nomination for the position of Committee Chair. Ms Smith pointed out that, due to a schedule that required her to attend other Trust board meetings elsewhere across the region, she might not be able to attend every committee meeting. Given that position, it was agreed that a committee vice chair was required. Mrs Dodd was happy to accept a nomination to act in that capacity.

**Resolved:**

Trustees elected Alison Smith to be Chair of the committee for a period of one year.  
Trustees elected Frances Dodd to be Vice-Chair of the committee for a period of one year.

**3.0 Committee Terms of Reference**

3.1 Committee Terms of Reference had been circulated prior to the meeting. Trustees were happy to approve these pending circulation of suggested amendments as provided by another Trustee (not on the committee). Ms Smith also noted that the Diocese was in the process of amending its Terms of Reference and, once these were in circulation, it might necessitate further content to be added to the committee's terms - to accurately reflect Trustees' duties with regards the church schools. Ms Smith to advise the Clerk in due course. Mr Sibley believed that the committee would benefit from a practical understanding of their duties with regards monitoring performance in relation to the church schools and the SIAMS inspection programme. Ms Smith agreed to arrange for her colleague Olivia to present to the committee on this matter, hopefully at the next meeting.

*Nick Shephard entered the meeting*

**ACTION**

**Clerk**

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#### 4.0 Risk Register (Education)

- 4.1 Mr Sibley explained the purpose and importance of establishing an Educational Risk Register (Schools on a Page - SOAP). Trustees welcomed an overview of performance. The register was a work in progress and would be a working document that was continually updated. Mr Sibley's initial observations were based on visits to the schools with the SIC, pupil data and factual information stemming from inspections etc. The scope of the register was likely to grow over time.
- 4.2 Mr Sibley summarised the SEF process within schools. The SIC had referenced the SEFs in all her visit reports. The self-evaluation against OFSTED criteria was vitally important. Part of the OFSTED process was to test the SEF.
- 4.3 There was a brief discussion on the current SEF gradings. It was noted that certain of the SEF gradings were actually below the formal OFSTED grade. For example, elements of practice at Appleton Roebuck had not been determined as Outstanding by the current SLT. Monk Fryston was still self-evaluating as outstanding but Trustees noted some potential risks to that status. Saxton at RI constituted a measure of improvement from the position they had gotten into - outcomes were now improving. Mr Sibley added that Sherburn High had been included as the MAT was of course still keen to try and progress that relationship and keep them in the fold.
- 4.4 Current SIAMS gradings were noted.
- 4.5 The primaries were engaging in a peer review process, akin to the OFSTED model for inspections. The secondaries did go through a similar process but it was not based on the OFSTED model. Mr Sibley noted that all settings were keen to progress to a more formative style of assessment. Peer reviews were an excellent way of sharing best practice.
- 4.6 The schools had been RAG-rated according to outcomes (amongst other things) but Mr Sibley wanted these ratings to be based on trend data rather than a single year's performance. Mr Sibley also wanted to focus more on the progress data, whilst being mindful that primary heads would retain a necessary interest in attainment. Trustees agreed with Mr Sibley's approach. There was a brief discussion about the DfEs stated aim to introduce a standardised national baseline around progress.
- 4.7 The Primaries
- 4.7.1 Appleton Roebuck – Data generally in line with national - amber rating therefore. No real concerns.
- 4.7.2 Kellington – Writing a big issue, hence the red rating in that area. Trustees indicated that they wanted to hear about how the LGB was supporting/challenging leaders to make progress on this issue. On that point, Trustees wanted to understand the reporting mechanisms that would allow them to understand that local boards were addressing issues of concern to Trustees. Mr Sibley said that he would be meeting regularly with headteachers as part of his risk monitoring and scrutiny processes. Information from those meetings would filter through to local board meetings, or it should do. The Clerk added that the minutes of meetings, which were to be fed through to the board, should indicate what discussions had taken place. If Trustees felt that matters were not being tackled sufficiently then they could adopt a more direct approach.
- 4.7.3 Trustees were clear that they did not want to face surprises about performance. Key messages around data and predictions relating to end of year expectations should be presented as soon as possible. Mr Sibley acknowledged Trustees' concern to be pro-active wherever possible, rather than reactive.
- 4.7.4 Riverside – some positive data, however, struggling against various benchmarks in KS1 and had done so past two years. This was somewhat surprising and Mr Sibley was keen to understand why issues persisted. Overall rated amber because Maths sig- also two years on the bounce. Reading and Writing outcomes good.

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- 4.7.5 South Milford – Teacher assessment in KS1 appeared questionable. The data looked inflated; particularly because it was so out of line with similar schools in the Trust.
- 4.7.6 Kirk Fenton – a concern for a variety of reasons. Mr Sibley acknowledged that results had improved in 2018 and a new headteacher had been in post since January. However, Writing outcomes had been poor two years on the bounce and the headteacher had not been made aware by governors that they had been a coasting school (now out of that category). Mr Sibley touched upon other areas of concern that meant the red rating was a fair position.
- 4.7.7 Monk Fryston – only primary in the Trust ahead on the matrices. Trustees acknowledged strong performance with regards pupil outcomes.
- 4.8 A trustee asked Mr Sibley for a summary of the issues the Trust was facing from a primary perspective. Outcomes in Maths in KS1 were a concern, with Kellington an exception to that trend. Attendance remained an issue, particularly at Kellington where it had become quite a serious issue – one that had been discussed by Mr Sibley and the headteacher. Whilst Mr Sibley had not drilled down into the disadvantaged cohort data, the progress of disadvantaged pupils was an important agenda item for the Trust and the attendance of disadvantaged pupils was generally a concern – it was below that of their peers and of course this had a direct impact on outcomes. A frank discussion followed. It was agreed that the risk register needed to have an additional column outlining risks around performance of disadvantaged pupils. Trustees also agreed that the MAT Board should have a policy on holidays in term time that could be applied across the schools.
- 4.9 Pupil roll trend data had also been rag-rated so Trustees were aware of potential issues around pupil numbers and volatility therein. It was noted that with Saxton already a very small school, the red rating was a particular concern. Were all schools full? Mr Sibley did not have the figures to hand. Monk Fryston and TGS were certainly full. There was a brief discussion on the predictions around pupil numbers and how a lack of central information from the LA was unhelpful.
- 4.10 Mr Sibley acknowledged that whilst the judgements on the risk register were mostly all based on objective information, notes on governance were largely subjective at this time. A trustee pointed out that, whilst some information was anecdotal there was a value judgement being applied. This was true but there was work to do in this area. Kellington was having a real problem recruiting governors, which was compounded by having lost several governors recently.
- 4.11 Mr Sibley gave a risk summary on the primaries. Tackling Kirk Fenton's higher level of risk would depend upon developing middle leadership and improving leadership capacity generally. The new headteacher had been assigned a mentor.
- 4.12 The Secondaries
- 4.12.1 Both TGS and Sherburn were viewed as good both in terms of SEF and OFSTED. Given that position and the fact that TGS had a new head, why had they been rag-rated differently? Were there any risks at TGS to be aware of? Mr Sibley explained that Sherburn's amber rating was due to outcomes – some were strong but performance was patchy and there were clear areas for improvement. Yes TGS had some issues arising from its data but not to the level of Sherburn. The new head at Sherburn was a strong appointment and Trustees could feel confident that problems would be addressed. With regards TGS, Mr Sibley felt that his continued involvement, to some extent, mitigated any possible leadership risks and that, again, Mrs Wilson was a strong appointment for TGS.
- 4.12.2 Progress 8 was summarised. DfE wanted 90% of students to study Ebacc subjects. This mandate was not necessarily helpful. It was not always appropriate for students to follow a purely academic route and the schools did work with students to ensure that they studied a curriculum that would support them. Sherburn's P8 had been up and down in past few years, revolving around a major issue with English. Contrast that with Sherburn's Maths outcomes, which were around the top 5% nationally.

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4.12.3 TGS – in line with national 2016, sig+ in 2017, 2018 back in line with national. Maths a strength but again English a problem. There were some frank points raised around subject leadership. A Trustee was concerned that English outcomes, which were generally strong at primary level, seemed to 'drop off' in secondary – leaders needed to get a handle on why. Mr Sibley accepted the Trustees' challenge. Science and humanities also real strengths for TGS

4.12.4 Were there any extremes within the data that either dragged overall scores down or pulled them up? Mr Sibley said no and explained how P8 scores worked which meant that such anomalies didn't really happen. P8 was all about an indication of added value.

4.13 The Chair noted the good quality discussion on this item and it was agreed that the risk register should be a standing item on future agendas.

4.14 Further discussion on the development of reporting mechanisms from local boards to the Trustees. It was noted that the new style headteacher reports and the conversations that fed off them would form an important part of the evidence base for Trustees to feel assured that schools were taking action to address areas of concern.

## **5.0 Schools' Outcomes - Key Indicators from 2017/18**

5.1 End of key stage data for each of the Trust's schools had been circulated prior to the meeting. Trustees had reviewed the details. No-one wished to add anything further to what had been discussed in relation to the settings in item 4.

## **6.0 Autumn Term Reviews**

6.1 The School Improvement Consultant (SIC) reports for Appleton Roebuck, Kirk Fenton, Sherburn Hungate and Monk Fryston had been circulated prior to the meeting. Trustees had noted their contents. Mr Sibley had nothing further to add. Further SIC visits were scheduled in during the remainder of the term and the reports from these would be fed through to the next meeting.

## **7.0 MAT Development Plan Update**

7.1 Mr Sibley noted that he had uploaded the draft strategic plan on to MinutePad for Trustees' attention, in preparation for discussion at the upcoming full board meeting.

7.1.1 A trustee asked if the strategic plan would reflect those risks highlighted in the meeting. Mr Sibley acknowledged that he needed to build a monitoring document that would sit behind the broad plan to highlight such risks and suggest actions to tackle specific weaknesses. Mr Sibley said that he welcomed Trustees' comments and feedback on the plan.

7.1.2 A trustee ventured that workforce development (and lack thereof) and teacher turnover should be reflected on the risk register. Mr Sibley agreed that comments on these matters needed to be included and would be included on the next version. The trustee asked if, similarly, talent management should be recorded on a register, i.e. some recognition of talent that the Trust wanted to retain and develop. Mr Sibley acknowledged that this also needed to be addressed but had not been looked at in any detail yet.

## **8.0 Report from the Headteacher's Group Meeting**

8.1 Mr Sibley provided verbal feedback from the conference of the primary heads. It was the intention to have strategy meetings each half term. The ethos and culture of the Trust had been reiterated. School leaders had discussed pupil outcomes and what each setting could learn from one another to improve outcomes for pupils. There had been an exercise to examine common ground in terms of curriculum delivery; what were the 'quick wins' when it came to provision. Mr Sibley believed that the Trust's schools would benefit from closer alignment.

Agenda

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8.2 Resulting from the conference, Ian Yapp (head at Riverside and Saxton) was to lead a tasker/finisher group looking at how to improve reporting, tracking and assessment. Pedagogy development was crucial to really drive things forward. School leaders had also agreed that a common approach to reporting documents such as the headteacher's report to LGB, SEF and development plans would be beneficial and Mr Sibley believed they were close to agreeing templates in those areas. It had been agreed to look at Pupil Premium reporting in due course.

### 9.0 SIAMs Update

9.1 Trustees wished to recognise the outstanding judgement received by Monk Fryston primary resulting from their recent SIAMS inspection.

9.2 Trustees approach to monitoring SIAMS outcomes would form part of the training session to be arranged by Alison Smith and referenced in item 3.

### 10.0 MAT Safeguarding Update

10.1 Nothing to report.

### 11.0 Policy Tracker

11.1 It was noted that the Trust Board would be asked to approve a number of key overarching policy statements at the upcoming meeting. These would include statements around Safeguarding and SEND. The Clerk had supported the work in this area. Mr Sibley had arranged for certain tasker/finishing groups to look at policy development.

11.2 The Chair made clear that any Trust Safeguarding policy should make reference to a named Trustee for safeguarding; that person to have specific monitoring responsibility in that area.

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### 12.0 Matters for Escalation to the Full Board

12.1 Mr Sibley had made Trustees' aware of a proposed Memorandum of Understanding (MoU) with Sherburn High. This to ensure that the Trust and Sherburn High remained closely aligned, whilst allowing for Trust oversight, ahead of Sherburn High's conversion once their budgetary issues had been ironed out. Mr Sibley thanked Mr Shephard for his legal input on the document. The MoU to be discussed and approved at the full Trust Board meeting.

Trust Board

### 13.0 Any Other Urgent Business

13.1 The Committee wished to emphasise the need for the Trust to establish certain critical policies – safeguarding, SEND, Equalities, H&S – as soon as possible.

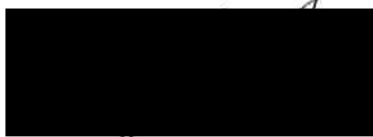
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13.2 The training programme available to both Trustees and governors within STAR had been highlighted. Ms Dodd noted that she had booked on various training courses. The importance of governor CPD to be covered at the forthcoming MAT Welcome to Governance sessions.

#### Date of Next Meeting:

4<sup>th</sup> December 2018 at 5.30pm.

The meeting closed at 7.35pm



4.12.18.