

East Midlands Academy Trust

**Minutes of the Standards and Performance committee meeting conducted virtually
on Wednesday 14th April 2021 at 10.00am.**

Third S&P meeting of academic year 2020/2021

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) Fiona Wheeler (Trustee) Ayo Salam (Trustee) David Houghton (Trustee) Bernard Weiss (Trustee) Andy Davies (Trustee– confidential item only) <i>Joined at 10.00am</i> Stephen Morales (Trustee– confidential item only) <i>Joined at 10.00am</i></p> <p>Josh Coleman (CEO: EMAT) Katy Russell (Head of School Development: EMAT) Lorna Beard (Head of Safeguarding & Inclusion: EMAT) Giles Osborne (Lead AIP: EMAT)</p> <p>Jo Trevena, (NIA HT – confidential item only) <i>Joined at 10.00am</i> Simon Woodhouse (PWS - item 10 only) <i>Joined at 11.30am</i> Andy Johnson (NIA - item 10 only) <i>Joined at 11.30am</i> Monica Juan – minutes – (Head of Governance & Compliance: EMAT)</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 are ratified and signed off.</p>	
2.Apologies	Apologies for the confidential item had been received, and were accepted, from Kevin Crompton and Asvin Morjaria .	
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 that she would join Ofqual on 14th June. 2021.</p>	
5.Safeguarding Update - Confidential	<p><i>Please see confidential minute</i> <i>AD left the meeting at 10.00am</i> <i>JT left the meeting at 10.00am</i></p>	
6.Minutes of S&P meeting held on 11/02/2021 & matters arising not	The minutes of the meeting held on the 11/02/2021 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.	

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appearing on the Action Log.	There were no matters arising not already on the agenda for this meeting.	
7.Actions arising from the meeting held on 11/02/2021	1) Amend COVID19 wording to attendance letters - ONGOING 2) SEF to be revisited when schools reopen to all students. - DONE 3) Provide access to all trustees to portal- DONE 4) Organise tailored training for LABs- ONGOING 5) Report safeguarding and exclusion figures separately. - DONE 6) Upload policy to website- DONE	MJ to chase up action 1
8.Covid-19 update – Return to school	<p><i>JC gave a verbal update to trustees.</i></p> <p>JC reported that COVID guidance changes had been implemented across all schools and RAs had been updated accordingly. Attendance figures so far were very positive and above national average across all schools.</p> <p>Stimpson Avenue had received a very positive visit from Ofsted where the effectiveness of the curriculum had been greatly complimented amongst other aspects.</p> <p>In response to a question from a trustee regarding the testing uptake by pupils, how effective it was in the schools and whether it was making a difference JC explained that before Easter the testing regime had been fairly uniform with most students consenting to the tests and with a few positive cases. Figures after the Easter holiday had yet to be collated. JC agreed to report these figures for the Trust Board.</p> <p>COVID catch-up funding was being used across a vast array of activities, including extracurricular activities, booster and catch-up sessions, wellbeing therapy and 1-2-1 tuition.</p> <p>Schools had reported slight changes in behaviour, particularly around attachment issues and playground social skills in the primary phase and lack of routine across the board. These were being closely monitored and measures had been put in place to deal with them.</p> <p>Trustees thanked JC for his verbal report.</p>	JC to report testing figures to TB.
9.NIA – Ofsted update	<p>GO confirmed that there were plans in place to support all schools around any potential Ofsted visits with a more intensive programme for those schools under an Ofsted ‘window’.</p> <p>NIA SLT had a Rapid Improvement Meeting (RIM) with trust representatives once a fortnight with a rigorous action plan attached to Safeguarding as well as school improvement. This arrangement would continue until the next Ofsted visit which was expected in September. Monitoring was being done through governance visits and AIP work in schools. The AIPs working with NIA were current Lead Inspectors.</p>	

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	<p>LB reported that the Safeguarding Rapid Improvement Plan (RIP) for NIA had been completed and the schools had now moved to the safeguarding audit review cycle organised by the trust.</p> <p>NP was working closely with the NIA, supporting the SEND team as the SEND provision had been identified as a weakness. EAL provision was also being reviewed.</p> <p>Trustees acknowledged the work being done to prepare NIA for the next Ofsted visit thanked GO and LB for their report.</p>	
<p>10. GCSEs, AS and A level awarding: PWS & NIA update summer 2021</p>	<p><i>SW and AJ provided a verbal update for PWS and NIA. KR shared her screen.</i></p> <p>SW (PWS) highlighted the differences between the process for this academic year compared with the previous year.</p> <ul style="list-style-type: none"> • The main difference was that last year grades the grades were centre assessed, based on the grade the schools believed students were most likely to get if teaching, learning and exams had taken place as planned. • For summer 2021, exam boards would ask exam centres to generate, for each subject, teacher assessed grades for their students. • These grades should be based on a range of evidence completed as part of the course, including evidence produced in the coming months, which would demonstrate the student's performance on the subject content they have been taught. <p>Revision and support materials had also been released alongside guidance from the DfE and JCQ. SW shared the timeline and processes and highlighted some of the key questions to consider during the process.</p> <p>In response to a question from a trustee regarding whether the grades could be shared with the board prior submission Trustees agreed to conduct an AD HOC meeting to review and ratify submissions before the 18th June deadline. Heads should be invited to the meeting.</p> <p>In response to a question from a trustee regarding whether the school would share the final grades with students and whether there was an expectation of students bringing forward mitigating circumstances SW explained that school would only share with the students the evidence the grade will be based on but not the final grade. Schools should be aware of any mitigation circumstance already but would look at any claim on a case-by-case basis.</p> <p>In response to a question from a trustee regarding whether sharing the evidence with students could have a knock-on effect with parents SW explained that there was a possibility that some parents might contact the school to discuss their children grades. However, the DfE guidance was very clear about parental involvement not influencing the school's decision.</p>	<p>MJ to send S&P date for meeting</p>

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	<p>AJ (NIA) shared the timeline for the school which was very similar to the PWS.</p> <p>As 2020-21 was the first NIA cohort (Y11 & Y13) undergoing assessments there was not prior DATA to align to, which was one of the key features of the JCQ guidance. Therefore, the main aim of NIA was to make sure their DATA was robust enough.</p> <p>A Quality Control & Moderation Procedure had been put in place at the end of February and had been building evidence since then to accrue a strong set of DATA.</p> <p>Trustees were happy that the awarding process appeared to be very comprehensive and robust enough and thanked both schools for the hard work devoted so far.</p> <p>Trustees thanked SW and AJ for their verbal report. The presentation would be distributed to trustees after the meeting.</p>	<p>MJ to send presentation to trustees.</p>
<p>11. EYFS/Primary Outcomes – Update</p>	<p><i>The Primary Revised Assessment and Reporting Calendar 2020-21 had been distributed with the agenda for the meeting.</i></p> <p>KR explained that although the official primary assessments had been cancelled, the trust was still undertaking their own regular assessment across all key areas. The calendar showed the times when these would be taking place until the end of the current academic year and the reporting deadlines.</p> <p>In response to a question from a trustee regarding the type of assessment that Y6 would take and whether this would be reported to the secondary schools KR confirmed that although SATs had been cancelled across the country, EMAT would share the teaching assessments results with the secondary schools welcoming any of the trust students, alongside any other relevant information needed to be released. To those students moving within the trust, data would automatically be transferred within the system.</p> <p>Trustees thanked KR for her report .</p>	
<p>12. SEF & AIPs update</p>	<p><i>Papers had been distributed with the agenda for the meeting.</i></p> <p>GO reported that SEFs were currently being reviewed. A meeting with the Heads would take place the following week to look at the following:</p> <ul style="list-style-type: none"> • Ensuring that EMAT Vision and Values were central to the documents. • Evaluating where the documents were in relation to the SIPs <p>The SEF document would be linked to the AIPs visits moving forward.</p>	

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	<p>GO reported the work that AIPs would be doing during terms 3 and 4. Additional work had been added to their schedule to cover all safeguarding reviews and a couple of new AIPs had joined the team. This flexible planning had allowed the trust to deploy rapid cover and support in one of the schools while the HT was unwell.</p> <p>More AIPs would be recruited in the future to ensure that current individuals did not became too involved with schools and continue to produce the desired challenge and provide targeted quality support..</p> <p>HAT had a positive Ofsted visit which concluded that they were providing high quality education to their pupils. The support provided by EMAT was noted.</p> <p>Trustees thanked GO for his report. There were no questions from trustees.</p>	
<p>13. 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>Trustees discussed at length the aim of the progress reports and whether they were getting the right level of information, as some of them didn't offer enough narrative to allow information to be meaningful to those not working at the schools, i.e. Trustees, Governors and/or Ofsted.</p> <p>The following comments were made by trustees:</p> <ul style="list-style-type: none"> • What were the schools doing to fill governance vacancies? • Were the schools acting upon the information collected in Parent View? Did the schools have KPIs around parental engagement? • Was there a way to evidence progress in the reports? Could a RAG rating system be added to aid to the narrative from one report to the next one? • PRs offered lots of information, were they telling the right story? What was their overarching aim? Who was the targeted audience? Who owned the report? <p>JC explained that the reports had evolved over a period of years and HTs should know their value, as the document was sent to schools for commentary before being released to governors.</p> <p>KR recognised that this was a historical issue and was currently working on a project to develop a guidance document to help schools understand the contents of the report and how the information was calculated and produces. KR agreed to clearly articulate the expectations of each section in the report in order to aid HTs and SLT completing the document and adding the necessary narrative.</p>	<p>KR to liaise with HTs and other SLT to discuss PR guidance</p>

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	<p>O added that the process should be shared with CW as she was chairing the S&P LAB meetings and reporting back to trustees.</p> <p>Trustees requested that for the next set of DATA all schools produce a tangible commentary evidencing any actions taken to improve the issues highlighted in the performance reports.</p> <p>Trustees thanked KR for her work and reports.</p>	<p>KR to share PR guidance with governance and CW</p> <p>HT to produce clear narrative in the next PR reports</p>
<p>14. Safeguarding audits review – update</p>	<p><i>Safeguarding papers had been distributed with the agenda for the meeting</i></p> <p>LB presented the audit documents and outlined the safeguarding journey which was looking at a more robust systems & processes as well as a shift in culture with all schools supporting and challenging each other as well as sharing best practice.</p> <p>Although safeguarding audits had been booked across schools prior the NIA Ofsted visit, following the findings in the report the current audit tool was upgraded to incorporate case workload and the quality of information collated. The aim was to produce a ‘deep dive’ report around all aspects related to safeguarding for each school. Audits would take place over 2 days with two AIPs and a DSL from another school in the trust which would produce an Action Plan with any strengths and weaknesses clearly highlighted and areas of development.</p> <p>The audits conducted so far had revealed some historical issues around the SCR and Safer Recruitment procedures as well as a lack of rigorous safeguarding monitoring from local governance.</p> <p>The following actions had already been implemented:</p> <ul style="list-style-type: none"> • Remedial actions to improve the SCR and Personnel files across all schools to be compliant. • Safeguarding policy from Local Authority had been adopted • Yearly planner to aid local governance monitoring safeguarding <p>MJ reminded trustees that Safeguarding training for governors featured the use of these documents, in particular how the safeguarding governor should use them during any monitoring visits.</p> <p>LB informed trustees that a cross working group from all schools was preparing a new trust Safeguarding policy that would be ready in July to be ratified by trustees. A new safeguarding tracker and four-year safeguarding cycle were already in place. Trustees requested to have sight of the safeguarding tracker at every meeting.</p> <p>Trustees thanked LB for her report and praised the quality of the documents presented.</p>	<p>LB to present Safeguarding tracker to every S&P and TB meeting.</p>

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<p>15. Safeguarding matters (not covered in items 5 & 13)</p> <ul style="list-style-type: none"> • 	<p><i>Safeguarding had already been covered in previous items.</i></p> <p>In response to a question from a trustee regarding whether the Everyone's Invited campaign had been linked to any of the trust schools and what actions was the trust doing around this matter JC explained that communications had been sent to parents/carers, more visual information was being produced across schools, particularly in those with a secondary phase. A statement had been uploaded to all websites and any pertinent policies had been updated incorporating the statement.</p> <p>LB clarified that next step would be to ensure that every pupil had a voice and that any concerns were properly captured and dealt with swiftly.</p> <p>In response to a question from a trustee regarding whether safeguarding questions were asked during the recruitment procedures JC confirmed that the recruitment process was robust and safeguarding questions were mandatory in all interviews. These were always asked by individual in the panel that had attended safer recruitment training.</p>	
<p>16. Moving forward – Items for discussion</p>	<ul style="list-style-type: none"> • Interim meeting to look at assessment grades • Performance report evolution • KS2 assessments update (July) 	
<p>17. AOB</p>	<p>There were not AOB</p>	
<p>18. DONM</p>	<p>Dates for the academic year 2020/2021 have been set.</p> <ul style="list-style-type: none"> • Thursday 17th June at 1.00pm (AD HOC meeting) • Wednesday 14th July 2021 at 10am 	<p>Calendar appointments have been sent</p>

The meeting closed at 13.03pm

Actions from the EMAT Standards and Performance meeting – 14/04/2021

No.	Action	Owner
1.	Send comments to include in RSC response to MJ before 15 th April	ALL
2.	Collate and Report take out LFD testing figures to TB.	JC
3.	Organise extra S&P meeting to ratify teacher assessment grades before 18 th June	MJ
4.	Share GCSE/A/AS presentation with trustees	MJ
5.	Performance reports to include narrative in every section	KR/HT
6.	Performance Report guidance to be distributed to governance	KR/MJ
7.	Present Safeguarding tracker to S&P and TB meetings	LB
8.	Amend COVID19 wording to attendance letters (<i>action from previous minutes</i>)	MJ