

East Midlands Academy Trust

**Minutes of the Standards and Performance committee meeting conducted virtually
on Wednesday 6th May 2020 at 2.00pm**

Third S&P meeting of academic year 2019/2020

These minutes reflect the order of the agenda, not necessarily the order of discussion

Agenda item	Discussion	Action
1. Welcome	<p>Present: Leigh Jones (Chair: Trustee) Jon Harris (Trustee) <i>Joined the meeting at 3.00pm</i> Fiona Wheeler (Trustee) Stephen Morales(Trustee) <i>Joined the meeting at 2.15pm</i></p> <p>Josh Coleman (CEO: EMAT) Katy Russell (Head of School Development: EMAT) Lorna Beard (Lead Academy Improvement Partner: EMAT) Giles Osborne (Lead Academy Improvement Partner: EMAT)</p> <p>Simon Woodhouse (DPH PWS – Item 9 only) Claudia Wade (Independent S&P Chair – Item 14 only)</p> <p>Monica Juan – minutes – (Head of Governance: 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	No apologies were received.	
3. Quoracy	The meeting was confirmed as quorate.	
4. Chair of S&P – appointment ratification	<p>Leigh Jones expressed a willingness to continue in her role as was formally nominated as Chair for the Standards and Performance Committee.</p> <p>This was unanimously approved and LJ was duly appointed to serve as Chair for 2020/2021. LJ thanked trustees for the appointment.</p>	MJ to update records
5. Declarations of interest	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. None were declared.	
6. Coronavirus update (incl. Safeguarding matters)	<p>JC gave a verbal update to trustees about COVID19.</p> <p>At the time of the meeting Government had yet to produce a clear road map for schools to reopen. There was speculation of a phased return from 1st June however there was not clarity about the science behind this.</p>	

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	<p>A team called Return To Normal (RTN) had been created to plan for future strategy and were meeting and providing updates regularly.</p> <p>Extra support was being provided to vulnerable families. Trustees discussed at length how the ongoing crisis would impact the most disadvantaged young people through their time in education and the provisions in place to close the gap. A trustee agreed to distribute a recent research paper from The Sutton Trust – ‘Social Mobility and COVID19’ which looked at the implications of the crisis for educational inequality.</p> <p>In response to a question from a trustee regarding the provision of free schools meals JC reported that PWS was only using the government voucher scheme, however the rest of schools were also providing food hampers. This method successfully allowed schools regular contact with vulnerable families.</p> <p>A home learning programme had been set up across all schools and students were accessing the resources mostly online. These were being updated regularly by teachers. Hard copy packs were available for those students unable to access the online materials.</p> <p>The school development team acknowledged that the learning gap might be wider when schools reopen and a recovery curriculum would need to be put in place.</p> <p>In response to a question from a trustee regarding the level of pupil engagement with home learning JC explained that around 50% of secondary children were engaged whether the percentage of primary children was lower. LB clarified that younger groups were harder to engage as more parental involvement was required.</p> <p>The Chair thanked JC for his report and asked to extend the gratitude of all trustees to the rest of staff for their dedication during this time of crisis.</p>	<p>SM to email ‘Social Mobility and COVID19’ report</p>
<p>7. Minutes of S&P committee, 31/01/2020 (incl. confidential minutes) & matters arising not appearing on the Action Log</p>	<p>The minutes of the meeting held on the 31/01/2020 had been distributed with the agenda for this meeting and were agreed to be an accurate representation of the meeting.</p> <p>LJ agreed to physically sign the minutes once lockdown restrictions had been lifted.</p> <p>There were no matters arising not already on the agenda for this meeting.</p>	
<p>8. Actions arising from the meeting held on 31/01/2020</p>	<ol style="list-style-type: none"> 1. Impact of PP spending across schools report to be presented at TB meeting – DONE, PP Chair had reported at the last TB. 2. Present, phonics, Y2 and Y6 data at next S&P meeting - DONE 3. Present EY provision report at next S&P meeting - DONE 4. Performance report to show monitoring of staff wellbeing - DONE 	

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	5. Performance report only to show formal complaints - DONE 6. Send a copy of the full determined arrangements to the local authority - DONE 7. Arrange the update of all Academy websites - DONE 8. Add agenda item to TB meeting - Consultation for new Trust admissions policy – To be added to the 17th July 2020 meeting	
9. GCSEs, AS and A level awarding: PWS summer 2020	<p><i>PWS GCSEs, AS and A level awarding summer 2020 papers had been distributed with the agenda for this meeting. Context was set out in the document.</i></p> <p>SW gave a presentation to trustees about the timeline followed by PWS regarding the GCSEs, AS and A level awarding process for 2019-2020 and talked about the impact generated by COVID19 in students and staff.</p> <p>This was a brand new process for everyone, seeking to award as close as teacher assessment where the ranking of students would be extremely important.</p> <p>PWS staff involved had agreed that the main aims for the process should be:</p> <ul style="list-style-type: none"> ➤ 100% integrity ➤ Trust in Teachers and Subject Leaders ➤ Clear communication ➤ Support for each other ➤ Students to receive the grade they were likely to have achieved <p>SW explained that PWS had had a second round of mock exams just before half term which had been very reflective on what the summer's exams would have been. Although the data showed a trajectory very similar as the previous year it was important to acknowledge that every cohort was different.</p> <p>SW clarified that in order to make this process more equal for staff some elements have been taken away from the performance management cycle.</p> <p>The following questions were asked:</p> <ul style="list-style-type: none"> • How will this method affect the appeals process? SW reported that the appeal process would not take place this year. Students would be able to retake exams in November if they were unhappy with the grade received and would be able to choose between one of both marks. • Were staff expecting challenge from parents? How would PWS manage this? SW explained that PWS had informed parents about the process being confidential and stressed that grades would not be awarded by the school but outside bodies. However, the school was conscious that a strategy should be put in place to deal with any possible enquires. • What would be the effect of this process for Y13 students? SW confirmed that Y13 also had two sets of results and therefore enough data to produce an accurate judgement. Data was showing a significant 	

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	<p>improvement for this year. SW was aware that the process might have an impact on universities places however it was too early to tell.</p> <p>Trustees noted that some dissatisfaction might occur due to the nature of this process and therefore it was important to make sure that enough pastoral support was put in place for students as well as support for staff. Trustees acknowledged that PWS had already a great system in place supporting mental health and students and staff would be able to benefit from it if needed.</p> <p>Trustees thanked SW for his presentation.</p> <p><i>SM left the meeting at 14:58pm</i></p> <p><i>SW left the meeting at 15.05pm</i></p>	
<p>10. Pupil and Staff Attendance During Covid-19 Lockdown</p>	<p><i>The document 'Pupil and Staff Attendance During Covid-19 Lockdown' had been distributed with the agenda for this meeting.</i></p> <p>KR gave an update on current numbers of children and staff attending school. JC stressed to trustees that the dedication showed by most members of staff was testament to the strength of EMAT.</p> <p>In response to a question regarding the expectation of staff coming back to work JC clarified that HR was currently seeking legal advice about this matter. However, EMAT would have a return to work process for everybody and support would be put in place for staff.</p> <p>A trustee offered to share a 'Return to Work' form to be used by HR.</p> <p>Trustees noted that Public Health advice was continually changing and attendance for pupils would not be made compulsory during the phased return to schools making more challenging the return of staff.</p> <p>The Chair thanked KR for her report.</p>	<p>LJ to share 'Return to Work' form</p>
<p>11. Review of Primary School Data</p> <p>i. Primary Outcomes</p> <p>ii. EYFS provision report</p>	<p><i>The Review of Primary School Data documents had been distributed with the agenda for this meeting. KR articulated the highlights of both documents.</i></p> <p>i. Primary Outcomes:</p> <ul style="list-style-type: none"> • The average assessed age for progress had increased by at least 9 months in all schools from September to the spring term. • The proportion of pupils at age-related attainment had increased at every school between the baseline and spring assessments and only Castle and Shepherdswell were below expected. • The Phonics results presented were from a mock assessment in January. This showed that more intervention would be needed across SAA and Shepherdswell. 	

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	<ul style="list-style-type: none"> For Key Stage 1, the most recent assessment point in January showed a lower proportion of pupils working at the expected standard in the majority of areas compared with the previous year. However, KR pointed out that this was not unusual for the January data. <p>In response to a question regarding the transition to Key Stage 2 KR confirmed that due to the COVID19 crisis they were foreseeing problems, particularly for Shepherdswell and therefore a more meticulous transition process would have to take place this year.</p> <ul style="list-style-type: none"> For Key Stage 2 results showed an improving picture across all schools, however attainment in all three areas was lower than the previous year at Orchard. There was plan in place to address this, working in the development of the curriculum and redefining the links between Orchard and Shepherdswell. <p>In response to a question regarding SATS and how secondary schools will receive data from pupils KR explained that secondary schools were requesting already information, particularly teacher's assessments and more personal information about pupils. There was an understanding amongst secondary schools that a more nurturing transition would have to take place this year.</p> <p>ii. EYFS provision report:</p> <ul style="list-style-type: none"> As EY attainment had been falling the Trust had decided to source specialist expertise to support schools. Chris Merrick had visited SAA as an initial working partnership and proposed a plan to support schools and enhance provision. Due to COVID 19 lockdown this had not yet taken place and CM was working on an alternative approach. <p>LB clarified that due to the nature of EYFS any plan would depend very much on the baseline assessment of any cohort as lots of factors would need to be taken into account.</p> <p>The Chair thanked KR for the report and asked for an update of the EYFS programme to be added to next meeting agenda.</p>	<p>KR to provide EYFS update</p>
<p>12. Performance Reports</p> <ul style="list-style-type: none"> i. NIA ii. Stimpson iii. Hardingstone iv. Shepherdswell v. Orchard vi. Castle viii. Trust overview 	<p><i>The Performance Reports for all schools had been sent out with the agenda for this meeting. Highlights were presented.</i></p> <p>KR explained that in order to populate more effectively the reports a new dashboard would be introduced in the future which would input data directly from SIMS making the reports more accurate at the time of creation.</p>	

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	<p>In response to a question regarding amount of staff resignations before February half term LB confirmed that all resignations were due to genuine reasons.</p> <p>In response to a question about parental perception around bullying LB confirmed that this would be addressed through PSHE lessons and parental engagement.</p> <p>The Chair thanked KR, LB and GO for the reports and presentation.</p>	
13. AIPs update	<p><i>The AIPs Report had been sent out with the agenda for this meeting. Highlights were presented.</i></p> <p>LB reported that AIPs were still engaged with all schools and a post lockdown support would be put in place once schools are due to return. One of the AIPs was working on behalf of the Trust submitting free schools bids.</p> <p>The Chair thanked GO and LB for their report. There were no questions.</p>	
14. S&P LABs Report	<p><i>The S&P LABs Report had been sent out with the agenda for this meeting. Highlights were presented by Claudia Wade.</i></p> <p>CW explained that she had been working with the LAB S&P committees of SAA, Hardingstone and PWS since the Autumn term and had found that, both the quality of DATA presented and the standard of governance were good.</p> <p>Her role was to monitor how LABs scrutinise the information provided, to challenge and support their questioning and monitoring and to highlight additional training or needs. Clear priorities had been identified and it would be important to support LAB moving forward assisting them to articulate an audit trail and following this up.</p> <p>In response to a question regarding the quality of challenge from LABs CW confirmed that governors were asking challenging questions and HTs were signposting the areas that needed focusing on. The quality and range of data was helping to provide the narrative behind and aiding governors to understand what needed to be done next.</p> <p>In response to a question about DATA training offered to governors CW agreed that DATA sessions would be extremely beneficial as not all governors had the same level of understanding. JC and MJ confirmed that DATA training sessions would be included in the forthcoming Governance Training Programme. KR reported that common reporting formats were going to all primary schools, offering consistency of presentation from meeting to meeting. These reports would change in the coming year and governors would be offered training to understand the new format.</p> <p>The Chair thanked CW for her report and support to EMAT.</p>	

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	<i>CW left the meeting at 15.43pm</i>	
15. S&P committee DRAFT Terms of Reference	<p><i>The S&P DRAFT Terms of Reference had been sent out with the agenda for this meeting</i></p> <p>Trustees considered the document submitted by the Head of Governance and agreed that the draft Terms of Reference were adequate.</p> <p>The committee unanimously AGREE to adopt the document</p>	
16. AOB	There were not AOB	
17. DONM	<p>Dates for the academic year 2019-20 have been set.</p> <ul style="list-style-type: none"> Monday 13th July 2020, 13:00 	Calendar appointments have been sent

The meeting closed at 15.58pm

Actions from the EMAT Standards and Performance meeting – 6th May 2020

Action	Owner
1. Update Standards & Performance committee records	MJ
2. Consultation for new Trust admissions policy – To be added to next TB meeting	MJ
3. Email 'Social Mobility and COVID19' report	SM
4. Distribute 'Social Mobility and COVID19' report	MJ
5. Share 'Return to Work' form with HR	LJ
6. Provide EYFS update at next S&P meeting	KR