

## Minutes of School Improvement meeting

Date:	4 February 2021	Time:	09:30 to 12:00
Location:	Teams	Clerk:	Rebecca Okey - Executive Assistant
Present:	Janet Renou – Trustee and Chair Peter Murray – Founding Chair Ormiston Trust Paul Hann – Chair of the Board of Trustees Ian Brookman – Trustee Karen Bramwell – Trustee	Attendees:	Rob Pritchard, National Director for Education Nick Hudson, CEO Tuesday Humby, National Director for Teaching and Training Diana Murray, Ormiston Trust
Apologies:	None received		

	Item	Action
1.	<b>Welcome and apologies</b>	
	<p>The Chair welcomed everyone to the meeting.</p> <p>There were no apologies.</p> <p>The meeting discussed that Ormiston Ilkeston Enterprise Academy and Ormiston Denes Academy are being monitored remotely by Ofsted this week. Remote learning, engagement and staff welfare have been a focus of the remote visit.</p>	
2.	<b>Review of meeting minutes</b>	
	<p>The minutes of the previous meeting held on 12 November 2020 were reviewed and acknowledged as a true record of the meeting.</p> <p>Paul Hann requested the following amendments:</p> <ul style="list-style-type: none"> <li>• effected changed to affected – Section 3 COVID.</li> <li>• to be support changed to support - Section 3 External audit</li> </ul> <p>The action log was reviewed. All previous items had been actioned and were closed off.</p>	

	<p>Future meetings will start at 09.30. The August 2021 meeting date might be revised as GCSE results day is still to be confirmed.</p>	
<b>3.</b>	<b>SEND Trustee</b>	
	<p>The National Director of Education led a discussion regarding the appointment of a SEND Trustee. It was agreed that Karen Bramwell will take on the position, with support from Jan Renou.</p>	
<b>4.</b>	<b>GSA admissions</b>	
	<p>The National Director of Education led a discussion on admissions for George Salter Academy. During lockdown GSA were unable to undertake a fair banding and aptitude test for performing arts students for 21/22 admission, due to health and safety concerns. The proposal for Admissions in 2022-23 is to remove the banding, introduce aptitude tests for 10% of the PAN (performing arts students) and to reduce the Sixth Form capacity to 200 from 300. As a result, a 6-week consultation has taken place.</p> <p>The Trustees supported the proposal.</p>	
<b>5.</b>	<b>OAT update</b>	
	<p>The National Director of Education presented on CLFP and an outline plan for Safeguarding.</p> <ul style="list-style-type: none"> <li> <p><b>Curriculum Led Financial Planning (CLFP)</b></p> <p><b>CLFP</b> has been refined and is now approached in five stages from an initial analysis to further financial analysis, refining and remodeling. Minimum expectations are set out regarding pupil/teacher ratios. The Regional Director works with each academy with their CLFP. Savings are being used towards the recruitment of additional Lead Practitioners.</p> <p><b>The Trustees asked how the differences in funding between different academies are dealt with.</b> The Regional Finance Lead, the National Director of Finance and the National Director of Education manage each case individually looking at their particular context.</p> <p><b>The Trustees asked how this model applies to Primary.</b> The same issues are looked at but contact ratios are different and therefore CLFP does not quite work in the Primary sector. However financial planning is still monitored.</p> <p><b>The Trustees asked how the correlation between CLFP and financial risk rating is managed.</b> Discussions take place with the Regional Director and Regional Finance Manager to ensure CLFP aligns with financial risk and local demographics are taken into account.</p> <p><b>The Trustees asked how detailed CLFP is received by principals.</b> The National Director of Education advised that principals accept CLFP as it has become an acceptable approach in the MAT arena now and going forward. It is a balance between meeting curriculum planning requirements but finding efficiencies which can be redeployed to fund other activities elsewhere.</p> </li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Safeguarding</b></li> </ul> <p>A new Safeguarding Manager started in September 2020. The Safeguarding Manager has completed ten audits and is now auditing remotely due to COVID restrictions. The progress of the resulting action plans is monitored by Regional Directors.</p> <p>The Safeguarding Manager has identified that capacity is an issue, and the Exec will be considering increasing resource in that area.</p> <p>CPOMs (a software solution for managing Safeguarding and pastoral information) is used across OAT to record safeguarding issues and is being re-evaluated to reduce the number of categories bringing some consistency across the Trust. The Safeguarding Manager will work with Academies to standardize the recording of information. E safety is becoming increasingly important and will be the focus of further training.</p> <p><b>The Trustees asked about the results and compliance rating of the ten audits completed.</b> The Director of Education advised the results were good but there is still room for improvement in some academies, particularly in ensuring all staff training is up to date.</p> <p><b>The Trustees asked about the difference between a local authority audit and OAT audit.</b> RP advised that some LAs will accept an annual OAT audit and ask additional questions. Some LAs will audit independently on a 2/3-year cycle. There is no consistency of approach across Local Authorities and so there can be overlap.</p> <p><b>The Trustees asked about attendance codes during lock down.</b> Progress Board meetings are looking at attendance numbers. Codes are changing daily from the DfE which presents a challenge for academies.</p> <p><b>The Trustees asked if academies are receiving adequate support from Local Authorities.</b> The National Director of Education advised primarily the support comes from academy level. Social services have become more engaged during this lockdown, compared to the first lockdown. There are still variances across our schools but generally support is good.</p>	
6.	<p><b>Alternative Provision</b></p>	
	<p>The National Director of Education and CEO updated the Trustees on progress with alternative provision (see confidential minute).</p>	
7.	<p><b>COVID 19, Remote Learning, Examinations and Staffing</b></p>	
	<p>The National Director of Teaching and Learning and National Director of Education updated on the following.</p> <ul style="list-style-type: none"> <li>• <b>COVID 19 and remote learning</b></li> </ul> <p>5.3% of children are in OAT schools and week on week numbers are growing. 20% primary, 45% secondary.</p> <p>The concept of meaningful engagement in remote learning is being debated nationally and there is currently no agreed definition. The agreed OAT</p>	

	<p>definition is 60% of work being submitted a day. Schools are free to set the standard higher. OAT does not have a standard curriculum and has been working on setting out minimum expectations for curriculum and expectations of remote and live learning. Live learning (of 15-30 minutes duration) is strongly encouraged except where it is logistically impossible for teachers.</p> <ul style="list-style-type: none"> <li>• <b>Examinations</b></li> </ul> <p>The OFQUAL consultation on GCSEs and vocational qualifications has closed now and results are due in a few weeks.</p> <ul style="list-style-type: none"> <li>• <b>Staffing and welfare</b></li> </ul> <p>Some teachers are struggling with adapting lessons to online; it is a different teaching and learning environment. External resources are being shared with teachers to help them with this. Teachers are reporting feelings of loneliness as they juggle their own personal commitments with working from home. Principals are being encouraged to accept that they must be flexible during this period.</p> <p><b>The Trustees asked if all staff were equipped with their own laptops as previously there had been resource problems.</b> The Director of Teaching and Training advised that there are fewer resource issues but WIFI connectivity is the main difficulty. Some staff are working out of school. The Director of Finance and Director of Estates and IT continue to work on finance issues. There is a tension with how much to invest when students and teachers may be returning to school at some time in the near future.</p>	
<p>8.</p>	<p><b>A.O.B.</b></p>	
	<ul style="list-style-type: none"> <li>• Quorum paper</li> </ul> <p>There was a discussion re quorum paper that is being discussed in all Trustee meetings. The paper examines the number of Trustees required to pass a decision. The paper recommends a move <b>from</b> two or a third of the committee members <b>to</b> three or a half of the committee members. Currently the chair has a casting vote in a tie situation, and it is proposed that this is removed. There is an additional proposal that the same motion cannot be brought back within six months of being defeated unless it has been altered in line with Board discussions. <b>There was agreement to the proposal.</b></p> <p><b>ACTION:</b> <b>The committee agreed that the CEO and Chair will attend the new Principal Forum in July, to continue links with the Board as there are no longer principal Trustees appointed to the Board of Trustees meeting.</b></p> <p>A principal Consultation group has been formed and will be attended by two principals from each four regions and two from primary.</p>	

	The Trustees advised the importance of exploring closer engagement between Trustees and Executives at governor meetings, whether this is physical or virtual, to understand what is important to the governor community.	
	<b>Date of the next meetings:</b> <ul style="list-style-type: none"><li>• <b>17 June 2021 at 09.30</b></li><li>• <b>August date tbc depending on results of OFQUAL consultation.</b></li></ul>	