

Directors
Iain Grafton
Antony Callcut
Simon Niles
Charlotte Power
Nicola Dunford – Apology Accepted
In Attendance:
Clerk – Sue Howard
Totnes LGB Representative – David Gay – Apology Accepted
Newton & Teign LGB Representative – Yvonne Short

Minutes

<p>Welcome: Chair IG welcomed everyone to the meeting Apologies: Apologies were accepted from Nicola Dunford and David Gay Declaration of Business Interests: Simon Niles declared a Business Interest for item S17.17 (S10.17 Admissions) and S23.17 in relation to the Attendance Policy.</p>	
S16.17	<p>Minutes of Previous Meeting The Minutes of the second meeting held 7 June 2017 were approved and signed by the Chair, Iain Grafton. Part I had been made available to the Committee via the google drive prior to the meeting.</p>
S17.17	<p>Matters Arising .1 The Committee agreed a recommendation for the Trust CEO to contact Debbie Clapshaw at Babcock to enquire if they could offer a tailored package for our Governors around Governance in our MAT. It was also proposed for an external review of Governance towards the end of the 17/18 Academic Year. Action ND .2 The Chair of the Audit Committee reported that Pupil Premium has been added to the Risk Register, in both Strategic and Reputational areas. The Risk Register is being reviewed by the Audit Committee at their next meeting on 22 Nov 2017. The Committee noted that the recommendation for a Lead Director for Pupil Premium and Sports Grant to be appointed has been carried forward by the Board. It was noted that the four Class Structure is now in place at Diptford. TC updated the Committee on the correspondence from Andrew Brent in relation to forced admissions. It was clarified that you must be able to put a case forward on an individual basis if a school feels unable to accept a child. The Trust does have the ability to challenge an admission if necessary. .3 The Committee noted that the recommendation for a Link Director for each school has been carried forward by the Board pending agreement of the Scheme of Delegation. The Committee asked the Board to consider this to be an important future action. .4 The Committee noted that the Board had appointed, Fiona Walters, as the Link Director with the Diocese for the three church schools within the Trust.</p>

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S18.17	<p><u>Constitution and Terms of Reference</u> The Committee agreed that no amendments are necessary and recommendation for the current version of the Constitution and Terms of Reference will go to the Board for approval.</p>
S19.17	<p><u>School Improvement</u> TC had produced an 'Improvement Plan Progress Monitoring' document for the Committee and summarised the information during the meeting. In relation to Key Priority No.6 within this document, he explained the Trust's procedure around monitoring pupil attendance. For the next meeting, the Committee requested a RAG rating be added to this document. <i>Action TC</i></p>
S20.17	<p><u>Safeguarding Procedures</u> The Committee noted the Safeguarding Reports provided for the schools within the Trust. The Committee asked for an update on the MASH referral reported by one of the schools. They also requested that the HoS's are satisfied with the service they receive when making such a referral. <i>Action TC to advise via email.</i></p>
S21.17	<p><u>Data and SATS</u> TC had provided the Committee with various reports including;</p> <ul style="list-style-type: none"> • Maths Data at Landscope, of which the Committee were satisfied that there are no concerns in this area. • Data results on writing show this to be the weakest area across the Trust, it was noted that this is teacher assessed throughout KS1 and KS2. The Committee was advised that moderation is taking place in relation to the assessment of writing across the Trust. The Committee requested an update at the next meeting, following another data drop. TC will meet with the HoS to analyse the data in more depth <i>Action TC</i>. The Chair will advise the Board of the concern over the writing results at the next Board meeting. <i>Action IG</i> • The impact of Teaching Assistants and the gaps relating to Pupil Premium, SEND and Statemented children in relation to TA hours within our schools. It is a capacity issue across the whole Trust, but financial and budget restraints provide no resolutions. TC will provide a more detailed case study for each school and report back to the Committee at the next meeting. <i>Action TC</i> • Variance Analysis of SATS results. The Committee noted the concern with Bearnese results, but there is a good quality of teaching in place and the assessments are accurate.
S22.17	<p><u>Local Governing Boards</u> There were no issues to report from the Local Governing Boards. The Scheme of Delegation is in process of being finalised and Governor involvement is key to this.</p>
S23.17	<p><u>Policies</u> The following policies were brought to the Committee for approval; Attendance Policy was approved with suggested amendments. Concern was raised over HoS amending wording in the template letters that are sent to parents. The Committee agreed that there should be no changes made to the document, but recommended that HoS speak in person to a parent, if they feel any problems would occur. Curriculum Policy – Approved Missing Child – Approved Online Safety – This was removed as not due for review this year Safeguarding – Clerk to review and check for up to date version, liaise with Committee via email <i>Action Clerk</i> SEND - This was removed as not due for review until 2018, however, the Committee asked the Clerk to take advice on whether it should read 'reasonable endeavour' rather than 'best endeavour'. <i>Action Clerk</i></p>

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S24.17	Dates of Future Meetings Dates of future meetings were confirmed as: 1/2018 – 7 February 2018 2/2018 – 23 May 2018
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Meeting Closed 7.00pm

Signed as an approved copy by the Chair, Iain Grafton

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Date 7.2.18