

MEETING OF THE STANDARDS COMMITTEE

BOLTON IMPACT TRUST

FRIDAY 9 MARCH 2018 AT 11.00AM AT YOUTH CHALLENGE

Present: M Sidebottom (MS) – Chair of Committee, Paul Hodgkinson (PH) - Executive Principal, Mary Powell (MP) - Chair of Trustees and A Slater (AS)

In Attendance: R Leonard (RL) - Vice-Principal / Academy Lead Youth Challenge and Emma Stoddard (ES) – Clerk

MIKE SIDEBOTTOM IN THE CHAIR

1. WELCOME AND APOLOGIES FOR ABSENCE

Trustees were welcomed to the meeting. An apology for absence had been received from D McKeon.

2. DECLARATION OF INTEREST

No declarations of pecuniary interest or conflict of interest were made.

3. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business reported.

4. MINUTES OF THE LAST MEETING AND MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING

Matters Arising

Minute Number 5 (Personal Success Targets)

It was noted that the 'Raising Leader' role should read 'Raising Standards Leader'. In response to questions PH reported that this post had not been advertised as yet but would be discussed in more detail at the next Pay & Performance Committee meeting.

Minute Number 6 (Executive Principal's Report)

RL informed governors that work on a standard reporting template was still on-going and this may be agreed at today's meeting. PH added that he felt leaders were currently providing too much information at Trustee level and this needed to be made more succinct.

Minute Number 7 (SIP Reports)

It was noted that Trustees had since decided not to terminate the SLA with the current Primary SIP and the reports would be discussed during today's meeting.

PH reported that the Scheme of Delegation would be included as an agenda item on the full Trust agenda for the meeting to be held on Tuesday 27 March 2018.

Action: PH (add Scheme of Delegation to Trust agenda)

5. **SIP REPORTS**

Primary Academies

Trustees discussed the School Improvement Professional's (SIP) reports for the primary academies. A Trustee referred to the Primary Youth Challenge report and stated that there was far too much detail in the report and Trustees needed a much more streamlined report, with a focus on impact. PH advised that this particular visit had been a SIP Data Validation and Moderation Visit, therefore did not follow the format of the termly report. It was further noted that the SIP had been asked to conduct a themed visit on this occasion. MP recommended that the SIP conduct three termly visits and the reporting format be based on the Ofsted Framework. Themed visits could be arranged as additional visits if needed. Trustees agreed that a judgement statement on each Ofsted area needed to be summarised in each report.

Secondary Academies

Trustees discussed the School Improvement Professional's Rolling Note of Visit (NoV) for the secondary academies. Trustees concurred that the NoVs were in a stronger format but clear judgements still also needed to be added on these reports. MS stated that currently the reports were far too lengthy and did not need to include statements from the SEF. PH added that the SIP had included a lot of BIT generated information but felt that this was to produce a context for the first reports, and this would not be needed in future reports. MS stated that the SIP seemed to over-use the word 'could' in all the reports, and instead should be providing a more concrete judgement. MP suggested that PH discuss this with the SIP and explain Trustees' expectations regarding reporting. PH stated that he felt the next reports would be more analytical.

PH reported that he had spoken with two Ofsted inspectors who specialised in alternative provision and would arrange for mock Ofsted inspection to be conducted.

MP referred to the Youth Challenge NoV and asked if additional support was needed for English. RL reported that additional support had been arranged and there was currently a focus on baselining. MS recommended the services of a SLE for Literacy, currently used by his own school.

The Board of Trustees, having designated details of the discussion that followed as confidential in accordance with Article 125 of the Articles of Association, this information is excluded from these minutes.

MP stated that attendance and behaviour seemed to be evenly split into a group of pupils who performed well and those who did not and asked why this was the case. RL explained that attendance and behaviour were on-going barriers to academic achievement for some pupils and this had been discussed in detail with AS. Length of time spent at the Academy could also be an issue. Attendance, behaviour, teaching & learning and progress needed to be tackled, in that particular order. RL reported that pupils often missed a lot of their class time due to Safeguarding reasons and this impacted on their learning.

MS referred to the NoV for the Personal Learning Centre (PLC) stated that the curriculum seemed to be a significant issue. PH reported that it was very difficult to provide a curriculum that met the complex and varied needs of all children within the PLC; however, the Academy Lead was broadening the curriculum all the time. MP asked for further information regarding the SIP's comments about the Academy Lead and Deputy Head and the school's capacity to improve. PH advised that role definitions were now in place and would be reviewed during the summer term. PH reported that he was currently providing leadership support on a Wednesday when the Academy Lead was not in school; support was also being provided by two mainstream practitioners.

MP reported that categorisation of Personal Success Targets would be very useful in monitoring the progress of pupils at the PLC and would enable Trustees to challenge the movement across the levels. AS stated that less focus needed to be placed on traditional pupil grouping and more on the needs of the academy. Trustees discussed this further and the following PST categories were suggested:

PST1 Attendance

PST2 Attendance and Behaviour

PST3 Attendance, Behaviour and Academic Progress

RL cautioned that Trustees would still need to be alert to the transient population of the PST and take this into account when receiving the reports. PH added that clear criteria would be needed for each level.

MP referred to the Park School Teaching Service NoV and stated that this seemed to be very positive. PH reported that this provision was still at the building stage and felt the NoV was slightly too ambitious and did not yet have enough evidence to support the judgements. MP expressed concern that the Academy Lead had changed the targets, which had been set from the baseline. Trustees agreed that external validation was needed for this provision; PH reported that an external judgement on Park School's SEF would also be arranged.

MS referred to the Lever Park NoV and asked if the Academy Lead had settled in well and was making good progress. PH reported that good progress had been made, PST

data was being used well and the impact was now being seen at Lever Park. Trustees were informed that the Year 11 English teacher had now left on maternity leave. MP asked if the baseline data had been completed. PH explained that this had been completed but was very low. MP referred to the content of the report and stated that too much had been highlighted as green and this was overly ambitious. MS referred to the number of Year 10 pupils who had exceeded their target (0) and stated that this was not sufficient and asked if the same teacher taught English in Year 10 as in Year 11. RL explained that different teachers taught in Year 10 and Year 11. MS stated that discrepancies in the data could be due to teaching. RL informed Trustees that two week typicality observations were due to be conducted, which would include one formal lesson observation and drop-ins. MP suggested that two members of the SLT conduct the observations.

AS stated that he felt much of the data was contradictory and there was too much variation between key stages. PH reported that he would analyse Lever Park's SEF and report back to Trustees. Trustees agreed that the mock Ofsted inspection would be very useful for this provision and would provide external validation.

Trustees commented positively on the destination data for Lever Park, which had 100% retention in November.

6. PUPIL OUTCOMES

RL directed Trustees to the Academic Progress reports and explained that these were RAG rated against the previous year; however, this was often difficult due to the transient population. Currently the autumn term data 2017/18 was compared against the autumn term data 2016/17, MP suggested that the current data be compared against the previous terms data and a column also be included to show the whole year data for the previous year. AS agreed that this would be helpful but cautioned Trustees that comparing the data against the previous term could show a depression of data as pupils arriving in spring were likely to be at a lower point than those in autumn. MP requested that an analysis of the length of time spent at the academy also be provided. RL added that she could also analyse the progress of pupils who had been at the academy for one, two or three terms. AS stated that this would clearly show that the Trust was analysing data, identifying any issues and taking appropriate action.

MP asked why fixed term exclusions were being used in a 'last resort' provision. RL explained that exclusions were never imposed lightly and had been for very serious incidents and behaviour. RL added that the exclusions had been actioned to inform pupils that such behaviour would not be tolerated and also provide re-assurance to staff. PH acknowledged MP's comments and stated that other alternatives, such as utilising other academies, could be considered as it was not always the best option to send these pupils home.

MP thanked RL and PH for the commendable work in reporting progress and outcomes. PH reported that the Trust would strive to keep improving the reporting and showing what success looks like in the Trust.

7. QUALITY OF TEACHING & LEARNING

Trustees discussed the Quality of Teaching & Learning Matrix. MP stated that the information presented needed to match the outcome data for the academy. It was felt that there was currently too much green within the report and external validation was needed. RL reported that the information included in the report had been obtained from the Academy Leads but added that the information provided had been based on the context of the provision and this would differ from mainstream provision. Trustees discussed the columns included in the matrix and it was suggested that the following headers be used in future reports:

Lesson observations / Learning Walks

Work scrutiny

Pupil progress

Outcomes

MS suggested that the colour coding could be linked with the Ofsted categories.

8. SELF-EVALUATION UPDATE

The Executive Principal circulated the following documents:

- Self-Evaluation Flow Chart
- Alternative Provision / PRU Inspection Commentary
- Summary RAG rating
- Ofsted ready – Evidence checklist
- Youth Challenge Ofsted Prep Schedule 2018
- SEF Template
- Youth Challenge Self-Evaluation Health Check Summary Feb 2018 and Rapid Action Plan

PH reported that a new self-evaluation process had been developed based on the format of test, test, validate, and test. All academy leads had provided RAG scores against the Alternative Provision handbook, these scores would feed into a Health Check report and an Academy Rapid Action Plan would be produced from this. The Self-Evaluation schedule would be built, using the Ofsted-ready checklist, which would synchronise with the Academy SEF. PH reported that this was now a very clear, structured and synchronised process and all evidence would be on hand to provide to Ofsted.

MS stated that this was a very thorough process, which had been shared and was already being used by other Head Teachers. MS added that the School Improvement Partners would also need to buy into this. PH reported that he had already had these discussions with the SIPs.

9. POLICY RATIFICATION

Trustees had received a copy of the Anti- Bullying statement and Behaviour guidance prior to the meeting.

MP asked why these were not policies. PH explained that these were guiding principles set by the Trust and the actual policies would be at Academy and Local Governing Board level.

Agreed: To approve and adopt the Anti- Bullying statement and Behaviour guidance

10. DATES OF NEXT TRUSTEE COMMITTEE MEETINGS

PH reported that the accountability schedule for 2018/19 had been finalised and emailed to all members by the Clerk. The next meeting of the 2017/18 academic year would take place on:

Friday 15 June 2018 at 11.00am

AS offered his apologies in advance of this meeting.

11. ANY OTHER URGENT BUSINESS

There were no items of Any Other Business.

12. CONFIDENTIALITY

Agreed: That the following matter discussed at this meeting be designated as confidential in accordance with the Academy's Memorandum and Articles of Association:

Minute Number 5 – Secondary Academies (4th paragraph)

With no further business the meeting closed at 1.00pm

SUMMATIVE ACTIONS:

Minute No.	Responsible	Action
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PH

Add Scheme of Delegation to Trust agenda

Signed as a correct record:

Date:

(Chair of Standards Committee)