

HADRIAN LEARNING TRUST

Minutes for Meeting of Board of Trustees

6:00pm, Wednesday 15 November 2017

In attendance: Simon Kitchman (SKi), David Hartland (DH), Graeme Atkins (GA), Tony Brown (TB), Barbara Hignett (BH), Sarah Kemp (SKe)

Also attending: Charlotte Gaines (CG, Clerk to Governors), James Andriot (JA, Acting Head of School)

Part 1 Classified Non-Confidential

1) Apologies

Apologies for non-attendance had been received from Jonathan Holmes. Apologies for late arrival had been received from Sarah Kemp.

2) Declaration of pecuniary, business or personal interests

No declarations of pecuniary, business or personal interest were made in addition to those already recorded in the Register of Interests.

SKi asked if JA had completed a declaration of interests as a regular attendee of the Trust Board. CG will clarify.

CG

3) Minutes of previous meeting Part 1

The Minutes of the following meeting, having been circulated to Trustees, were discussed:

- Hadrian Learning Trust Board – 11 October 2017 – Part 1

SKe noted that reference to the Arts Award should be made within the QEHS Executive Headteacher's report rather than the HMS report. She added that her comment referred to the Gold Arts Award being a positive activity for the sixth formers who participated and that this was comparable to the Duke of Edinburgh's Award. Trustees agreed that the minutes should be amended accordingly, then adopted as a true record.

CG

Matters arising

GA advised that the terms of reference had been amended following the suggestions made at the previous meeting. The changes as delegated to the Executive Headteacher were taken as read.

SKi suggested that the terms of reference should be incorporated into the governance framework to ensure that there is only one document to update. Trustees agreed.

CG

4) Committee and meeting reports

SKi noted that the minutes of the HMS Monitoring Committee, QEHS Monitoring Committee and the Safeguarding Group had been circulated, and asked for questions.

HMS Monitoring Committee

SKi advised that TB/BH/SKi had visited the school to look at maths mastery activities. He commented that the visit had been very positive. The creative problem solving undertaken by lower ability groups had been impressive. BH remarked that the teacher being observed and the Learning Support Assistant had interacted well together, to the benefit of the pupils. Teacher subject knowledge appeared strong and there was very good pupil engagement. SKi informed Trustees that he had written to Judith Minto, Deputy Headteacher, to express how impressed Trustees had been.

Pupils' progress in Maths and beyond will be considered at the next meeting of the committee which is on 5 December 2017. GA advised that the meeting scheduled for July will need to be rescheduled in order to enable consideration of SATs outcomes. GA is looking to rearrange this for 12 or 13 July 2017.

QEHS Monitoring Committee

BH queried reference to Yr10 students on the Morocco trip, which has typically been put on for students in Yr12. JA advised that the trip is going ahead with younger students this year, mainly because there are already many other opportunities for older students. Also, it proved difficult to get a cohort of Sixth Form students for the trip last year.

SKi commented that training was due to be arranged regarding Assessing Student Progress (ASP) data, although this has not yet been published by the DfE for Key Stage 4. SKi expressed concern over the possible impact of this on teacher appraisal. JA advised that the internal data generated by SISRA is sufficient for the purposes of appraisal.

A discussion followed about strategies to close the disadvantaged gap, particularly in relation to intervention. JA outlined the approach to form time intervention, where subjects are given varying priority status. He advised that disadvantaged students are particularly targeted for form time support and that this had clear impact on all but two or three students last year.

SKe referred to Year 9 options and asked when this would be revisited. Trustees agreed this should be considered at the December meeting.

Safeguarding meeting

GA outlined the format of the safeguarding meetings, explaining that he meets with the relevant staff prior to the formal meeting with JH, minutes of which are circulated to Trustees. JH and he then undertake triangulation activity, for example checking the Single Central Record, monitoring The Base and speaking with staff and students.

GA reported that there had been an incident involving a student who was new to the school. He advised that this has been addressed appropriately through the behaviour policy and had led to a permanent exclusion, which had been upheld following a review of the decision by a panel of Trustees.

SKi noted that the SENDCo arrangements had changed for this year and asked whether they were working. GA advised that the arrangements are under review.

In relation to students who had truanted from The Base, BH requested that The Base staff be informed when pastoral staff have addressed this, should such a situation occur again in the

future. JA agreed to re-visit this with the relevant pastoral staff.

JA

BH asked why no students had been in The Base p5 when GA and JH made their recent visit. GA explained the circumstances, which were appropriate.

5) Draft report & accounts

SKi stated that the circulated draft report was a statutory and regulatory requirement. GA and SKi are required to sign on behalf of the Trust Board once finalised. SKe asked who the report is for and if it could be used for publicity purposes. SKi advised that it was a public document and would be on the Companies House website and the QEHS and HMS websites. He asked that Trustees forward any comments on the draft to CG after the meeting. Trustees agreed.

All

SKe queried the accuracy of the data on attendance at Trust Board meetings. CG agreed to check the signed minutes.

CG

Trustees discussed ways in which the schools could better promote themselves, including in relation to generating additional funds. Various elements were discussed, including the website, options brochures and alumni.

6) Mental health

JA explained the context for a short 'talking heads' DVD, which had been put together with Year 13 students to offer advice to students new to the Sixth Form. SKe suggested that when a new version is made, more emphasis could be given to promoting positive aspects of life in the Sixth Form, in addition to giving advice in relation to the more challenging aspects that students have to deal with. JA explained that the current DVD had been filmed when students were under study/exam pressure. Trustees suggested interviews should be carried out at different times of the year including after exams, with a cross section of students rather than just those that who had had a difficult time.

Trustees discussed the pressures on students and pupils. SKi stated that sporting and extracurricular activity can alleviate this. Trustees discussed the merits of working more closely with GPs regarding what the demands are and the need for resilience. JA advised that those most at risk of not getting the necessary support are over 18 as they are deemed to be adults. A key aspect of Di Harris' role in school is to ensure appropriate support of students in school.

7) Stakeholder engagement

SKi noted that it was the correct decision to close QEHS for the funeral of Alan Currie, which had been well attended by both staff and students.

The funeral of Shelia Crawford had also been well attended. QEHS had been represented by languages staff, Di Harris, SKi and SKe. SKi offered to write to Raymond to express the Trust Board's condolences. Trustees agreed.

SKi

Trustees asked for more notice regarding events taking place in school. SKe noted there had been no mention of the youth theatre production. CG agreed to provide a further update.

CG

8) Urgent business with agreement of Chair

GA advised that there had been difficulties arranging this term's SIP visits due to Toni Spoor's other commitments. GA will seek to resolve.

GA

9) Close and confirm date of next meeting

Part 1 of the meeting was concluded.

The next meeting will take place on Wednesday 13 December 2017

Trustees moved onto Part 2 of the agenda.