

**HADRIAN LEARNING TRUST
MINUTES FOR MEETING OF BOARD OF TRUSTEES**

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| Date of Meeting | Thursday 7 April 2022 at 6pm, QEHS Conference Room 1 |
| Present | David Hartland (DH, Chair), Sarah Kemp (SK, Vice Chair), Kate Chaplin (KCh), Veryan Johnston (VJ), Tony Brown (TB), Kim Cowie (KCo), Barbara Hignett (BH), Graeme Atkins (GA, Executive Headteacher), Patrick Ferguson (PF, via Teams) |
| Also in attendance | Neil Seaton (NS, HoS QE), Liam Watters (LW, HoS HMS), Sarah Sparke (SS, CFO), Fiona Snook (FS, Clerk) |

PART 1 (CLASSIFIED NON-CONFIDENTIAL)

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| 1. | Apologies: Jonathan Holmes | |
| 2. | Declaration of pecuniary, business or personal interests BH noted that her role within the Trust has changed slightly but she remains a salaried employee so this should not affect her declaration of interest. FS to confirm. | FS |
| 3. | <p>Minutes of meetings The minutes of the following meeting were agreed as a true record:</p> <ul style="list-style-type: none"> • Hadrian Learning Trust Board – 3 March 2022 – Part 1 • Hadrian Learning Trust Board – 18 March 2022 – Part 1 <p>Matters arising</p> <ul style="list-style-type: none"> • The visit by the Right Hon Nadhim Zahawi on Thursday 9 June has been arranged. • Road safety – LW and NS attended a follow-up meeting to the traffic survey by NCC. This was useful. GA will write to David Laux about the new coach park and will request a prompt, comprehensive review of traffic arrangements. • Formal re-appointment of KCh and VJ, and the appointment of KCo, was arranged. This took place on the 18 March, and is documented in the Part 1 minutes for this date. • GA, DH and FS are to set dates for the 2022/23 meetings. | GA GA/DH/FS |
| 4. | <p>SRMSAT This was distributed with the meeting papers. SS provided some additional context. This is the School Resource Management Self-Assessment Tool, which is a requirement from the ESFA. It includes questions on governance, financial strategy and checks that the Trust is compliant. There is a requirement for all Trustees to have seen this assessment, which shows two actions:</p> <ol style="list-style-type: none"> 1. To update the business continuity plan. 2. To review controls in relation to cyber crime. SS noted that our insurance arrangement has certain requirements relating to cyber training (addressed in the next agenda item). <p>Trustees noted the contents of the assessment. DH said that the SRMSAT is a useful exercise and that it is right that these questions are asked.</p> | |
| 5. | <p>Cyber-security training SS explained that cyber-security will be included in the Trust's insurance arrangement with the RPA from September 2022, and a requirement of the cover is that anybody with access to the Trust's computer systems must undertake cyber security training. This therefore includes all Trustees. The training takes approximately 40 minutes and is self-directed. FS to send link. The training for staff in school is in June. SK asked if the staff training is in-person and asked if so if the trustees can come in to take part in-person. SS and LW said that the plan is that the training will be self-directed online rather than an in-person delivery.</p> | FS |

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| 6. | <p>Expenses policy</p> <p>SS explained that this is the Trustee Payments & Allowances policy. Trustees may claim expenses so that costs incurred don't deter or prevent people from becoming a Trustee. The policy was approved.</p> | |
| 7. | <p>School updates</p> <p><i>HMS</i></p> <p>The staff team are working brilliantly to provide opportunities for the pupils: there have been theatre visits, a drama workshop, bikeability, STEM activities, PTA discos, pop-up shops for Mother's Day, author visits and lots more – activities are picking up following the easing of Covid restrictions. Surveys have been undertaken with staff, parents/carers and pupils. Following the pupil survey, HMS will feed back to pupils after Easter with what action will be taken.</p> <p>Assessments have taken place, including a second round of Y6 mock SATs. The pupils' attitudes have been excellent. Schools in general are expecting a dip in SATs scores after the two years of disruption owing to Covid. However, the pupils are working well and closing lots of gaps. The 'greater depth' standard is where the biggest dip is. LW highlighted that there are just nine school days from Easter to the SATs.</p> <p>Staff updates – Bridget Toor's role has changed, from intervention tutor to academic support coordinator. Karl Barry is leaving HMS following a significant promotion. This week HMS have appointed a Head of KS3 and a KS2 teacher, both of which look to be very good appointments. Emily McGlasson was recruited as a pupil support worker and is running the RESTORE provision. This has been a fantastic addition to the school for those who struggle with behaviour and social/emotional integration.</p> <p>There is a focus on reading across the middle school and HMS are working with partnership schools on reading from early years upwards. A new reading strategy is being prepared to have a more coherent and very structured approach across the school.</p> <p>Covid update – quite a lot of staff absence in past few weeks although pupil numbers remain fairly low. DH asked about testing and absence, which LW and GA clarified. KCo asked about the number of tests left in school and if these can be issued. NS said that the current guidance is that these are not to be given out but to be kept by the school in case there is an outbreak. GA explained that Covid is now being treated as a general respiratory illness, and explained that student numbers peaked circa 3 weeks ago but now have dropped to single figures in each school. TB asked what happens if a pupil misses exams owing to Covid and both GA and NS explained that there are plans in place and mock assessments have been run under strict criteria should these be required. SK asked about absence for KS2 SATs but LW explained that there is a 5-day window for these to be completed and because the guidance for pupils now only requires absence for the first 3 days of Covid, pupils should hopefully be able to complete these within the 5-day timeframe.</p> <p>LW advised that there has been lots of good work within the partnership. There is now a working group for history and geography curricula to look at curriculum planning from Year 3-6. Eleven schools are taking part in the training. There has been positive engagement from partnership heads. The training has been part-funded by HLT.</p> <p>The middle-high liaison is going well. There have been changes to the Y9 curriculum and it is crucial that Y9 is a continuation of their key stage even though they begin that year in the high school.</p> <p>There has been much curriculum development within the schools. This has included working with Julie McGrane, a curriculum specialist. She has worked with both staff and senior leadership.</p> | |

Transition for the new cohort has started. It will be a positive Y5 cohort in terms of numbers: possibly 135-140 pupils. HMS are currently liaising with feeder schools to gather information and are looking forward to face-to-face transition. DH asked if the new Y5 is a particularly large year in terms of pupil population because, historically, the new Y5 in HMS hasn't generally exceeded 120. GA indicated that the increase in numbers appears to be a combination of the reputation of the middle school and the move to the new building.

BH asked about the impact for the HMS SENDCo when Karl Barry leaves. LW explained that this is being considered and Karl Barry remains in post as SENDCo until the end of this academic year. LW explained the work underway with the current Y8 pupils, particularly those with additional needs, to familiarise them with the new QE buildings so that the transition is easier in September.

LW provided a brief outline of the next term at HMS, which will include curriculum work, residential visits for each year group, and the Queen's Platinum Jubilee event on June 11th.

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NS reflected that this is the first time there has been a full second term in school since 2019. This has been a good and very busy term. Staff are preparing students for Y11 and Y13 external exams. The staff are very committed and drop-ins are very well attended. There has been a particular focus on the Y11 DP students, a large number of which have had form time intervention for English and maths and this seems to have worked well.

There is still much work to do on curriculum planning and sequencing, and the school needs to ensure that these are right for the new curriculum, particularly relating to History, Geography and MFL. There is a big shift away from a focus on data to a focus on curriculum.

NS advised that he has shared with Curriculum Leaders that the KS4 changes are being implemented from September 2023. Y10 and Y12 options are underway and on track. There is a new literacy group for Y9, which will have a focus on reading for those who need additional help. Heather Howard, CL for English, will lead on this.

Y13 mocks have been completed and went well. In Y11 there have been positive improvements from the data gathered before Christmas. A key group of DP students have SLT mentors – each member of SLT has three mentees, who have very specific targets. These students will be tracked closely in the lead up to the exams.

Recruitment update: two new English teachers have been appointed. One is currently working in English intervention and will join as an NQT, also teaching in HMS. The other joins from a school in the UAE and used to teach at William Howard. A new CL of Science has been appointed. A Psychology and Sociology teacher has been appointed. Alex Robson is a temporary Pastoral Leader for Y9 to take over after Easter owing to Rachael Edgar's departure. The Economics situation is now stable.

Various extra-curricular activities have taken place, including an army visit for Y10, the wonderful Spring Concert and a successful Easter egg raffle. The German Exchange will take place after Easter. Will Pym and Amanda Shotton are looking at the possibility of an Art trip to Paris. In the Mock Trial, the Sixth Form were very successful and won the regional final. The Robotics Lego club have also been very successful and are through to the international final, despite being disappointed with their result in the national final. The students were very highly commended by the hosts. A Sixth Form student has won the Hexham Mayor's prize for designing a new marketplace logo for the market's 800th anniversary.

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| | Transition update – data has been requested from the feeder schools. NS to visit Corbridge Middle School and St Joseph’s after Easter. Rich Zabrocki has been working on SEND transition and visiting schools. | |
| 8. | <p>New build update</p> <p>GA updated on snagging and defects – progress continues but is slow, with work continuing over Easter. One current Phase 1 defect being addressed is the use of the wrong type of corridor paint by the contractors, hence all circulation space is to be repainted, starting this Easter. SK asked about the opening of the Sixth Form café. GA explained that one final piece of equipment was still required, expected over Easter. Another issue at present is a shortage of catering staff and so this will need to be addressed before the Sixth Form café can open. GA explained that recruitment to certain posts lower salary band posts remains a challenge.</p> <p>GA has met recently with the Clerk of Works – at the point of handover, the Clerk of Works is the technical expert to identify snags and defects on behalf of the client. Reassurance was provided that the necessary attention to detail is there and that GT will be held appropriately to account.</p> <p>Phase 2 includes the landscaping, sports field and bus park. These had been scheduled to be handed over on the 29 April but we are now being told to expect this at the end of May. The delay to this doesn’t unduly affect the school’s operation and the buses can continue to work as they are.</p> <p>DH asked about the flooding and the impact on the footpath and pitches. GA provided an update, referring to a recent report from the lead local flood authority, which FS will circulate.</p> | FS |
| 9. | <p>Schools white paper and SEND green paper</p> <p>GA referred to the circulated summaries and outlined the key points within the recently published white and green papers.</p> | |
| 10. | <p>Stakeholder engagement</p> <ul style="list-style-type: none"> • The Spring Concert was excellent. • The leadership team was represented at the Hexham for Ukraine community committee meeting. • GA and others are engaging with the neighbourhood group and Active Travel Tynedale and these have been positive interactions. • SK has attended a Jubilee meeting that included the HMS Summer fete. • FS will check with TB the link to the NCC travel/infrastructure survey. | FS |
| 11. | <p>Urgent business with agreement of Chair</p> <p>DH – the Trustees now have a SharePoint area. VJ has accessed this. Over time the plan is to save all committee papers here and not distribute by email. FS to send previous committee papers and minutes to DH so that he can upload. Trustees to contact FS if they have any issues in accessing the site.</p> | FS |

Close and confirm date of next meeting: The date of the next meeting is Thursday 26 May 2022. Part 1 begins at 6pm.

_____ **Chair**

_____ **Date**