



**Standards Committee Meeting  
Wednesday 22<sup>nd</sup> November 2017, 17:00 – 19:00  
at Kimberworth Children’s Centre  
Kimberworth Rd, Rotherham S61 1HE**

**ACTION POINTS SUMMARY SHEET**

<b>Actions</b>		<b>By &amp; Target Date</b>
5.1 22/11/17	JW to work with JC and DMcN to develop a SMART School Improvement Action Plan	<b>JW/JC 12/03/18</b>
5.2 22/11/17	CEO to explore options for new members joining the committee	<b>CEO 12/03/18</b>
5.3 22/11/17	CEO to send JC the draft proforma of the balanced scorecard.	<b>CEO 12/03/18</b>
5.4 22/11/17	A discussion took place regarding the external review which took place last week and the outcomes. This will be reported to the next standards committee in more detail.	<b>JW 12/03/18</b>
5.5 22/11/17	Governor Hub now being used so Directors can all see LGB documents and agendas. DH to ensure folders are set up for “key documents” such as the SEF and SIP.	<b>DH 12/03/18</b>

## COMPLETED ACTION POINTS

Actions		By & Target Date
4.3 & 4.5 28/11/16	<p>WC to explore options for use of personal health budgets</p> <p>4.5 - Lack of DBS info on NHS staff. Can we approach CCG for them to alter their commissioning contracts to require that schools receive NHS DBS info?</p> <p>22/11 – We have a letter of assurance from NHS. A large number of health staff are moving towards continuous DBS. There will continue to be updates regarding DBS from the Safeguarding Advisor following checks of schools SCR.</p>	<b>Completed</b>
14.4 21/3/17	<p>Explore the possibility of systems integrating to include financial information</p> <p>22/11 - Looking at central system to pull together data from all systems used across the schools. CFO is setting up a working party to seek funding and setting it up a system similar to a Balance Score Card / Dash Board. A discussion followed regarding the different systems that potentially would be appropriate for Nexus.</p> <p>JC stated that he would like to see the proposed systems.</p>	<b>Completed</b>
14.4 21/3/17	<p>Establish if a fee could be paid for providing expert advice to the Dataset company</p>	<b>Completed</b>
20.6 06/07/17	<p>Adult safeguarding training? - MASH might have ideas for way forward for Nexus schools?</p> <p>22/11 – Suggest we use Prevent and the Mental Capacity Act</p> <p>CH agreed to share a training leaflet which could be adapted for staff.</p>	<b>Completed</b>
20.6 06/07/17	<p>Staff employed over numerous years may not have references – looking for a way to cover this gap. JWi to forward template to WC &amp; SF</p> <p>22/11 – there is now a standardised letter in place which is signed by the Headteacher.</p>	<b>Completed</b>
20.6 06/07/17	<p>CH – Looking at what we can do to be professionally curious?</p> <p>SF has more information to share with CH in this area &amp; they will then share &amp; feed back to the other Link Governors &amp; the committee</p> <p>22/11 – CH has met with SF who has provided further information and assurance.</p>	<b>Completed</b>
20.1 06/07/17	<p>Policy Review Plan - Plan needs to show which policies are statutory &amp; mandatory. Plan need a key for colours</p> <p>22/11 – Headteacher and Chair Forum are working on updating policies. All have definition of statutory policies and guidance documents.</p> <p>JC requests that a bank of information is accessible so that Directors and Governors are able to ask questions and hold officers to account. The information will be put on the Governor Hub.</p>	<b>Completed</b>

20.2 06/07/17	Pupil in individual provision included in persistent absence figures as LA have deemed the pupil to be out of education but Trust & Directors feel that this decision is incorrect – JT to investigate & challenge 22/11 – Advice was provided by EWO and the LA advised that the advice should be followed. The individual is now off role and the attendance data is much improved.	<b>Completed</b>
20.3 06/07/17	TOR - How are we going to self-assess? Need a discussion on how this is going to happen. Directors requested to give suggestions on how this can be carried out 22/11 – on the agenda at item 5.2	<b>Completed</b>



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**Attendees:**

John Coleman	Chair/Member/Director	JC
Catherine Hall	Director / Director for Safeguarding	CH
Warren Carratt	CEO Nexus MAT	WC

**Also Present:**

Diane Hyner	Kelford School – Link Governor Safeguarding	DH
Jill Walker	School Improvement Lead	JW

**Apologies:**

Andy Child	Member/Director	
Peter Castleton	Director	AC PC

1. APOLOGIES FOR ABSENCE	Actions
1.1. To accept apologies for absence AC. PC	
1.2. To receive, but not accept, apologies for absence <ul style="list-style-type: none"> <li>All apologies accepted</li> </ul>	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> <li>There were no items of urgent business</li> </ul>	
3. DECLARATION OF INTERESTS	
3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda <ul style="list-style-type: none"> <li>There were no declarations of personal or business interest</li> </ul>	
4. APPROVAL OF COMMITTEE MINUTES	
4.1.1. To approve the minutes of the following meeting: Standards Committee meeting held on 6 <sup>th</sup> July 2017 4.1.2. Notes from Development Session held on the 19 <sup>th</sup> September 2017 <ul style="list-style-type: none"> <li>Minutes agreed and signed</li> </ul>	
4.2. Matters arising from the Minutes <ul style="list-style-type: none"> <li>There were no matters arising</li> </ul>	
5. ITEMS TO BE CONSIDERED	
5.1. MAT School Improvement Strategy – 2017/18 Action Plan  JW presented the School Improvement Strategy which included the Action Plan.  JW reminded the group that she had not written the Action Plan and that she would like to evaluate the information more closely and would like to start the report again.  JC commented that the Action Plan is out of date and that our 'Big 5 Performance Indicators' whilst really good are not, however, sufficient. They are pupil level indicators. There is a lack of explicit school or MAT level performance indicators directing MAT school improvement activity. Schools can and do refer to the Ofsted Framework and do use peer and external review. The current document does not facilitate the committee to monitor it closely. It has actions but targets are unclear. It has proved to be a very helpful piece of work supporting initial developments from Nexus' inception.  CEO informed the group that this has been discussed as a leadership group and agreed that the Big 5 needs to be sharpened up.  JW stated that when she has met with heads she found it difficult to compare across schools.	

<p><b>ACTION - JW to work with JC and David McNaught to re-fresh and develop a SMART School Improvement Action plan.</b></p>	<p><b>JW/JC 12/03/18</b></p>
<p>5.2. Review of Terms of Reference</p> <p>CEO informed the group that the Terms of Reference needed to be reviewed annually and that the broad remit of the document covered all of the work.</p> <p>JC queried if Extended Services should fall under the main duties as at the moment he could not see where sits.</p> <p>CEO stated that the only place Extended Services is reported into is the Trust Board and that maybe they needed to have a separate governance meeting group.</p> <p>All accept the current TOR.</p> <p>A discussion followed relating to membership and that there needs to be more people on the committee following the resignation of AB.</p> <p><b>Action – CEO to approach a number of suggested people to see if they would like to join the committee</b></p>	<p><b>CEO 12/03/18</b></p>
<p>5.3. Standards Committee Work Program</p> <p>JC stated that at the last meeting he felt that we needed to evaluate the different committees and asked people for comments but did not receive any and wondered what the committee thought.</p> <p>CEO informed the group that he felt the remit of the group had met its brief over the past 12 months but this needed to be built on quickly to improve the model of MAT school improvement further. CEO frustration at the time this is taking, but reminded the committee that there was no consistent improvement framework for any of the special schools during their LA maintained period and very few key performance indicators when compared to the mainstream sector. CEO is working with the Executive Leadership Team to adopt a balanced scorecard approach and a meeting is scheduled with Phil Marshall on 13.12.17 to review a model being developed by Learners First. This will be underpinned by clearly defined performance criteria that schools self-assess/score against and then Directors can challenge judgements. <b>CEO to send JC the draft proforma of the balanced scorecard.</b></p> <p>JC stated that he feels there are some dilemmas between LGB's and the committee and that the Committee needs to ensure an anticipatory approach, digging into school and MAT level data, and based upon clear criteria.</p>	<p><b>CEO 24/11/17</b></p>

<p>CEO feels that now we have a School Improvement Lead that things should improve in the future.</p>	
<p>5.4. School Improvement Lead Report</p> <p>JW presented her Report</p> <p>JW informed the group that she has met with heads to discuss performance data and all gave quite different answers to her questions. Some were unclear regarding historical data. In relation to current data, some gave percentages and some gave nominal figures. The data regarding expected outcomes varies with clear difficulties for comparisons. However, the MAT needs to address this so that a coherent and cohesive approach can be evidenced.</p> <p>JC stated that he feels that accuracy and reliability of the data needs strengthening. Looking at ratios rather than percentages, would help.</p> <p>A discussion followed regarding categories and year groups and how best to present and compare information.</p> <p>CEO – I don't think special schools have to provide a narrative around performance unless Ofsted come into school. It is a low baseline to start with so how can we measure improvement.</p> <p>JC argued that there are methods. Agreed that JC and JW will address within proposed new action plan.</p> <p><b>A discussion took place regarding the external review which took place last week and the outcomes. This will be reported to the next standards committee in more detail.</b></p>	<p style="text-align: right;"><b>JW</b> <b>12/03/18</b></p>
<p>5.5. Key Performance Indicators</p> <p>JW presented her report and stated that she was looking at how we evidence the information around key indicators and that she wanted to get more concrete evidence. JW went on to talk about the Preparing for Adulthood Toolkit and that it has been adapted and is being used in schools.</p> <p>JC agreed that the toolkit is good and the outcomes should also be evidenced in the EHC plan</p> <p>A discussion followed regarding pupils taking responsibility and also around when a child achieves a milestone and that this should be recorded and evidenced and shared with others.</p> <p>JW informed the group that she has been looking at school improvement strategies and plans and while some areas are relevant there needs to be further work</p>	

JC queried if school SEFS were accurate and whether the priorities within SIPS were consequent and cohesive.

JW responded that 2 of the schools are rewriting their SIPS so they marry up with the SEFS

JC stated that if Directors had easy and ready access to all SIPS & SEFS and had training around what they meant then Directors could better question the heads around the information in them. We would have a better organisation. Is the Committee confident that sufficient challenge has been made by LGBs before they sign them off.

**Governor Hub now being used so that Directors can all see LGB documents and agendas. DH to ensure folders are set up for "key documents" such as the SEF and SIP.**

A discussion took place relating to priorities and the discussion that took place last week at the leadership summit; most schools had the same priorities but one school has a lot more and this may need to be looked at.

JC suggested that the same priorities appear as they are working to the same Ofsted framework. From a MAT perspective we might suggest elements such as 'partnerships'.

JW stated she feels as though some work could be done with middle leaders to get clarity about what is happening. All of the middle leaders to meet with her together for at least one day every half term

**Data Dashboard** - JW talked about Data dashboard and the information within it. The dashboard is a really helpful model developed by JT. JW is not confident the information is accurate THIS TIME around and wants to match them up with the 5KPI's

JC agreed that some of the figures did not add up and that there is no information around self-evaluation.

**Pupil Progress** - JW stated that she needs to be more explicit about what she requires from the questions being asked as different answers are being given.

A discussion followed regarding the absence data from Hilltop School. CEO was concerned that information being requested is reported into LGBs systematically and could be taken from there to inform standards committee reporting.

### **Behaviour Data and recording**

JW informed the group that there had been a challenge meeting with all heads which was split into 2 groups due to numbers to look at data around behaviour. The data did not give an accurate picture so it was agreed that JW will collate the data on a monthly basis and will report it into the Standards Committee. JW will also meet with behaviour leads to scrutinise the data recorded in CPOMS to see if there are any patterns emerging.

**DH  
12/03/18**

<p>A discussion followed around the number of incidents and numbers of pupils involved in the incidents.</p> <p>JC suggested that the information provided is good and that we will learn from this over time. Schools will understand why we need the information.</p> <p>JC noted that Pennine View had commissioned a day a week from 'Unravel' and wondered if this could be a Trust commission rather than individual school commission.</p> <p>CEO response was that this had been discussed at Exec Leadership Team but that he is mindful that if the trust picked up the funding and then we reconfigured and schools come in we can't ask them to pay additional funding. CEO also felt this should be a Headteacher decision and that there are delegated budgets to fund this at school level. ELT will wait to see the impact at PV and if schools are interested the schools can negotiate individually.</p>	
<p><b>6. ANY OTHER URGENT BUSINESS</b></p>	
<p>6.1. To consider any other urgent business agreed by the Chair</p> <ul style="list-style-type: none"> <li>• There were no items of urgent business</li> </ul>	
<p><b>7. CONFIDENTIALITY</b></p>	
<p>7.1. To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> <li>• There were no items deemed to be confidential</li> </ul>	
<p><b>17. DATES OF NEXT MEETINGS</b></p>	
<p>Monday 12<sup>th</sup> March 2018 at 17:00 – 19:00 – Kimberworth Children's Centre Monday 9<sup>th</sup> July 2018 at 17:00 – 19:00 – Kimberworth Children's Centre</p>	

**Minutes approved by Trust Board of Directors**

CHAIR	SIGNATURE	DATE
JOHN COLEMAN		