



**Standards Committee Meeting  
Thursday 6<sup>th</sup> July 2017, 17:00  
at Kimberworth Children's Centre  
Kimberworth Rd, Rotherham S61 1HE**

**ACTION POINTS SUMMARY SHEET**

Actions		By & Target Date
4.3 & 4.5 28/11/16	WC to explore options for use of personal health budgets 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?	<b>WC</b>
14.1 21/3/17	WC to arrange with IB for the policy spreadsheet to be put on Nexus website or on Share Point <b>06/07/17 – on agenda see item 20.1</b>	<b>Completed</b>
14.3 21/3/17	Provide information re questionnaire to parents	<b>JT 26/06/17</b>
14.4 21/3/17	Explore the possibility of systems integrating to include financial information	<b>WC/TB 26/06/17</b>
14.4 21/3/17	Establish if a fee could be paid for providing expert advice to the Dataset company	<b>JT 26/06/17</b>
20.6 06/07/17	Adult safeguarding training? - MASH might have ideas for way forward for Nexus schools?	<b>CEO/CH 22/11/17</b>
20.6 06/07/17	Staff employed over numerous years may not have references – looking for a way to cover this gap. JW i to forward template to WC & SF	<b>JWi 22/11/17</b>
20.6 06/07/17	CH – Looking at what we can do to be professionally curious? SF has more information to share with CH in this area & they will then share & feed back to the other Link Governors & the committee	<b>SF/CH 22/11/17</b>
20.1 06/07/17	Policy Review Plan - Plan needs to show which policies are statutory & mandatory. Plan need a key for colours	<b>Clerk 22/11/17</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	<b>JT 22/11/17</b>
20.2 06/07/17	Draft Behaviour - CEO/Clerk to make amendments prior to presentation to Trust Board	<b>Completed</b>
20.3	TOR - How are we going to self-assess? Need a discussion on how this is	<b>All</b>

06/07/17	going to happen. Directors requested to give suggestions on how this can be carried out	22/11/17
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**Attendees:**

John Coleman	Chair/Member/Director	JC
Peter Castleton	Director	PC
Catherine Hall	Director / Director for Safeguarding	CH
Amanda Benton	Associate Director	AB
Warren Carratt	CEO Nexus MAT	WC
Jacky Tattershall	Nexus School Improvement Lead	JT

**Also Present:**

Clare Southwell	Clerk	CS
Jill Walker	Appointed Nexus School Improvement Lead from Sept 2017	JWa
Diane Hyner	Kelford School – Link Governor Safeguarding	DH
Sherran Finney	Hilltop School - Link Governor Safeguarding	SF
Sarah Mulhall	Pennine View – Staff Link Governor Safeguarding	SM
June Williams	External Reviewer	JWi

**Apologies:**

Andy Child	Member/Director	AC
Cara Jones	Abbey School – Link Governor Safeguarding	CJ

16. APOLOGIES FOR ABSENCE		Actions						
16.1	To accept apologies for absence <ul style="list-style-type: none"> <li>• Apologies received from AC, CJ</li> </ul>							
16.2	To receive, but not accept, apologies for absence <ul style="list-style-type: none"> <li>• All apologies accepted</li> </ul>							
17. ITEMS OF URGENT BUSINESS								
17.1	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>							
18. DECLARATION OF INTERESTS								
18.1	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>							
19. APPROVAL OF COMMITTEE MINUTES								
19.1	To approve the minutes of the following meeting: Standards Committee meeting held on 20 <sup>th</sup> March 2017 <ul style="list-style-type: none"> <li>• The minutes were agreed and approved but the following amendments were agreed and required before signing:</li> <li>• It was noted that PC was not present at this meeting</li> <li>• It was noted that JI had resigned from his position of Director of Nexus MAT on 17<sup>th</sup> March 2017</li> </ul>							
19.2	Matters arising from the Minutes <ul style="list-style-type: none"> <li>• There were matters arising were dealt with at item 19.1</li> <li>• The actions were noted above</li> </ul>							
20. ITEMS TO BE CONSIDERED								
<b>It was agreed that the order of the agenda be amended</b>								
<b>Items 20.5 &amp; 20.6 were therefore dealt with first</b>								
20.5	Safeguarding Link Governor Reports <ul style="list-style-type: none"> <li>• Reports from some of the Safeguarding Link Governors had been circulated with the agenda</li> <li>• Directors thanked Link Governors for the detailed reports</li> </ul>							
<table border="1"> <thead> <tr> <th>Questions &amp; Challenges</th> <th>Responses</th> <th>Further action(s)</th> </tr> </thead> <tbody> <tr> <td><i>JC – why on reports from only 3 schools?</i></td> <td>Verbal report from SF – Hilltop Safeguarding Link Governor</td> <td></td> </tr> </tbody> </table>			Questions & Challenges	Responses	Further action(s)	<i>JC – why on reports from only 3 schools?</i>	Verbal report from SF – Hilltop Safeguarding Link Governor	
Questions & Challenges	Responses	Further action(s)						
<i>JC – why on reports from only 3 schools?</i>	Verbal report from SF – Hilltop Safeguarding Link Governor							
<b>Hilltop School</b>								
<ul style="list-style-type: none"> <li>• Link Governor meets regularly with School’s Designated Safeguarding Lead (DSL) who is Rob Mulvey (RM), Deputy Head of School</li> <li>• SF has worked with and assisted RM with Safeguarding Audit work</li> <li>• SF has worked with and assisted RM and office staff with the completion of the Single Central record (SCR)</li> <li>• SF has led safeguarding training in school to help staff understand their role</li> </ul>								

- RM worked hard to test the impact of any training
- Issue in school re Fabricated illness, did not develop into a safeguarding issue but issue showed that training and staff awareness is embedded
- Problems accessing the audit in school due to technical problems

Questions & Challenges	Responses	Further action(s)
<i>WC to SF what is your view on Hilltop?</i>	Improving, now submitting report to case conferences & introduced CPOMS. All areas developing and getting better	
<i>PC to SF in what way getting better</i>	Working with staff and parents and testing on impact. CH – reported good practice	

### **Kelford School**

- Reports circulated with agenda
- New Safeguarding Link Governor had met with DSL & other staff
- Safeguarding Link Governor has checked SCR, checked rag rating & ensured that work is moving forward
- Link Governor has attended Safer Recruitment and ESafety Training & is aware of training in school
- Error of year date on report noted

### **Pennine View School**

- SM is DSL lead appointed from Intervention Board & working with current DSL
- SM has several years' experience of being DSL at Kelford School
- SM will be Headteacher of Pennine View from 1<sup>st</sup> Sept 2017
- Last inspection of school was a grade 3 so much improvement required
- Considerable amount of work already carried out in school
- Doncaster self-assessment audit very limited so Rotherham version used
- SM has been assisting Jacqueline Cox (JC) Pennine View DSL to undertake the audit & ensure a honest and open response is recorded
- SM & JC are working through evidence to ensure everything is in place
- JWi due to meet to look at action plan

### **Abbey School**

- Reports received, Safeguarding Link Governor not present

- 20.6 External Audit of SCR Report
- External Reviews undertaken:  
First ½ term was review of SCR  
Second ½ term was review of audit actions which was only completed yesterday so no formal report available yet

### **JWi update on Hilltop School**

- SCR was lots of work to be undertaken but not unique to Hilltop
- SCR, now major improvements, will be a constantly updated document, very pleased with amount of work undertaken
- Personnel files also checked
- Audit action plan, quite a few actions to be carried out:

training including catering & cleaning staff  
annual report to Governors, still need to embed whistle blowing policy

- Inter-agency working - want to formalise safeguarding training
- Regular evaluation undertaken by DSL, measuring impact & review where any gaps are found
- Governors to scrutinise new legislation more effectively and improve understanding of complaints policy
- E Safety update of policy – parents session poorly attended so further training for parents to be arranged
- New Deputy Safeguarding Lead to undertake training in September 2017. School will have two deputies
- Hilltop Safeguarding Link Governor stepping down from role as Governor in August 2017 but will continue to support Hilltop

Questions & Challenges	Responses	Further action(s)
<i>PC – Do staff really understand why this is so important</i>	Yes understanding improving & realising difference between safeguarding & child protection. Increase in cause for concerns reported due to higher understanding & staff being more responsive	
<i>CH – what about adult safeguarding?</i>	Adult services do not have trainers – Mental Capacity Act starts at age 16, also many vulnerable parents of pupils. MASH might have ideas for way forward for Nexus schools?	<b>CEO/CH</b>

**JWi update on Kelford School**

- Impressed with work undertaken on SCR
- Updated version is colour coded to show what is missing, might be advantageous to share with whole MAT
- JWī queried as to whether 128 checks were required if enhanced DBS checked are carried out. It was noted that 128 checks are carried out for all SLT members of staff and Governors
- File checking and updating still ongoing
- DSL already undertaken audit & using action plan format to continue work in school
- All amber still being enhanced
- School looking and working on complaints policy
- A recent Ofsted inspection looked at staff files & requested information on interviews, questions at interview, references, & appointment procedures
- Staff employed over numerous years may not have references – looking for a way to cover this gap: Audit trail of PFM, Letter of evidence could be used to cover situation. JWī to forward template for latter to WC & SF
- Ofsted inspections vary greatly
- Is common sense need to evidence that files are regularly checked and that any missing evidence is obtained
- NHS do annual appraisal and a 3-year revalidation of staff
- Governor handbook raises constant checks on SCR – Nexus has independent expert

**JWi**

Questions & Challenges	Responses	Further action(s)
<i>CH - Do schools record compliments &amp; complaints or just complaints?</i>	Mainly just complaints – Compliments not always recorded, received in a variety of ways – PCR, direct from parents	
<i>JC – should it be school or Trust that do the letter of evidence</i>	School would know the history of person. Schools would need evidence of PFM in all staff files	
<b><u>JWi update on Pennine View School</u></b>		
<ul style="list-style-type: none"> <li>• SM working well</li> <li>• JWi due to meet with JC to review action plan</li> <li>• SM support will ensure that standards will be raised</li> <li>• Rotherham support will bring more support no depth of knowledge than Doncaster</li> <li>• JC – Thanked all Safeguarding Link Governors &amp; JWi for their reports &amp; input. Felt it was important for the Directors to understand the layers of ongoing work undertaken in schools. It was a very welcomed conversation and an excellent way of getting to know the schools and a way of sharing good practice. We need to give some thought on ways to celebrate good practice. Is there anything that the Trust can do to help the Safeguarding Link Governors in their roles?</li> <li>• DH - Very helpful to have JWi expertise to guide and verify</li> <li>• WC - All school have courageous &amp; difficult conversations with families which address any issues at an early stage. Excellent work by Headteachers and Safeguarding Leads</li> </ul>		
Questions & Challenges	Responses	Further action(s)
<i>PC – Does the process is one that engenders trust in the staffing groups that you are looking at?</i>	JWi always want to show she is supportive and there to help not to judge. All schools always very friendly, open & honest about levels of knowledge and understanding and all staff enthusiastic to put things right and move forward	
<i>SM - SCR is a piece of work. What is the Trust's standard for the SCR? Should the Trust pick a focus area to drill down, challenge &amp; reflect</i>	JWi – There are numerous safeguarding policies, many are generic from the LA. A piece of work could be to look at the policies and see if they are appropriate to the schools, or the Trust could look at safer recruitment & follow a process from advert to appointment	
<ul style="list-style-type: none"> <li>• JC – Maybe the Trust should ask Link Govs what is appropriate. Behaviour is currently being drilled down but it is not a quick win, SCR has been a whole year of work</li> <li>• CH – Looking at what we can do to be professionally curious? CH Looking at three areas of supportive challenge, i.e. an area that school does well. SF has</li> </ul>		



more information to share with CH in this area & they will then share & feed back to the other Link Governors & the committee		<b>SF/CH</b>												
The following people left the meeting: DH, SM, JWi, SF														
<p>20.1 Policy Review Forward Plan</p> <ul style="list-style-type: none"> <li>• Work still ongoing to update plan and policies</li> <li>• Clerk to work with JWa from September 2017 to assist with school based policies</li> <li>• Needs to be shared</li> <li>• Vision once review plan up to date and all policies on file is for Clerks to be able to forward current policy to author with a reminder to review 3 months prior to review date which would ensure policies are kept up to date and reviewed in line with requirements</li> </ul>														
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<p>20.2 MAT Schools Improvement Strategy and 2016/17 action plan</p> <ul style="list-style-type: none"> <li>• JT presented report that had been circulated with the agenda</li> <li>• Report Shows actions not achieved &amp; whether will be achieved or will pass over to next year</li> <li>• JT meeting with JWa to pass over work &amp; plans for the School Improvement position</li> <li>• Only one action not started, need to discuss with JWa whether action still relevant</li> </ul>														
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<p><i>JC – 1.2 outstanding school leadership. Lots happened but not as much as we aspired to, why is this?</i></p>	<p>Hilltop have had significant changes so were not in a place to enrol anyone at the start of the year. Work will be ongoing. Kelford 1st wave of staff going through programs, schools also doing things individually so not all collated</p>		
<p><i>PC – 3.2 re benchmarking with schools nationally, how is this taking place?</i></p>	<p>Against national data Hilltop &amp; Kelford attendance is still poor and below national levels. Kelford have invested heavily on addressing the issue. JT has contacted Jo Smith from home education to discuss how special schools can work together with hospital schooling as they already work with mainstreams. We need to challenge this</p>		
<p>PC –It has been raised previously how difficult it is to establish the benchmark. Are we getting any nearer to establishing this?</p>	<p>Access to Yorkshire &amp; Humberside benchmarking but very difficult to get national data. Many pupils have significant issues that affect attendance. JT target for Kelford was set but not achieved –now with work undertaken can identify &amp; evidence reasons. Some pupils do have outstanding attendance but this is not recognised because the school as a whole is below</p>		
<p><i>JWa – Can we split groups to show the good areas and the attendance of the pupils with significant issues?</i></p>	<p>Lots of layers below dashboard figures, figures can be presented in a variety of ways</p>		
<ul style="list-style-type: none"> <li>• Dashboard – Pennine View are coming on board but a full term of data is not yet available so not included yet</li> <li>• Action “14.4 - Establish if a fee could be paid for providing expert advice to the Dataset company” The MAT has only been charged 2/3rds of the usual fee (£3,000 discount) for the bespoke development and creation of the database to recognise the schools input</li> </ul>			
<p><b>Questions &amp; Challenges</b></p>	<p><b>Response</b></p>	<p><b>Further action(s)</b></p>	
<p><i>PC - Who owns the copyright of data? The Trust is undertaking the work and creating the data which is enabling Dataset to develop, can we also earn income form this?</i></p>	<p>JT – We’ve commissioned the work and asked them to develop it. WC - Nexus host the data on behalf of the public. The Trust is deemed to be non-profit making &amp; need to show that the Trust is furthering education for Trust pupils &amp; the wider area</p>		



- All schools over planned place,
- Abbey age range is now 4-19, error noted
- One 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
- Pupil progress - slight decrease at Abbey & Kelford confident will hit 85% by end of year
- Hilltop outcomes good and now have good quality and valid outcome data but only a few months of systems in place & will need to have continued monitoring from Trust over next year to ensure judgements are routed from evidence
- Hilltop School will probably be the 1<sup>st</sup> school in the Trust to receive an Ofsted Inspection
- Quality of Teaching & Learning, numbers of judgements changing to ensure a formality across the Trust –Hilltop reducing as previously included HLTAs in data, Kelford increasing as now including all with teaching responsibility
- A model process has been developed at Kelford to appraise support staff, once trialled it will be shared across the Trust
- Work with Dean Cotton is continuing with regards to behaviour reporting and policy

**JT**

Questions & Challenges	Response	Further action(s)
<i>JC – How can the number of Restrictive Physical Intervention (RPI) be more than Behaviour Incidents?</i>	Need consistency across Trust on reporting. Consistent vocabulary is now in place but Abbey staff are only reporting RPIs & Hilltop are reporting everything. Need to formalise a reporting system across the Trust to enable benchmarking. JWa to get into schools to look at what & how is reported	
<i>PC – Do we have an idea of number of pupils involved?</i>	JT – Yes we drill down & see numbers of pupils & details of Year group gender, Pupil Premium pupils, days, times etc. Behaviour leads in each school are drilling down & dissecting data each term but not currently consistent analysis	

- JC – need consistency under direction from the Trust
- JT feels this is an area of concern as data does not reflect pictures seen in schools
- Directors need to be clear & understand reasons for data – needs continual investigations & give precise questions to be answered
- Revised united policy agreed by schools to be approved at Trust Board may assist the analysis
- Draft Behaviour Policy approved by Committee with noted amendments required with regard to timeframe of record keeping. CEO/Clerk to make amendments prior to presentation to Trust Board where Chair will make a recommendation to approve
- Parent Views - summaries of individual school responses on school websites
- School currently undertaking end of year questionnaires which will be analysed in

**CEO/Clerk**

<p>the Autumn Term</p> <ul style="list-style-type: none"> <li>Schools create own questionnaires but there are 5 generic questions. Schools undertake own actions from responses</li> <li>Lots of work re communication with parents, carers &amp; families</li> <li>Parents feel that children are happy &amp; safe</li> <li>Some families do not understand progress and data</li> </ul>		
<b>Questions &amp; Challenges</b>	<b>Response</b>	<b>Further action(s)</b>
<i>AB – do families know about the impact of the Trust?</i>	Need to widen questions to include core standard questions from Trust as well as school questions	
<ul style="list-style-type: none"> <li>CEO to develop with Headteachers to decide core questions</li> <li>All questionnaires have areas to input narrative and ask what is working well, what is not working well</li> </ul> <p>JC - Big thank you to JT contribution. Directors admire and appreciate and are very grateful for the amount of work undertaken during the year</p>		
<p>20.3 Review of Terms of Reference</p> <ul style="list-style-type: none"> <li>Terms of reference for the committee had been circulated with the agenda</li> </ul>		
<b>Questions &amp; Challenges</b>	<b>Responses</b>	<b>Further action(s)</b>
<i>JC - 4.3 How are we going to self-assess?</i>	Need a discussion on how this is going to happen. Directors requested to give suggestions on how this can be carried out	All
<p>20.4 Standards Committee Work Program</p> <ul style="list-style-type: none"> <li>Work plan agreed but change of termly focuses in line with changes made to LGB focuses: Teaching &amp; Learning - 1<sup>st</sup> Term; Wellbeing - 2<sup>nd</sup> Term</li> <li>Clerk to amend order</li> </ul>		
<b>Clerk</b>		
<p>20.7 E-Safety Reports</p> <ul style="list-style-type: none"> <li>External Reviewer Reports circulated with the agenda and will also go to next LGB meetings</li> <li>No report available for Kelford as grading challenged &amp; being revised</li> <li>Reports show areas of development</li> <li>Excellent informative reports</li> </ul>		
<b>Questions &amp; Challenges</b>	<b>Responses</b>	<b>Further action(s)</b>
<i>SM – lots of layers so also needs directive from Trust on areas of focus</i>	Significant area of work to be undertaken in schools. Trust to review areas for focus	

<b>21. ANY OTHER URGENT BUSINESS</b>	
21.1 To consider any other urgent business agreed by the Chair <ul style="list-style-type: none"> <li>There were no items of urgent business</li> </ul>	
<b>22. CONFIDENTIALITY</b>	
22.1 To consider the confidentiality of any items discussed during the meeting <ul style="list-style-type: none"> <li>There were no items deemed to be confidential</li> </ul>	
<b>17. DATES OF NEXT MEETINGS</b>	
Challenge Session – Behaviour Tuesday 19 <sup>th</sup> September 2017 at 14:00 – 16:00 - Kimberworth Children’s Centre  Wednesday 22 <sup>nd</sup> November at 17:00 at Kimberworth Children’s Centre Monday 12 <sup>th</sup> March 2018 at 17:00 at Kimberworth Children’s Centre Monday 9 <sup>th</sup> July 2018 at 17:00 at Kimberworth Children’s Centre	

**Minutes approved by Trust Board of Directors**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
JOHN COLEMAN		