



Norton College

11-19 School & Sixth Form Centre

Evolution Schools Learning Trust Meeting of the Trust Board Wednesday 6th April 2022 at 6.30pm at the school

Present: Ms Jill Donaldson Hodges (Chair) Mrs Helen Robinson
Mrs Kelly Dunn (*by video link*) Mr Craig Shepherdson (*by video link*)
Mr Luke Ives Mrs Catriona Stewart
Mrs Caitlin Mackinder Mrs Karron Young
Mr Sam Moore (*by video link*)

In attendance: Mr Tim Johnson (Headteacher)
Mrs Caroline Edwards (Deputy Headteacher) (*until 8.00pm*)
Mrs Julie Barber (Pastoral Director) (*until 7.05pm*)
Mrs Barbara Kybett (Governance Advisor - Clerk)

The start of the meeting was delayed until 6.40pm

1.	Welcome, apologies for absence and consents The Chair welcomed everyone to the meeting. As all trustees were present, there were no apologies for absence.	ACTION
2.	Declarations of Interest (<i>related to this agenda</i>) There were no declarations of interest.	
3.	Minutes of the extraordinary meeting of the Trust Board held on 2nd November 2021 (two sets), action plan and matters arising Previously distributed. Resolved: Trustees considered the main set of minutes from the extraordinary meeting held 2nd November 2021 and agreed that they were a true and accurate record of the meeting. Trustees also agreed that the confidential set of minutes from this meeting were a true and accurate record. Both sets of minutes were duly approved. There were no action points or matters arising from these minutes.	

4.	<p>Minutes of the meeting of the Trust Board held on 15th December 2021, action plan and matters arising Previously distributed.</p> <p>Resolved: Trustees considered the minutes from the meeting held 15th December 2021 and agreed that they were a true and accurate record of the meeting. The minutes were duly approved.</p> <table border="1" data-bbox="196 483 1345 1245"> <thead> <tr> <th data-bbox="196 483 379 555">Action</th> <th data-bbox="379 483 1157 555"></th> <th data-bbox="1157 483 1345 555">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="196 555 379 689">1.</td> <td data-bbox="379 555 1157 689">Consider strengthening the Code of Conduct to reflect duties of trustees outlined in Ofsted inspection framework and Governance Handbook</td> <td data-bbox="1157 555 1345 689">Ongoing</td> </tr> <tr> <td data-bbox="196 689 379 779">2.</td> <td data-bbox="379 689 1157 779">Read through previous sets of minutes and Headteacher's reports to highlight improvements</td> <td data-bbox="1157 689 1345 779">Ongoing</td> </tr> <tr> <td data-bbox="196 779 379 869">3.</td> <td data-bbox="379 779 1157 869">Check with Mr Layton which, if any, trustees are still to complete relevant internet training</td> <td data-bbox="1157 779 1345 869">Completed</td> </tr> <tr> <td data-bbox="196 869 379 958">4.</td> <td data-bbox="379 869 1157 958">Share questions on key aspects of KCSIE guidance with the Chair</td> <td data-bbox="1157 869 1345 958">Closed</td> </tr> <tr> <td data-bbox="196 958 379 1037">5.</td> <td data-bbox="379 958 1157 1037">Circulate final report from external review of governance</td> <td data-bbox="1157 958 1345 1037">Completed</td> </tr> <tr> <td data-bbox="196 1037 379 1171">6.</td> <td data-bbox="379 1037 1157 1171">All trustees to read KCSIE Part 1 if they have not already done so this academic year and to confirm with the Chair and the Clerk</td> <td data-bbox="1157 1037 1345 1171">Carried forward</td> </tr> <tr> <td data-bbox="196 1171 379 1245">7.</td> <td data-bbox="379 1171 1157 1245">Send message to staff on behalf of the Board</td> <td data-bbox="1157 1171 1345 1245">Completed</td> </tr> </tbody> </table> <p>With reference to Action Point 6, Mrs Barber agreed to email the Chair with a list of trustees who had not confirmed that they had read KCSIE Part 1.</p> <p><i>Action: Mrs Barber to send the Chair a list of trustees who had not confirmed that they had read KCSIE Part 1</i></p>	Action		Status	1.	Consider strengthening the Code of Conduct to reflect duties of trustees outlined in Ofsted inspection framework and Governance Handbook	Ongoing	2.	Read through previous sets of minutes and Headteacher's reports to highlight improvements	Ongoing	3.	Check with Mr Layton which, if any, trustees are still to complete relevant internet training	Completed	4.	Share questions on key aspects of KCSIE guidance with the Chair	Closed	5.	Circulate final report from external review of governance	Completed	6.	All trustees to read KCSIE Part 1 if they have not already done so this academic year and to confirm with the Chair and the Clerk	Carried forward	7.	Send message to staff on behalf of the Board	Completed	JB
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5.	<p>Rolling Action Plan Previously distributed.</p> <p>The actions from previous Board meetings were covered under Item 4.</p>																									
6.	<p>Correspondence received</p> <p>There was nothing to report under this item.</p>																									
7.	<p>Safeguarding: Update on Looked After Children and ESafety from Julie Barber</p> <p>Mrs Barber began by advising that there was only one Looked After Child currently on the school roll, with potentially one more to join the school.</p>																									

	<p>With regard to ESafety, Mrs Barber highlighted the following:</p> <ul style="list-style-type: none"> • the digital safety service, Smoothwall, had been streamlined such that the school now received far fewer alerts to follow up • local police had alerted the school to the online safety risk posed by “incels”; Mrs Barber provided further details and advised that she would soon be accessing relevant training • there continued to be a rise in thresholds for referrals to external agencies • the school counsellor service had proved very effective, even taking into account the very few hours which the school contracted; Mrs Barber provided further information on how referrals were made to the service. <p>Mrs Young asked if the local schools’ safeguarding partnership had discussed the recent report on the failings of North Yorkshire police to meet safeguarding expectations. Senior leaders had not seen this report which Mrs Young agreed to forward to them. Mrs Barber commented that the school would continue to challenge police practice if senior leaders considered that children were not being adequately safeguarded.</p> <p>Action: Mrs Young to send report on NY police safeguarding practice to Mrs Barber.</p> <p>In response to the Chair’s question about training for trustees, Mrs Barber undertook to consider what further training might be advisable.</p> <p>Action: Mrs Barber to consider further training for trustees.</p>	<p>KY</p> <p>JB</p>
<p>8.</p>	<p>Headteacher’s Report Previously distributed.</p> <p>The Headteacher presented his report.</p> <p>The Chair drew attention to the format of the report which was set out under headings reflecting the areas of the Ofsted framework, and had been written in this way to address progress towards RAP priorities.</p> <p>Mrs Barber spoke to the Safeguarding section of the report. She summarised recent meetings with groups of female students which had been arranged to collect pupil voice on safeguarding matters in school. Mrs Barber reported that the female students generally felt safe in school. They reported some level of sexualised “banter”, both from male and female students. Mrs Barber explained that, as a next step, she would work with local police to deliver workshops to all students to alert them to the risk of illegal behaviour. Whilst students felt safe, there was clearly more work to do in educating all students on peer on peer sexual abuse and harassment. Mrs Barber advised that she would be drafting a questionnaire for all students to complete.</p>	

In response to a trustee's question, Mrs Barber explained that the CPOMS figures in the report were for the current year and provided further details about the substantiated claims against members of staff which had been referred to the LADO. She gave assurances that no reputational risk to the school had arisen from these incidents and that all incidents had been dealt with appropriately following advice from the LADO.

Trustees thanked Mrs Barber for her updates and she left the meeting at 7.05pm.

The Headteacher referred to the student numbers in the report, noting that a trend of falling numbers in the early part of the year seemed to have been arrested. Indications were that the Year 7 cohort in September would meet the Published Admissions Number (PAN).

The Headteacher observed that it had been a useful exercise to use the Ofsted headings in his report, as this had enabled him to reflect on progress against the RAP priorities. He commented that, whilst there had been significant work done in all areas, it would take time to evidence the full impact, particularly in areas such as attendance and quality of learning. Nevertheless, there was evidence of improvement.

The Headteacher highlighted the aspirational FFT5 targets which all staff were now working to. Work was also taking place with staff to ensure that a standardised process of grade prediction was in place. The Headteacher referred to the data tables which demonstrated significant progress in closing the gap between disadvantaged and non-disadvantaged students, as the systems now in place enabled staff to identify students falling behind at a much earlier stage of their education.

The Headteacher provided further details about the reading programme. A trustee queried whether Phonics teaching was part of this. The Headteacher explained that staff would not be expected to teach Phonics but awareness of the principles was growing.

The Headteacher referred to information in his report on average class sizes for Years 10 and 12 next year, and advised that there had been some difficult decisions made on which courses to offer. Subject choice had, however, been limited in a considered way, such that subjects similar to those cut were still available. Overall, the school was working towards a more refined offer. The Chair noted that the Headteacher was working to the principles of Integrated Curriculum and Financial Planning (ICFP) which would also benefit the budget.

A trustee asked if the reduction in options had resulted in any negative parental feedback. The Headteacher advised that one parent of a Year 9 student had made a formal complaint and there had been a small number of other informal complaints. However, it was clear that the reduction in course choice would lead very quickly to a better curriculum. Triple Science and Product Design were now being offered and a new member of staff with relevant expertise had been appointed to deliver the latter. The percentage of students

being entered for the Ebacc was currently in line with the national average and it moved to 50% for the 2022 Year 10 cohort which was above the national average. The Headteacher noted that the DfE's target for Ebacc entry was currently 75%, rising to 90% in 2025. This would be challenging to achieve given the requirement for an MFL subject. The Ebacc would not be a suitable pathway for all students and the Headteacher underlined that although there was no requirement to meet the target of 75% it was important that the school was moving in the right direction to meet the 2025 target.

The Chair questioned whether there was any measure of certainty around the accuracy of Year 10 and 11 predictions. The Headteacher explained that they were based on projection models but cautioned that there was a high level of uncertainty as a result of the pandemic and the impact this would have upon national performance in examinations.

Mrs Edwards spoke to the section on Behaviour and Attitudes. She highlighted the reduction in Persistent Absence (PA) although this figure was still being significantly impacted by COVID, which was the reason for 35% of all absences. Were it not for COVID, attendance would be in line with the historic national averages. Mrs Edwards advised that the attendance of Pupil Premium students and those with SEND was causing the most concern. In response to a query, she explained that if a student did not meet the attendance threshold, this data would remain with the school, even if the student moved to another school within the same academic year.

Mrs Edwards outlined the strategies in place to improve attendance, and referred trustees to the impact of these evidence in the report. She also explained how attendance was tracked.

A trustee noted that the impact of an Attendance Panel meeting seemed greater when parents had attended, and asked what could be done to improve parental engagement. Mrs Edwards responded that staff had tried to be flexible, and had moved meetings online, but the accompanying paperwork needed to be signed by parents.

A trustee queried if the SENDCo was involved in improving attendance of pupils with SEND. Mrs Edwards confirmed that the SENDCo was involved in discussions about attendance. She added that, for some students with SEND, there were logistical reasons for poor attendance such as frequent medical appointments. The Chair offered to send the recent Ofsted paper on attendance to Mrs Edwards.

Action: the Chair to send the recent Ofsted paper on attendance to Mrs Edwards.

A trustee noted that suspensions had increased this year but were still below the regional and national average. Mrs Edwards explained that the percentage was likely to increase as the figure referred to the number of suspensions so far this year. The percentage was in fact on track to be in line with or slightly above the historic national average. The Headteacher observed that all schools were facing challenges around behaviour and

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commented that the usual interventions were ineffective with students who were repeatedly sanctioned with suspension. Staff tried to implement a variety of strategies but often suspension was the only appropriate sanction for the behaviour. Mrs Edwards added that there was very little provision in the county for behaviour issues, and schools had no time or space to manage students with very challenging behaviour. A trustee commented that there may need to be more financial investment for alternative provision within the school, which was already being established. It was noted that the Ryedale Out of School Education (ROOSE) service was limited to one and half days a week of provision, and the cost was paid by schools via a top slice to the LA. The Headteacher advised that he was working with other local secondary schools with the aim of providing a more comprehensive local service.

Mrs Edwards reported that internal exclusions were also used as a sanction. The Chair expressed concern that this increased the workload of the SLT, in needing to remove students from lessons. Mrs Edwards explained that class teachers were taking more responsibility, which was one of the benefits of the new Behaviour Policy. The structure of rewards would be changing next term, which would be a further step towards altering attitudes to managing behaviour in the classroom.

The Chair referred to the section on parental engagement and highlighted the role of trustees in this, which she considered should be a priority. The Headteacher added that attendance at parents' evening was a concern; the intention was to return to face to face consultations next year. Mrs Edwards advised that the Year 6 parents' information evening and the recent Friendship Evening were very well attended, however, as was the Sixth Form information evening. All of these were face-to-face events.

Moving to the section on Personal Development, the Headteacher highlighted the improvements made in extending the range of enrichment activities, which had impacted very positively on the student experience.

A trustee commented on the number of students registered for Year 7 in September, and thanked the Headteacher for his work in engaging with local primaries which had no doubt led to this positive outcome. The Headteacher noted that Mrs Edwards and Mrs Waines were also working with local primaries.

A trustee noted that the careers aspect of Personal Development could contribute to an increase in Sixth Form numbers. Mrs Stewart advised that she would be undertaking a link visit to the Sixth Form that week and could discuss the impact of the careers programme.

Trustees thanked the Headteacher for his report, and other senior leaders for their contributions to it.

9.	<p>SEND review update KS3 and KS4</p> <p>Covered in the Headteacher's report. The Headteacher advised that the SEND monitoring and evaluation cycle was in progress.</p>	
10.	<p>Engagement Review</p> <p>Covered in the Headteacher's report.</p> <p><i>(Caroline Edwards left the meeting at 8pm)</i></p>	
11.	<p>Draft minutes of the Education and Standards Committee meeting held 26th January 2022</p> <p>Previously distributed.</p> <p>Trustees received the draft minutes of this meeting.</p>	
12.	<p>Minutes of the Finance, Audit and Risk Committee meetings held 27th January 2022 and 9th February 2022 (draft)</p> <p>Previously distributed.</p> <p>Trustees received the minutes of these meetings.</p>	
13.	<p>Governance</p> <p><u>Scheme of Delegation</u> Previously distributed.</p> <p>Resolved: Trustees unanimously approved the Scheme of Delegation.</p> <p>Luke Ives suggested that trustees should formulate a view on the ideal format for a Scheme of Delegation before committing to join a Multi Academy Trust. He would undertake some research and feed back to the Board.</p> <p><u>Governance Improvement Plan</u> Previously distributed.</p> <p>The Chair advised that she had updated the Plan and invited comments. She highlighted the following outstanding actions:</p> <ul style="list-style-type: none"> • to improve trustees' understanding of the Equalities Act; the Chair would circulate relevant information • to gain a better understanding of important documents such as the Governance Handbook • to appoint another trustee, ideally with finance expertise • to compare the school's performance against similar schools 	

- to progress recommendations from the SRMA and the ICFP model; the Chair advised that there was useful training available on the DfE website.

Action: the Chair to circulate information on trustees' duties with regard to the Equalities Act.

A trustee commented that the publication of minutes from Board meetings and trustees' pen portraits on the website demonstrated engagement with stakeholders. Trustees agreed that this could be expanded by including a section from trustees in the school newsletter.

Training update

Previously distributed.

Trustees were asked to send any training certificates to the Clerk.

Publication of Board minutes

Covered above.

Key messages and impact from link visits and reviews

Previously distributed.

The Chair referred to her previously distributed summary paper and advised that she would continue to update it. This would be very helpful for Ofsted as it gave examples of evidence and impact and was written under Ofsted headings. The paper included summaries of all link visits to date and the two external reviews – one on the school and one on governance.

Schedule of meetings for 2022-23

The Chair observed that the meeting agendas this year had been very full and as a result, it had not always been possible to give items due attention, particularly given the time senior leaders had taken to prepare for them. Following a discussion with the Headteacher, she proposed to add another Committee to the structure, which would have a remit for Behaviour, Attendance and Personal Development. Trustees agreed that this was a sensible proposal.

It was also agreed that a further Education and Standards Committee meeting should be held in September to consider public exam results.

Resolved:

Trustees agreed the following meetings for 2022-23:

- Four Board meetings
- Six Finance, Audit and Risk Committee meetings
- Four Education and Standards Committee meetings

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	<ul style="list-style-type: none"> • Three Committee meetings to cover Behaviour, Attendance and Standards • One Pay Committee meeting <p>Trustees agreed that they would also set aside two dates during the year for training.</p>	
14.	<p>Link Visit Reports <u>Behaviour and Attendance - Mrs Dunn</u> Previously distributed.</p> <p><u>Pupil Premium - Mrs Mackinder and Mr Shepherdson</u> Previously distributed.</p> <p>Mr Shepherdson referred to the general areas for discussion at the end of this report:</p> <ul style="list-style-type: none"> • Why was external provision so limited in North Yorkshire compared to nearby local areas? The Headteacher explained that areas with higher deprivation would attract more funding and North Yorkshire was a large area geographically which hindered effective collaboration. • Are the numbers of students eligible for Free School Meals considered to be accurate? Could anything more be done to encourage parents to register if eligible? The Headteacher was of the view that the figures were accurate as there was little unemployment in the community. However, he would highlight the application process for FSM within his next parental letter. • Is the information being fed through from primary schools about disadvantaged students accurate? The Headteacher advised that Mrs Edwards worked with primaries on transition information and that this could be followed up at the next monitoring meeting with her. It was noted that eligibility for Free School Meals would normally follow a Year 6 pupil through to secondary education under the Ever 6 rule. • Would there be merit in re-instating the Awards Evening? Trustees agreed that they would support this. 	
*16.	<p><i>This item was taken next.</i></p> <p>Policies All previously distributed.</p> <p><u>Staff Wellbeing Policy</u></p> <p>It was noted that Mrs Dunn would replace Mrs Stewart as link governor for Staff Wellbeing.</p> <p><u>Admissions Policy 2023/24 (to minute approval)</u></p> <p>This policy had been previously approved by email.</p>	

	<u>Protection of biometric information of children in schools and colleges</u> <u>Early Career Teachers</u> <u>SEND</u> <u>H&S/Premises management</u> <u>First Aid</u> Resolved: Trustees unanimously approved all the above policies.	
*15.	Update on consultation to change the school day <p>The Headteacher advised that the government's recent White Paper had stipulated the length of the school day; the current timings met this requirement and could therefore not be changed.</p>	
16.	Determination of matters to be regarded as confidential <p>There were no items recorded as a confidential minute.</p>	
17.	Any other business <p>There was no other business.</p>	
18.	Dates and times of future meetings – all at 6.30pm <ul style="list-style-type: none"> Wednesday 13th July 2022 	

Meeting ended at 8.35pm

Signed: Jill Donaldson Hodges

Date: 13th July 2022

Ms Jill Donaldson Hodges (Chair)

ACTION PLAN FROM THE MEETING OF THE ESLT BOARD held on Wednesday 6th April 2022

To be added to the rolling action plan

Action	Item	Person(s)	Timescale
1. All trustees to read KCSIE Part 1 if they have not already done so this academic year and to confirm with the Chair and the Clerk	4	All trustees	ASAP

2.	Send the Chair a list of trustees who have not confirmed that they had read KCSIE Part 1	4	Julie Barber	After the meeting
3.	Send report on NY police safeguarding practice to Mrs Barber	7	Karron Young	After the meeting
4.	Consider further training for trustees	7	Julie Barber	Summer term
5.	Send the recent Ofsted paper on attendance to Mrs Edwards	8	JDH	After the meeting
6.	Circulate information on trustees' duties with regard to the Equalities Act	13	JDH	After the meeting

ITEMS FOR FUTURE AGENDAS:

Trust Board

- Governance improvement plan

Education and Standards Committee

- Presentation from Head of English on new curriculum
- Year 11 mock outcomes and predictions
- Governance Improvement Plan

Finance, Audit and Risk

- Data and discussion around students travelling from the coast
- Governance Improvement Plan