



Standards and Accountability Committee of the City of London Academies Trust

Date: THURSDAY, 7 NOVEMBER 2019
Time: 9.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR WEST WING, GUILDHALL

Members: Edward Benzecry (Co-opted Trustee)
Roy Blackwell
Tijs Broeke
Ann Holmes
Andrew McMurtrie

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AGENDA

1. **ELECTION OF CHAIRMAN**

The Clerk to be heard.

For Decision

2. **APOLOGIES**

3. **DECLARATIONS**

4. **MINUTES**

To agree the public minutes of the meeting held on 2 May 2019.

For Decision
(Pages 1 - 4)

5. **PILOT ALTERNATIVE PROVISION, RESPITE AND MANAGED MOVES
PROTOCOL**

Report of the Chief Executive Officer.

For Information
(Pages 5 - 8)

6. **QUESTIONS**

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

8. **EXCLUSION OF THE PUBLIC**

MOTION – That the public be excluded for the remaining items of business as they are likely to involve discussion on matters deemed commercially sensitive to the City of London Academies Trust.

For Decision

9. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 2 May 2019.

For Decision
(Pages 9 - 12)

10. **OUTSTANDING ACTIONS**

Report of the Clerk.

For Information
(Pages 13 - 14)

11. **PILOT ALTERNATIVE PROVISION, RESPITE AND MANAGED MOVES
PROTOCOL - NON-PUBLIC INFORMATION**
To be considered alongside Item 5: Pilot Alternative Provision, Respite and Managed
Moves Protocol.

For Information
(Pages 15 - 16)
12. **ACADEMIES AT A GLANCE**
Report of the Chief Executive Officer.

For Information
(Pages 17 - 20)
13. **COLAT SCHOOLS SAFEGUARDING MONITORING UPDATE**
Report of the Chief Executive Officer.

For Information
(Pages 21 - 32)
14. **SCRUTINY MEETINGS - LINES OF ENQUIRY**
Report of the Chief Executive Officer.

For Information
(Pages 33 - 44)
15. **NON-PUBLIC QUESTIONS**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT THAT
THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC
ARE EXCLUDED.**

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**STANDARDS AND ACCOUNTABILITY COMMITTEE OF THE CITY OF LONDON
ACADEMIES TRUST**

Thursday, 2 May 2019

Minutes of the meeting of the Standards and Accountability Committee of the City of London Academies Trust held at the Guildhall EC2 at 9.00 am

Present

Members:

Andrew McMurtrie

Roy Blackwell (Chairman)

Ann Holmes

Edward Benzecry

Officers:

Mark Emmerson

Kerry Nicholls

- Chief Executive Officer

- Town Clerk's Department

1. APOLOGIES

Apologies were received from Dhruv Patel.

The Chairman led the Committee in welcoming Edward Benzecry who had recently been appointed a Trustee of the City of London Academies Trust to the meeting.

2. DECLARATIONS

Mark Emmerson declared that his son was employed as a sports coach by BADU Sports which was contracted to supply sports coaching at the City of London Academy, Highgate Hill.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 7 February 2019 be approved as a correct record.

4. PARENT, COMMUNITY AND COMMERCIAL LINKS SURVEY RESULTS

Trustees considered a report of the Chief Executive Officer outlining the results of the Parent, Community and Commercial Links Survey and the following points were made:

- The survey had been circulated to all Trust academies on 25 February 2019 to review the activities and processes in place to promote and maintain good parent, community and commercial links.
- Seven academies had responded to the survey, the findings of which would be shared with schools across the Trust. Schools would be supported to develop a plan to build stronger parent, community and commercial links with progress monitored via an annual survey.

- Good parent links had been identified as key to supporting schools to build positive relationships with parents and carers, and this could include parents' associations and forums.
- The survey wording should be reviewed to ensure schools were providing comparable data. For example, by requesting details of both the types and frequency of activities delivered, rather than the number.
- The survey identified that there were limited opportunities for parents to meet Governors. Raising the profile of Governors within schools would be a key element in strengthening the relationship between schools and parents and carers, and Governors should be encouraged to attend school events and activities where possible.
- The diversity of schools within the Trust meant that there were a number of cultural, geographical and scheduling factors that could act as a barrier to schools participating in activities or events, including student travel or events scheduled during exam or work experience periods. A Trustee suggested that Prefect dinners offered a good opportunity for schools to engage.
- Only four schools had reported that they currently took part in City of London events and it was important to ensure Trust schools were able to benefit from the unique opportunities offered by the City of London.
- Newham Collegiate Sixth Form did not have a nominated charity, and this was an area the school might consider exploring in developing community and commercial links.
- Social media would be a key tool in strengthening engagement between schools, parent and carers and pupils, as well as in building stronger commercial and community links.

In concluding, Trustees noted that the survey would be repeated on an annual basis to identify how parent, community and commercial links were developing and requested that the survey be provided to the Committee for consideration before it was circulated to schools in early 2020.

RESOLVED, that Trustees note the report.

5. **QUESTIONS**

There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED, that the public be excluded from the following items of business.

8. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 7 February 2019 be approved as a correct record.
9. **OUTSTANDING ACTIONS**
Trustees considered a report of the Clerk setting out outstanding actions from previous meetings.
10. **OFSTED DRAFT FRAMEWORK**
Trustees heard the Chief Executive Officer regarding the Ofsted Draft Framework.
11. **STANDARDS CENTRAL FUNCTION - CHIEF STANDARDS OFFICER AND STANDARDS DIRECTORS**
Trustees considered a report of the Chief Executive Officer regarding the Standards Central Function, including the roles of Chief Standards Officer and Standards Directors.
12. **ACADEMIES AT A GLANCE - ACADEMIES SUMMARY**
Trustees considered a report of the Chief Executive Officer providing the 'Academies at a Glance' summary up to the end of the Spring 2019 term.
13. **TRUST SCHOOLS' ALTERNATIVE PROVISION - NEXT STEPS**
Trustees considered a report of the Chief Executive Officer outlining next steps for Trust Schools' alternative provision.
14. **NON-PUBLIC QUESTIONS**
There were no non-public questions.
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT THAT THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED.**
There was no urgent business.

The meeting closed at 10.08 am

Chairman

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Committee: City of London Academies Trust Standards and Accountability Committee	Date: 7 November 2019
Subject: Pilot Alternative Provision, Respite and Managed Moves Protocol	Public
Report of: Chief Executive Officer	For Information
Report Author: Mark Emmerson, CEO	

Summary

At the Standards and Accountability Committee meeting on 2 May 2019, it was agreed that the proposals for managed moves respite and sixth day provision would be shared with the Committee.

Recommendation

Trustees are asked to support the protocol and review its effectiveness in reducing permanent exclusions, fixed term exclusions and external sixth day provision.

Current Position

1. The number of exclusions across Trust academies in 2018/19 are reported in the non-public section of the agenda.
2. Permanent exclusions at Southwark and Shoreditch Park last year were extremely high compared to national averages.
3. Fixed term exclusions at the secondary academies are very high compared to national averages with most schools, with twice as many students being excluded than the national average.
4. By contrast, Trust primary schools did not exclude any children in 2018/19.
5. It should be noted that Highbury Grove, Southwark and Highgate Hill are all schools with high proportions of pupil premium students; these range between 60-70% and indicates a level of deprivation that runs up to four times the national average (about 15%).
6. Two of these schools are converter academies, one having been in special measures while another is a fresh start. The other, Southwark, also suffered from a crisis in leadership over the previous 18 months. In all these schools, leaders are working to set higher expectations which in turn requires them to set higher standards of behaviour to support the expected culture of learning. This has led to a spike in the exclusion figures particularly, at Highbury Grove and Southwark.
7. However, it is acknowledged by all that the levels of exclusions are not acceptable and must be addressed. The executive team in partnership with the school leaders have

worked on developing a protocol to reduce exclusions and the inherent disruption to individual children's education, without compromising the standards of behaviour we wish to establish in schools.

Recommendations

8. The recommended protocol and recording mechanism is included as Appendix 1.
9. The operation of this protocol across academies should reduce the number of permanent and long fixed-term exclusions.
10. We are also working with schools to develop venues to establish systems and resources to accommodate short fixed-term exclusions at school. This will reduce the vast number of short exclusions which are often necessary in ensuring a strong behaviour culture is established.
11. We are also looking for opportunities, premises and resources to establish strong, longer term alternative provision arrangements to avoid the necessity to permanently exclude students.

Appendix

- Appendix 1 – Pilot Sixth Day, Respite and Managed Move Protocol

Mark Emmerson

CEO

City of London Academies Trust

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Pilot – COLAT Sixth Day Exclusion, Respite and Managed Move Protocol**Objectives**

The intention is to agree a protocol which ensures that:

- As far as possible, vulnerable children have the best quality education during any period of immediate or prolonged concern;
- Children who may be in danger of permanent exclusion have an opportunity for a fresh start;
- The child and their family are fully engaged and supported;
- There is a transparent, balanced and collective approach to the support of identified children.

Protocols**Sixth Day Exclusion Provision**

1. In the cases of students excluded for periods of more than six days school leaders should, in the first instance, contact one of the other CoL academies to see if the child can be accommodated.
2. If a placement is agreed, this should be communicated to the Director of Standards (Secondary).
3. If a placement cannot be found, advice on alternative options should be sought from the Director of Standards.
4. The Director of Standards will record the placement on the appropriate tracker.
5. Students will be educated in an appropriate withdrawal room with work provided by the home school.
6. Whilst excluded, the child will wear their full, home school's uniform and follow the direction, rules and timings of the host school.
7. Students will be dual-registered for this time.
8. Attendance and conduct will be monitored and reported to the home school and parents.
9. A tracker document will be kept of managed moves, respite and sixth day provision and circulated for information and comment at each Trust Heads' Forum.

Respite Provision

1. If, in the opinion of school leaders, a student would benefit by a period of respite in another school they should, in the first instance, contact one of the other CoL academies to see if the child can be accommodated.
2. The option of a respite move must be discussed and agreed with parents.
3. If a placement is agreed, this should be communicated to the Director of Standards (Secondary).
4. If a placement cannot be found, advice on alternative options should be sought from the Director of Standards.
5. The Director of Standards will record the decision on the appropriate tracker.
6. Students will be processed as if they are new starters. There will be an admissions interview with parents, an agreed start date, timetable and the assignment of a student buddy and/or adult mentor.
7. Whilst at the placement school, the child will wear their full, home school's uniform and follow the direction, rules and timings of the host school.
8. Students will be dual registered for this time, attendance and conduct will be monitored and reported to the home school and parents.
9. A tracker document will be kept of managed moves, respite and sixth day provision and circulated for information and comment at each Trust Heads' Forum.

Managed Moves

1. Where a student is likely to be permanently excluded, either because of a specific incident or a pattern of behaviour which indicates an exceptionally high risk of imminent permanent exclusion, school leaders must consider the alternative of a managed move. Normally this would only be a consideration after a long fixed-term exclusion (>15 days) or an incident where a permanent exclusion recommendation has already been made.
2. The option of a managed move must be discussed and agreed with parents.
3. In such cases, the Headteacher/Principal should in the first instance, contact one of the other CoL academies to see if the child can be accommodated.
4. If a placement cannot be found, advice on alternative options should be sought from the Director of Standards.
5. The Director of Standards will record the placement on the appropriate tracker.
6. The Headteacher/Principal of the child's current school/academy will inform their local authority that the move has been agreed. This may enable them to count this against any fair access placements. Arrangements will then need to be made to induct the student into the new school. This will involve:
 - an admissions meeting at the new academy with the child and parents;
 - attendance of an appropriate member of staff from the existing school at this meeting;
 - an induction programme for the child at the new school;
 - dual registration for an agreed period dependent on the nature of the behavioural concerns (dual registration will be for no less than one term and no more than two terms).
7. A tracker document will be kept of managed moves, respite and sixth day provision, and circulated for information and comment at each Trust Heads Forum.
8. The academic results and achievements of students who are subject to managed moves at any time during year 6, 11 or 13 will be held by the originating school and will remain as dual registered students until at least the appropriate census date has passed.

COLAT Alternative provision

1. Where a fresh start through a managed move is unsuccessful, impractical or, in the judgement of the Headteacher/Principal and the appropriate Director of Standards, would not be appropriate, the option of enrolling the student at the Trust alternative provision centre should be considered. In such cases the standard form must be completed and approved by the CEO and Head of Provision, ensuring that it is an agreed alternative with parental support. Arrangements will then need to be made to induct the student into the new school. This will involve:
 - a. an admissions meeting with the child and parents;
 - b. attendance of an appropriate member of staff from the existing school at this meeting;
 - c. an induction programme for the child;
 - d. dual registration arrangements and communication with the originating school need to be agreed.
2. While at the placement school the child will wear their full, home school's uniform and follow the direction, rules and timings of the host school.
3. A tracker document will be kept of alternative provision students and circulated for information and comment at each Trust Heads' Forum.
4. The academic results and achievements of students who are subject to managed moves at any time during year 6, 11 or year 13 will be held by the originating school.

Appendix

- Annex 1 – CoLAT External Student Support Arrangements – Targets, Capacity and Cumulative Totals 2019/2020 is provided in the non-public section of the agenda.

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