



Standards and Accountability Committee of the City of London Academies Trust

Date: THURSDAY, 30 APRIL 2020

Time: 9.00 am

Venue: MICROSOFT TEAMS

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

Enquiries: Natalie.Williams@cityoflondon.gov.uk

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AGENDA

1. **APOLOGIES**

2. **DECLARATIONS**

3. **MINUTES**

To agree the public minutes of the meeting held on 6 February 2020.

For Decision
(Pages 1 - 4)

4. **OUTSTANDING ACTIONS**

For Information
(Pages 5 - 6)

5. **QUESTIONS**

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

7. **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

8. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 6 February 2020.

For Decision
(Pages 7 - 12)

9. **OUTSTANDING ACTIONS**

Report of the Clerk.

For Information
(Pages 13 - 14)

10. **COVID-19 UPDATE**

Report of the Chief Executive Officer.

For Information
(Pages 15 - 22)

11. **LEADERSHIP PERFORMANCE REVIEW - ANNUAL REPORT**

The Chief Executive Officer to be heard.

For Information

12. **STRATEGIC PLAN REVIEW 2020-24**
Report of the Chief Executive Officer.
- For Discussion**
(Pages 23 - 26)
13. **PARENT, COMMUNITY AND COMMERCIAL LINKS SURVEY 2020**
Report of the Chief Executive Officer.
- For Information**
(Pages 27 - 36)
14. **ACADEMIES AT A GLANCE - ACADEMIES SUMMARY**
Report of the Chief Executive Officer.
- For Information**
(Pages 37 - 40)
15. **PRE-APPRENTICESHIP PROGRAMME PROPOSAL - NEXT STEPS**
Report of the Chief Executive Officer.
- For Information**
(Pages 41 - 44)
16. **EXCLUSIONS MONITORING SPRING 2020**
Report of the Chief Executive Officer.
- For Information**
(Pages 45 - 50)
17. **NON-PUBLIC QUESTIONS**
18. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT THAT THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED.**

Confidential Agenda - Circulated Separately

19. **CONFIDENTIAL MINUTES**
To agree the confidential minutes of the meeting held on 6 February 2020.

For Decision

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

Thursday, 6 February 2020

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:

Tijs Broeke (Chair)
Edward Benzecry
Roy Blackwell

Ann Holmes
Andrew McMurtrie

Officers:

Mark Emmerson - Chief Executive Officer
Kerry Nicholls - Town Clerk's Department

1. APOLOGIES

There were no apologies for absence.

2. DECLARATIONS

There were no declarations.

3. MINUTES

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

4. OUTSTANDING ACTIONS

Trustees considered a report of the Clerk regarding outstanding actions arising from previous meetings and it was noted that all outstanding actions had been completed.

5. COLAT STRATEGIC PLAN REVIEW

Trustees considered a report of the Chief Executive Officer on the City of London Academies Trust Strategic Plan Review and the following points were made:

- Work was underway to develop the City of London Academies Trust Strategic Plan 2020-2024 which would be presented to the meeting of the Board of Trustees on 9 July 2020. Trustees would be consulted on key aspects of the draft City of London Academies Trust Strategic Plan 2020-2024 as it was developed, including the timeline and stakeholder engagement proposals.
- The Trust's core mission to support all its academies to be rated as outstanding within three years would continue to be articulated within the strategic plan, although it was possible that timescales might be affected following the introduction of the new Ofsted framework. A Trustee

supported the Trust's aspiration but observed that individual schools required different levels of support to reach outstanding and that there should be some flexibility in timescales. School improvement could also be affected by external factors, such as staff turnaround.

- It was anticipated that the Trust would continue to expand during the period of the next strategic plan from the current eight academies up to a possible twelve. In the longer term, consideration would need to be given to whether there was an argument for any further expansion. Another area for review could include how the Trust might build links with other Trusts for the joint delivery of services including back-office services and procurement processes.

The Chair underlined the need to engage the Trust Sponsor in developing the City of London Academies Trust Strategic Plan 2020-2024, which should include a review of the Trust's Sponsorship Agreement to ensure it was able to meet the requirements of what was now an established and growing Trust as well as reflect the evolving educational aims of the Sponsor. Trustees agreed to request the Education Board consider a report outlining work being undertaken to develop the City of London Academies Trust Strategic Plan 2020-2024 at its meeting on 21 May 2020. A Trustee emphasised the importance of clarifying the roles and responsibilities of the Board of Trustees and the Education Board, and the Committee agreed to request that this be taken forward as part of the Corporation of London's wider governance review, as well in the context of the Tomlinson Review.

RESOLVED, that:

- Trustee's comments on the proposed timeline and approach be noted;
- The Strategic Plan be amended to reflect comments by Trustees;
- The Education Board be requested to consider a report outlining work being undertaken to develop the City of London Academies Trust Strategic Plan 2020-2024 at its meeting on 21 May 2020; and,
- A request be made for the roles and responsibilities of the Board of Trustees and the Education Board to be clarified as part of the Corporation of London's wider governance review, as well in the context of the Tomlinson Review.

6. **PARENT, COMMUNITY AND COMMERCIAL LINKS SURVEY**

Trustees considered a report of the Chief Executive Officer presenting the proposed Parent, Community and Commercial Links survey for the 2019-20 academic year and the following points were made:

- The Parent, Community and Commercial Links survey had been introduced during the 2018-19 academic year to identify and review the activities and processes in place to promote and maintain parent, community and commercial links across the Trust. In reviewing the findings of the survey, the Standards and Accountability Committee had

agreed that the exercise be carried out on an annual basis to track progress being made in this area with a view to identifying best practice.

- Trustees discussed the proposed format for the Spring 2020 survey and agreed the following changes:
 - Question 2: 'Meetings with the Governors' to be added as a check-box option and 'Other' to be moved into a distinct question asking, 'What other activities and events does your academy deliver during the year?'
 - Additional question to be added asking, 'Does your academy undertake an annual parent and student survey?'
- A Trustee asked whether there was a code of conduct for parents and carers in place at schools across the Trust. The Chief Executive Officer confirmed that this was available at an operational level and the Trustee suggested that the code of conduct for parents and carers be uploaded to academy websites. Another Trustee noted that parents and carers signed a pupil contract when their child joined an academy within the Trust which outlined basic expectations around children attending school ready to learn. The code of conduct for parents and carers would be circulated to Trustees following the meeting.
- In response to a question from a Trustee, the Chief Executive Officer advised that Ofsted did not encourage schools to provide more than three academic reports to parents/carers during the academic year.

RESOLVED, that:

- The proposed survey questions be noted;
- The proposed survey questions be amended as per comments by Trustees; and,
- The timeline for the circulation of the survey be agreed as outlined below:
 - Survey circulated to Trust schools (w/c 24 February 2020)
 - Deadline for responses (16 March 2020)
 - Chase missing responses (16-20 March 2020)
 - Summary report to Committee (30 April 2020)

7. QUESTIONS

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

There was no other business.

9. **EXCLUSION OF THE PUBLIC**
RESOLVED, that the public be excluded from the following items of business.
10. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 7 November 2019 be approved as a correct record.
11. **ANNUAL SPRING DATA SUMMARY UPDATE**
Trustees considered a report of the Chief Executive Officer providing the annual Spring Data Summary.
12. **PRE-APPRENTICESHIP PROGRAMME PROPOSALS**
Trustees considered a report of the Chief Executive Officer outlining pre-apprenticeship programme proposals for the Trust.
13. **ACADEMIES AT A GLANCE - ACADEMIES SUMMARY**
Trustees considered a report of the Chief Executive Officer presenting the 'Academies at a Glance' summary.
14. **IMPACT VISITS - SPRING 1 SUMMARIES - TERMLY REPORT**
Trustees considered a report of the Chief Executive Officer presenting the IMPACT Visits Spring 1 Summaries termly report.
15. **COLAT SCHOOLS SAFEGUARDING MONITORING UPDATE AND UPDATE ON GOVERNOR PARTICIPATION IN SAFEGUARDING TRAINING**
Trustees considered a report of the Chief Executive Officer providing an update on safeguarding monitoring across the Trust, including Governor participation in safeguarding training.
16. **NON-PUBLIC QUESTIONS**
There were no non-public questions.
17. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT THAT THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED.**
There was no urgent business.
18. **LEADERSHIP PERFORMANCE MANAGEMENT JUDGEMENTS 2018/19 AND TARGETS FOR 2019-20**
Trustees considered a confidential report on Leadership Performance Management Judgements 2018/19 and Targets for 2019-20.

The meeting closed at 10.42 am

Chair

Contact Officer: Kerry.Nicholls@cityoflondon.gov.uk

CITY OF LONDON ACADEMIES TRUST
Standards and Accountability Committee – Outstanding Actions

Action Number	Date	Action	Responsible Officer	Progress Update
2/20/SA	6 February 2020	<ul style="list-style-type: none"> Trustees to be consulted on key aspects of the draft City of London Academies Trust Strategic Plan 2020-2024, including the timeline and stakeholder engagement proposals. 	CEO	As needed.
3/20/SA	6 February 2020	<ul style="list-style-type: none"> The City of London Academies Trust Strategic Plan 2020-2024 to include a review of the Trust's Sponsorship Agreement to ensure it is able to meet the evolving needs of the Trust and Sponsor. 	CEO	Requested for inclusion.
4/20/SA	6 February 2020	<ul style="list-style-type: none"> The Education Board be requested to consider a report outlining work being undertaken to develop the City of London Academies Trust Strategic Plan 2020-2024 at its meeting on 21 May 2020 	CEO	Completed - Request made to Clerk of Education Board (this meeting was subsequently cancelled due to the COVID-19 pandemic but this item was carried forward on the work programme.
5/20/SA	6 February 2020	<ul style="list-style-type: none"> A request be made for the roles and responsibilities of the Board of Trustees and the Education Board to be clarified as part of the Corporation of London's wider governance review, as well in the context of the Tomlinson Review. 	Clerk	Completed - Request made to Principal Members Services & Committee Manager.
6/20/SA	6 February 2020	<ul style="list-style-type: none"> Parent, Community and Commercial Links survey to be updated as follows: <ul style="list-style-type: none"> Question 2: 'Meetings with the Governors' to be added as a check-box option and 'Other' to be moved into a distinct question asking, 'What other activities and events does your academy deliver during the year?' Additional question to be added asking, 'Do you undertake an annual parent and student survey?' 	CEO	Completed.
7/20/SA	6 February 2020	<ul style="list-style-type: none"> The Trust's code of conduct for parents and carers to be circulated to Trustees following the meeting. 	Clerk	Completed.

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