

### Agenda for the OLT QES Committee Meeting

Held remotely via Microsoft Teams\* at the following times:

Order	School	Date	Time
1	Sires Hill Primary Academy (SHPA)	Tues 21 <sup>st</sup> October 2025	10:00 – 11:00
2	Didcot Primary Academy (DPA)	Tues 21 <sup>st</sup> October 2025	11.00 – 12:00
3	Twickenham Primary Academy (TPA)	Thurs 23 <sup>rd</sup> October 2025	10:00 – 11:00
4	Wantage Primary Academy (WPA)	Thurs 23 <sup>rd</sup> October 2025	11:00 – 12:00

*\*Disclaimer – Meeting Transcript*

*This meeting will be held via Microsoft Teams and the automatic transcription function will be enabled for the purpose of assisting with accurate note-taking and the production of draft minutes. The transcript is not the formal record of the meeting; the approved minutes, once confirmed by the committee, it will remain the only official record. Transcripts will be stored securely and deleted once the minutes have been agreed. By joining this meeting, participants acknowledge and consent to the use of transcription for governance purposes.*

Invitees	Role	Term of Office Ends	Required Date & Time
<b>QES Committee Members (Voting)</b>			
Jodie Croft (JC)	OLT CEO and Board Director	N/A (Ex-officio)	1/2/3/4
Duncan Millard (DM) <i>Apologies Accepted for this meeting</i>	OLT Board Director & OLT Consultant Leadership Coach – <b>Joint Chair (SHPA &amp; DPA)</b>	13/05/2028	N/A
Russell Massie (RM) <i>Standing in for DM</i>	OLT Board Director – Chair	08/11/2025	1 & 2
Jenelle Ross-Mc Intyre (JRM)	OLT Board Director – <b>Joint Chair (TPA &amp; WPA)</b>	11/11/2028	3 & 4
<b>QES Staff Governors (Voting)</b>			
Kyla Butterworth (KB) <i>(Currently on maternity leave)</i>	Staff Governor at SHPA (& Vice Principal of SHPA)	30/06/2028	N/A
Emmy Taylor (EM) <i>(Maternity Cover)</i>	Covering as Staff Governor at SHPA	N/A	1
Lianne Vickers (LV)	Staff Governor at DPA	31/12/2024	2
Kirstie Maricourt (KM)	Staff Governor at TPA	12/10/2027	3
Aindri Palipane (AP)	Staff Governor at WPA	14/10/2028	4
<b>QES Parent Governors (Voting)</b>			

Jameer Emamally (JE)	Parent Governor at SHPA	30/09/2028	1
Shannon Fenlon Knights (SFK)	Parent Governor at DPA	12/10/2029	2
Rupi Thiara (RT)	Parent Governor at TPA	12/10/2027	3
Tara Passfield (TP)	Parent Governor at WPA	12/10/2029	4
<b>OLT Staff (Non-voting)</b>			
Alison Ashcroft (AA)	Executive Principal at DPA & SHPA		1 & 2
Erin Moscardini (EM)	Principal at TPA		3
Hannah Robinson (HR)	Principal at WPA		4
Leah Basilone (LB)	OLT Deputy CEO (DCEO)		1/2/3/4
Sarah Bellingham (SB)	OLT Head of Operations (HOO)		1/2/3/4
Hana Hamilton (HH)	OLT Governance & Communications Officer (GCO)		1/2/3/4
<b>Optional Observer</b>			
Nicola Poole (NP)	Board Director (Observer of QES)		Any

### Agenda

Item	Agenda	Paper	Lead
1	Approval of Teams transcript, welcome and apologies for absence	N/A	CEO
2	Appointment of Committee Chair	OLT Governance Handbook (see Terms of Reference for Members, Directors and Governors)	CEO
3	Declaration of any conflicts of interest with agenda items, and declare any pecuniary or business interests or receipt of hospitality for Register of Business Interests	OLT Register of Business and Pecuniary Interests	Chair
4	OLT Guide for Parents and Staff Governors and Report template received by Staff and Parent Governors.	OLT Guide for Parent & Staff Governors OLT Governor Report to QES Committee Template	HOO / GCO
5	Receive and approve previous QES Committee minutes and matters arising not on agenda*	QES Committee Minutes of 8 <sup>th</sup> July 2025	Chair



	<b>*acknowledge action points to be closed off</b>		
6	Demographic Context and Safeguarding Report – DSL data dashboard – Safeguarding compliance, incidents, training	*Current context – demographics and SEND context  *Safeguarding compliance  *Termly Safeguarding dashboard  New Digital Safety Reports	Principal          CEO
7	Review final outcomes for previous academic year and review provision map for the current year	*Final outcomes for previous years  *Term dates  *Curriculum offer and development plans  *Extracurricular offer and residential trips	Principal
8	Review/approve (School Development Plan) SDP priorities	SDP 2025-2026	DCEO / Principal
9	Verbal update from DCEO* – Outcome of informal support and challenge visits – Actions arising and impact on standards	*DCEO initial Autumn Report ( <i>if available</i> )	DCEO
10	Principal to confirm that SEND Information on school website has been reviewed and is accurate	SEND information on website	Principal
11	Receive Pupil Premium Report (to be published by 31 <sup>st</sup> December)	Pupil Premium plans and impact data	Principal
12	Note receipt of website compliance report from Principal (for each school)	Website Compliance Report	Principal
13	<i>Staff and Parent Governor feedback – Insights on safeguarding, curriculum, communication, and wellbeing</i>	<i>None for 1<sup>st</sup> QES meeting</i>	<i>Chair</i>
14	Agree committee recommendation to trustees as to confidential status of the meeting's documents ( <i>excluding the agenda, approved minutes, &amp; approved final version policies, which are for publishing</i> ) (Ref: 1.50-1.51 ATH 2025)	Academy Trust Handbook 2025	Chair
15	AOB	N/A	Chair

**Dates of next QES Committee meetings:**

Order	School	Date	Time
1	Sires Hill Primary Academy (SHPA)	<b>Tues 27<sup>th</sup></b> January 2026	10:00 – 11:00
2	Didcot Primary Academy (DPA)	<b>Tues 27<sup>th</sup></b> January 2026	11:00 – 12:00
3	Twickenham Primary Academy (TPA)	<b>Thurs 29<sup>th</sup></b> January 2026	10:00 – 11:00
4	Wantage Primary Academy (WPA)	<b>Thurs 29<sup>th</sup></b> January 2026	11:00 – 12:00

Order	School	Date	Time
1	Sires Hill Primary Academy (SHPA)	<b>Tues 28<sup>th</sup></b> April 2026	10:00 – 11:00
2	Didcot Primary Academy (DPA)	<b>Tues 28<sup>th</sup></b> April 2026	11:00 – 12:00
3	Twickenham Primary Academy (TPA)	<b>Thurs 30<sup>th</sup></b> April 2026	10:00 – 11:00
4	Wantage Primary Academy (WPA)	<b>Thurs 30<sup>th</sup></b> April 2026	11:00 – 12:00

Order	School	Date	Time
1	Sires Hill Primary Academy (SHPA)	<b>Tues 7<sup>th</sup></b> July 2026	10:00 – 11:00
2	Didcot Primary Academy (DPA)	<b>Tues 7<sup>th</sup></b> July 2026	11:00 – 12:00
3	Twickenham Primary Academy (TPA)	<b>Thurs 9<sup>th</sup></b> July 2026	10:00 – 11:00
4	Wantage Primary Academy (WPA)	<b>Thurs 9<sup>th</sup></b> July 2026	11:00 – 12:00

**Effective Governance:**

Effective Governance comes from high-levels of engagement and attendance in meetings and beyond. Directors and Governors are expected to pre-read all materials and form questions in advance of meetings. Based on an understanding of the data/information, Directors and Governors can better support and challenge their school and the Trust. [OLT Governance Handbook 2025-2026]

**Requested Attendance at QES Committee Meetings:**

The following individuals are requested to attend at each part of the meeting. Those attending one part of the meeting are welcome to join or stay for additional parts.

- CEO
- Deputy CEO
- School Principal
- School Staff Governor
- School Parent Governor
- One 'schools link' Board Director

### Voting and Quorum (taken from OLT Governance Handbook)

- Every resolution to be passed at a full Board meeting, or any item requiring approval at a meeting of the Operations Committee or of the Quality of Education and Safeguarding Committee, must be determined by a majority of votes of the voting members of the Board or of the committee, who are present (or represented by proxy) at the meeting. This is also the case if only a quorum is present.
- The 'quorum' means the minimum number of voting Board or voting Committee members required to be present at the meeting, which in all cases is three. At the Quality of Education and Safeguarding Committee, and in relation to items requiring approval which are specific to a school, the quorum cannot comprise voting governors who are allocated to a different school. At the AGM, the quorum is a majority of Members present in person or by proxy and entitled to vote upon the business to be transacted.
- If there is an equal number of votes, the chair (or the person acting as chair) - provided that he or she holds voting rights - has a second (or casting) vote.