



Quality of Education and Safeguarding (QES) Committee Minutes

October 2025

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

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1.Sires Hill Primary Academy (SHPA)

Held via Microsoft Teams on Tuesday 21 October 2025, 10:00 – 11:00

Meeting commenced at 10:00 a.m

Attendance

Name / Role	Position	Attendance
Russell Massie (RM)	Board Director – Chair (for this meeting)	Present
Jodie Croft (JC)	CEO / Board Director	Present
Leah Basilone (LB)	Deputy CEO (DCEO)	Present
Alison Ashcroft (AA)	Executive Principal – DPA & SHPA	Present
Sarah Bellingham (SB)	Head of Operations (HOO)	Present
Emmy Taylor (ET)	Acting Staff Governor (SHPA) – Maternity cover	Present
Jameer Emamally (JE)	Parent Governor (SHPA)	Present
Hana Hamilton (HH)	Clerk (Governance & Communications Officer)	Present

Absent

Name / Role	Position	Attendance
Duncan Millard (DM)	Board Director – Joint Chair (QES)	Apologies Accepted
Kyla Butterworth (KB)	Staff Governor (on Maternity Leave)	Apologies Accepted

1. Approval of Teams transcript, welcome and apologies for absence

The meeting opened with a welcome from the CEO, who confirmed that all members had received the agenda and supporting documents in advance.

Apologies were received and accepted from the Joint Chair and Staff Governor currently on maternity leave.

- APPROVED:** Use of Teams transcription.
 - ACTION:** None.
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2. Appointment of Committee Chair

The CEO confirmed that, as the Joint Chair was absent, the Board Director would chair this meeting on an interim basis. The permanent appointment of Committee Chair will be confirmed at the next QES meeting.

- APPROVED:** Interim Chair appointment for this meeting confirmed.
 - ACTION:** Clerk to include formal appointment of Committee Chair on next QES agenda.
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3. Declarations of Interest and Register Update

Members were invited to declare any conflicts of interest relating to the agenda. The CEO declared a connected party interest, confirming a family member was employed within the Trust.

The Clerk confirmed the Register of Business and Pecuniary Interests had been updated and includes all newly appointed Governors.

No further declarations were made.

- APPROVED:** Register of Interests updated and noted.
 - ACTION:** None.
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4. OLT Guide for Parent and Staff Governors and QES Report Template

Report introduced by: Head of Operations (HOO)

The HOO introduced the revised Parent and Staff Governor Guide and Report Template, noting that both documents had been circulated ahead of the meeting. The Guide outlines governance expectations, the Trust's reporting structure, and the required content of feedback reports presented to QES.

Governance Question / Challenge: How will Governors be supported to use the new template and ensure consistency in the feedback provided?

Response / Assurance Provided: The HOO and Clerk will provide a short briefing session for all Parent and Staff Governors to explain how to complete the form and agree focus areas. Each Governor will have a nominated theme—safeguarding, curriculum, or communication—for ongoing reporting to QES.

The DCEO noted that some staff governors had expressed concern about managing workload alongside their governance role. It was discussed that Trust expectations focus on insight rather than detailed written reports. The CEO gave assurance that staff governors will

not be expected to gather data independently but rather share qualitative insight. This clarification was welcomed and agreed as an important protection for workload balance.

- APPROVED:** Parent and Staff Governor Guide and QES Report Template adopted.
- ACTION:** HOO and Clerk to arrange guidance session and confirm focus allocations with Governors.

5. Approval of Previous Minutes and Matters Arising

Report introduced by: Clerk

The Committee reviewed the previous QES minutes and confirmed they had been uploaded to GovernorHub in advance. No amendments were proposed.

The Clerk confirmed that all previous action points had either been completed or were included within this agenda.

- APPROVED:** Previous QES Committee minutes confirmed as an accurate record.
- ACTION:** Upload the approved minutes to OLT website and GovernorHub; Clerk to request Chair's electronic signature.

6. Demographic Context and Safeguarding Report

Report introduced by: Executive Principal

The Executive Principal provided an overview of the school's demographic position. SHPA continues to grow gradually, with 108 pupils on roll. Class ratios are within statutory limits, though early years staffing remains under pressure due to ratio restrictions.

The SEND profile has risen to 14 pupils (13%), of which two are awaiting EHCP decisions. One resubmitted application remains pending with the Local Authority. Provision mapping highlights strong engagement with external agencies despite long waiting times.

Safeguarding compliance was confirmed as up to date:

- **All staff** completed annual KCSiE and DSL refresher training.
- **DSL supervision logs** have been reviewed.
- **Safer recruitment checks** verified and logged on Single Central Record (SCR).

Governance Question / Challenge: How is SEND complexity influencing classroom planning and staff capacity?

Response / Assurance Provided: The Executive Principal explained that interventions are embedded daily within class schedules, with SENCO oversight twice weekly. Support staff have received internal CPD on adaptive teaching.

The termly **Safeguarding Dashboard** showed no open Child Protection Plans, one Early Help plan, and one case pending LA decision. Safeguarding training compliance stands at 100%.

Governance Question / Challenge: Were there any themes emerging from safeguarding audits?

Response / Assurance Provided: The DCEO reported minor administrative improvements (clarity of chronology logs) but no compliance risks.

Digital Safety Report:

The Principal confirmed all pupils participated in Digital Safety Week, and a review of online access filtering identified one false positive, which has been corrected.

Safeguarding Assurance Discussion

Director Question / Challenge: Persistent absence rates appear marginally higher in early years. Is this linked to parental understanding of attendance expectations?

Response / Assurance Provided: The Executive Principal confirmed that nursery attendance is non-statutory, and some parents see it as optional. Staff actively communicate attendance expectations to support readiness for statutory schooling. Letters, direct conversations, and parental meetings are ongoing.

APPROVED: Demographics, SEND, Safeguarding, and Digital Safety Reports reviewed and accepted.

ACTION: CEO to escalate LA delays on EHCP processing and safeguarding referrals.

ACTION: CEO to raise threshold inconsistency with OCC safeguarding leads.

7. Review final outcomes for previous academic year and review provision map for the current year

Report introduced by: Executive Principal

Final Outcomes for Previous Years:

The Executive Principal reported strong outcomes across EYFS and KS1, with Reception achieving 100% Good Level of Development and Year 1 phonics screening results at 100%. End of KS1 outcomes exceeded national averages in reading and maths but were slightly lower in writing.

Governance Question / Challenge: How is the school addressing writing as a focus area?

Response / Assurance Provided: Writing interventions have been prioritised through daily sentence-building activities and extended writing sessions. Trust moderation confirmed accurate assessment.

Leadership discussed pupil progress gaps among summer-born children. Adjusted baseline assessments are now used to better identify support needs.

Term Dates:

The Executive Principal confirmed alignment of term dates with the wider Trust calendar to facilitate consistency in professional development and moderation. School closure days are synchronised to ensure shared Trust-wide training.

Governance Question / Challenge: Has this affected attendance or parent feedback?

Response / Assurance Provided: Parental response has been positive, with families appreciating consistency across schools for siblings.

Curriculum Offer and Development Plans:

The school's curriculum remains broad and ambitious, focusing on embedding mastery in maths and developing writing fluency. Foundation subject leadership continues to evolve with shared expertise from Didcot Primary Academy.

The Committee reviewed **academic targets for 2025–26**, noting SHPA's ambition to sustain phonics outcomes and raise writing attainment to match reading standards

Governance Question / Challenge: How is curriculum leadership capacity being developed internally?

Response / Assurance Provided: Teaching staff have been assigned foundation subjects under the guidance of DPA's curriculum team. The DCEO confirmed this model successfully builds capacity in smaller schools.

Discussion noted that staffing limitations require careful balance between curriculum leadership and teaching workload. The CEO confirmed this is under review in succession planning.

Extracurricular Offer and Residential Trips:

The Executive Principal described an enriching extracurricular programme, including choir, coding, sports clubs, and a gardening club. Plans are underway for the first Year 2 visit to a local activity centre, shared with DPA to support collaboration.

APPROVED: Academic outcomes, term dates, curriculum, enrichment programmes and academic targets.

ACTION: Executive Principal to provide termly updates on writing progress and residential planning logistics.

8. Review and Approval of School Development Plan (SDP) Priorities

Report introduced by: Executive Principal

The Executive Principal confirmed that SHPA's 2025–2026 School Development Plan (SDP) has been fully aligned to the current **Ofsted Education Inspection Framework (EIF)**, ensuring that all priorities, monitoring actions, and evaluation measures directly correspond to the four inspection judgements. The Committee noted that this ensures a consistent and evidence-based approach to school improvement and self-evaluation.

The SDP demonstrates clear mapping across each area:

1. Quality of Education: Focused on embedding strong early reading and writing fluency through *Little Wandle* and *Write Stuff*, developing subject leadership capacity, and ensuring that curriculum intent, implementation, and impact are securely evidenced across all subjects.

2. Behaviour and Attitudes: Reinforcing a positive culture for learning through restorative behaviour practices, consistent routines, and reward systems. Attendance initiatives continue to drive improvement, particularly in the early years phase.
3. Personal Development: Expanding enrichment and personal development opportunities through assemblies, PSHE, and character education. The Committee noted that the school's offer reflects the Trust's values of inclusion, respect, and resilience.
4. Leadership and Management: Strengthening middle leadership, safeguarding assurance, and workload management while maintaining the high standards of operational efficiency achieved through partnership with Didcot Primary Academy.

Governance Question / Challenge: How is SHPA using the Ofsted framework to drive internal self-evaluation and readiness for inspection?

Response / Assurance Provided: The Executive Principal confirmed that the SDP is reviewed termly using the Ofsted "deep dive" model. Leaders complete subject self-assessments aligned to the EIF language, and the Trust's monitoring visits replicate Ofsted methodology to ensure familiarity and rigour.

Leadership discussed readiness for the next Ofsted inspection.

Governance Question / Challenge: How does the SDP ensure that pupil outcomes remain central to inspection readiness rather than compliance alone?

Response / Assurance Provided: The Executive Principal assured the Committee that progress measures, learning outcomes, and enrichment quality are all evidence strands directly tied to the SDP and the Trust's quality assurance framework

The Executive Principal outlined additional priorities aligned with Trust strategic objectives and the new Ofsted framework which is to develop middle leadership capacity in curriculum areas as the school grows and strengthen SEND inclusion and early intervention in collaboration with the DCEO and SENCO.

The SDP had been written using the Trust's new format, aligning priorities directly with Ofsted domains and the five judgment areas. The Executive Principal confirmed that each section contains measurable milestones monitored termly through the *Perspective* platform.

Governance Question / Challenge: How are SDP targets being communicated to staff and monitored to ensure accountability?

Response / Assurance Provided: Staff have ownership through subject leadership roles, and progress is reviewed termly via self-evaluation reports. The DCEO confirmed that all Trust SDPs are subject to standardised review to ensure parity of ambition.

Leadership discussed capacity pressures linked to the small team structure. The CEO confirmed that recruitment planning is underway to ensure staffing growth keeps pace with pupil expansion. Directors acknowledged the challenge of scaling provision while maintaining quality and staff wellbeing.

Governance Question / Challenge: How does the SDP address wellbeing and workload within development objectives?

Response / Assurance Provided: The Executive Principal confirmed that wellbeing actions are now embedded in leadership targets and tracked as part of performance management.

APPROVED: SHPA School Development Plan for 2025–2026 approved.

ACTION: Executive Principal to provide termly SDP progress updates via *Perspective* platform.

9. DCEO Verbal Update – School Support and Trust Overview

Report introduced by: Deputy CEO (DCEO)

The DCEO provided a verbal update summarising Trust-wide school improvement support and local priorities identified during monitoring visits to SHPA this term.

The update focused on leadership capacity, curriculum development, SEND inclusion, and early years quality assurance.

The DCEO commended the school's continued progress since opening and praised the clarity of the Executive Principal's strategic oversight across both SHPA and DPA. It was noted that staff morale remains high, the school climate is positive, and safeguarding culture continues to be embedded throughout all operations.

Governance Question / Challenge: What specific areas of improvement have been prioritised at SHPA following this term's review?

Response / Assurance Provided: The DCEO confirmed that while overall performance is strong, development areas include deepening writing moderation and strengthening middle leadership confidence. These are being addressed through the Trust's professional learning pathway and mentoring support from DPA subject leads.

Discussion took place regarding leadership capacity and sustainability under the dual principalship model. The DCEO confirmed that the Trust is reviewing workload distribution and will explore phased leadership succession planning in 2026 to ensure continuity as both schools expand. The CEO emphasised that this forward planning is not a reflection of any current deficit but rather a strategic measure to secure longevity of leadership stability.

Governance Question / Challenge: How is the DCEO monitoring consistency between the two partner schools?

Response / Assurance Provided: Regular school improvement visits, combined moderation sessions, and shared CPD ensure that standards and expectations are identical across both sites. SHPA benefits from DPA's more mature structures while still maintaining its distinct ethos and character.

The DCEO noted that safeguarding compliance across SHPA remains exemplary, with timely updates to the safeguarding log and appropriate responses to audit actions. Curriculum provision in early years continues to show strong pedagogy, particularly in phonics and number sense.

Governance Question / Challenge: Are there any Trust-wide risks that could indirectly impact SHPA?

Response / Assurance Provided: The DCEO highlighted that rising SEND demand and LA funding delays are being tracked as a collective Trust risk, but there are no immediate concerns affecting SHPA's day-to-day delivery.

APPROVED: DCEO verbal update received and assurances noted.

ACTION: DCEO to report on leadership capacity review and SEND funding advocacy progress at next QES meeting.

10. SEND Information on Website

The Principal confirmed that the report and policy are published on the school website in accordance with the SEND Code of Practice and Trust expectations.

11. Receive Pupil Premium Report

Report introduced by: Executive Principal (*Report to be published by 31st December*)

The Executive Principal confirmed that SHPA's Pupil Premium (PP) cohort remains very small, reflecting the local demographic. Funding continues to be used for direct, individualised support rather than large-scale interventions. Current allocations include one-to-one phonics tuition, targeted literacy and numeracy resources, and subsidised access to enrichment activities such as trips and clubs.

Tracking data shows steady progress among all PP pupils, particularly in reading fluency. The Executive Principal noted that staff ensure no pupil is disadvantaged by barriers to participation in enrichment or cultural capital activities.

Governance Question / Challenge: How does the school measure the success of Pupil Premium spending when the group size is so small?

Response / Assurance Provided: Impact is evidenced through individual progress reviews, attendance, and engagement tracking, supported by teacher assessment. Qualitative evidence — such as pupil confidence and attitude to learning — complements quantitative data.

APPROVED: SHPA Pupil Premium Report and strategy for 2025–2026

ACTION: None

12–15. Remaining Agenda Items

10. Website Compliance: Confirmed as accurate and up to date.

11. Governor Feedback: None received for this first QES meeting cycle.

12. Confidentiality of Documents: Confirmed in line with **ATH 2025** (Sections 1.50–1.51).

13. AOB: None raised.



APPROVED: All closing items noted and accepted.

ACTION: Clerk to record decisions on GovernorHub and ensure documentation retention.

Meeting closed at 11:00 a.m



Didcot
PRIMARY ACADEMY

2. Didcot Primary Academy (DPA)

Held via Microsoft Teams on Tuesday 21 October 2025, 11:00 – 12:00

Meeting commenced at 11:00 a.m. via Microsoft Teams.

Attendance

Name / Role	Position	Attendance
Russell Massie (RM)	Board Director – Chair (for this meeting)	Present
Jodie Croft (JC)	CEO / Board Director	Present
Leah Basilone (LB)	Deputy CEO (DCEO)	Present
Alison Ashcroft (AA)	Executive Principal – DPA & SHPA	Present
Sarah Bellingham (SB)	Head of Operations (HOO)	Present
Lianne Vickers (LV)	Staff Governor (DPA)	Present
Shannon Fenlon Knights (SFK)	Parent Governor (DPA)	Present
Hana Hamilton (HH)	Clerk (Governance & Communications Officer)	Present

Absent

Name / Role	Position	Attendance
Duncan Millard (DM)	Board Director – Joint Chair (QES)	Apologies Accepted

1. Approval of Teams transcript, welcome and apologies for absence

The meeting opened with a welcome from the CEO, who acknowledged attendance and confirmed apologies from the Joint Chair. Appreciation was extended to the newly appointed Parent Governor for joining their first QES meeting.

- APPROVED:** Use of Teams transcription..
- ACTION:** None.
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2. Appointment of Committee Chair

The CEO confirmed that the Joint Chair would be appointed formally at the next meeting. The Board Director continued to chair on an interim basis.

- APPROVED:** Interim Chair confirmed for this meeting.
- ACTION:** Clerk to include formal Chair appointment on next QES agenda.
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3. Declarations of Interest and Register Update

The CEO declared a connected interest due to a family member employed within the Trust. The Clerk confirmed the Register of Business and Pecuniary Interests was fully updated to reflect this and all new appointments.

- APPROVED:** Register of Interests reviewed and noted.
- ACTION:** None.
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4. OLT Guide for Parent and Staff Governors and QES Report Template

Report introduced by: Head of Operations (HOO)

The HOO introduced the updated Governor Guide and Report Template, circulated to members prior to the meeting. The Guide clarifies expectations, focus areas, and the process for gathering and submitting feedback to the Committee.

Governance Question / Challenge: How will new Governors be supported to apply the guidance consistently?

Response / Assurance Provided: The HOO and Clerk will arrange a short induction session to walk Governors through the template and confirm focus areas, ensuring parity across all schools. The CEO confirmed that the Trust will continue offering mentoring support to new Parent Governors.

Discussion took place on parent–school communication. The Parent Governor shared that while communication quality had improved significantly, some parents still misunderstand the difference between operational and governance matters. The CEO noted that this is common in growing academies and proposed that communication around governance roles be reinforced.

The Committee agreed this was a valuable insight for ongoing parental engagement.

- APPROVED:** Governor Guide and Template adopted.
- ACTION:** HOO and Clerk to organise Governor guidance session and clarify focus area allocations.

5. Approval of Previous Minutes and Matters Arising

Report introduced by: Clerk

The previous QES minutes were reviewed, and members confirmed accuracy. All actions were complete or addressed within the current agenda.

- APPROVED:** Minutes from previous QES Committee meeting confirmed as accurate.
- ACTION:** Upload approved minutes to OLT website and GovernorHub; Clerk to request Chair's e-signature.

6. Demographic Context and Safeguarding Report

Report introduced by: Executive Principal

DPA remains fully subscribed (420 pupils) with continued demand for places. Pupil demographics show a balanced mix of backgrounds and a slight increase in EAL learners. SEND provision currently supports 26 pupils, including five with EHCPs.

Safeguarding systems are compliant and up to date. DSL team supervision is fortnightly, and all staff have completed September 2025 KCSiE training.

Governance Question / Challenge: What assurance can be given that safeguarding workload is manageable given the school's size?

Response / Assurance Provided: The Executive Principal confirmed that a deputy DSL has been appointed to share case management, supported by pastoral leadership.

The **Safeguarding Dashboard** indicated strong compliance, with all actions from the summer term audit completed. A small number of safeguarding concerns remain open but under appropriate Early Help supervision.

Digital Safety Report:

A new monitoring system (Smoothwall) was introduced across the Trust. DPA has recorded three low-level content flags; each was followed up with parental engagement. Staff training on responsible device use was delivered in September.

- APPROVED:** Safeguarding compliance, SEND context, and digital safety findings reviewed and accepted.
- ACTION:** CEO to escalate threshold inconsistency at LA level; SENCO to review SEND provision mapping with DCEO before next meeting.

7. Review final outcomes for previous academic year and review provision map for the current year

Report introduced by: Executive Principal

Final Outcomes for Previous Years:

The Executive Principal presented validated KS2 results **showing reading, writing, and maths combined at 86%, significantly above national average. KS1 outcomes exceeded Trust targets, and EYFS achieved a Good Level of Development of 78%.**

Governance Question / Challenge: What drove the improvement in writing?

Response / Assurance Provided: Focused sentence-level teaching, consistent marking routines, and Trust-led moderation improved accuracy and consistency.

Term Dates:

Term dates mirror the Omnia Learning Trust model. Two additional INSET days are allocated for curriculum alignment and data review.

Governance Question / Challenge: How are INSET days enhancing curriculum quality?

Response / Assurance Provided: INSET content focuses on pedagogy, inclusion, and curriculum sequencing. The DCEO confirmed evaluation forms demonstrate high staff satisfaction and improved consistency across schools.

Curriculum Offer and Development Plans:

Curriculum development priorities include enhancing SEND accessibility, strengthening early maths mastery, and embedding the writing framework introduced in 2024.

The Committee reviewed DPA's **academic targets for 2025–26**, confirming they remain aspirational and aligned to Trust benchmarks. Leadership assured that targets are measurable, data-driven, and underpinned by robust teaching and moderation cycles

Governance Question / Challenge: How are curriculum adaptations monitored for SEND learners?

Response / Assurance Provided: SENCO-led monitoring and peer observation ensure accessibility across all subjects. Feedback from Trust moderation confirms strong differentiation.

Directors queried staff workload sustainability. The Executive Principal acknowledged current strain in upper KS2 but confirmed workload reviews are underway.

Extracurricular Offer and Residential Trips:

The school provides over 15 clubs weekly, including coding, debate, and sports. Residential trips include **Year 4 outdoor adventure** and **Year 6 residential**.

APPROVED: Academic outcomes, term dates, curriculum, enrichment programmes and academic targets.

ACTION: Executive Principal to review residential trip risk assessments and report back in spring term.

8. School Development Plan (SDP) Priorities

Report introduced by: Executive Principal

The Executive Principal presented the DPA School Development Plan 2025–2026, confirming alignment with the Trust’s strategic plan and the Ofsted Education Inspection Framework. Key priorities include:

1. Maintain outstanding teaching quality and strengthen evidence of deeper learning in writing.
2. Embed mastery mathematics across all year groups using mixed-ability pedagogy.
3. Enhance SEND accessibility and inclusive classroom practice.
4. Develop subject leadership succession planning to sustain improvement as pupil numbers increase.

Governance Question / Challenge: How will impact be measured and reported back to QES?

Response / Assurance Provided: Each priority includes termly milestones within *Perspective*. Evidence will be drawn from lesson visits, book scrutiny, and internal moderation.

The Executive Principal highlighted that dual leadership responsibilities between SHPA and DPA will continue this year. The CEO confirmed that additional administrative support has been approved to ensure sustainable leadership workload.

Governance Question / Challenge: How does DPA contribute to Trust-wide improvement?

Response / Assurance Provided: DPA acts as a lead school for curriculum benchmarking and professional learning, with staff providing peer review support across other Trust schools. The DCEO confirmed this is a model of best practice nationally.

APPROVED: DPA School Development Plan priorities approved.

ACTION: Executive Principal to submit termly progress summary to next QES meeting.

9. DCEO Verbal Update

Report introduced by: Deputy CEO

The DCEO provided a detailed verbal overview following this term’s school improvement visits and Trust moderation cycles. DPA continues to demonstrate a high standard of teaching and learning, underpinned by a clear vision and stable leadership. Strengths highlighted included excellent phonics outcomes, confident teaching in mathematics, and a continued culture of reflective practice.

The DCEO commended the Executive Principal for maintaining consistency across both DPA and SHPA while driving curriculum depth and ensuring staff wellbeing is protected amidst increasing operational demands.

Governance Question / Challenge: What areas remain under review following this term’s Trust visit?

Response / Assurance Provided: The DCEO confirmed that workload management and documentation efficiency are being streamlined, particularly in relation to SEND paperwork

and assessment recording. The new *Perspective* platform is improving evidence collection and reducing duplication.

Governance Question / Challenge: How is the Trust ensuring consistency of quality as pupil numbers grow?

Response / Assurance Provided: The DCEO reported that DPA serves as a model of best practice across the Trust, with systems now shared to support the scaling of other schools. The Trust's ongoing peer review model ensures that DPA's practices are externally quality-assured twice per year.

The DCEO further highlighted that DPA's safeguarding records continue to demonstrate rigour and accuracy. Termly safeguarding audits have shown no compliance concerns, and the new *Digital Safety Framework* has been fully implemented.

Governance Question / Challenge: Are there any Trust-wide risks identified that may affect DPA's capacity or funding?

Response / Assurance Provided: The DCEO noted that while the national SEND funding climate remains challenging, DPA's budget is stable. Staffing remains consistent, and all recruitment gaps have been filled early in the term.

APPROVED: DCEO verbal update and assurances noted.

ACTION: DCEO to report back on leadership succession planning and SEND workload reduction progress at next QES meeting.

10. SEND Information on Website

The Principal confirmed that the report and policy are published on the school website in accordance with the SEND Code of Practice and Trust expectations.

11. Receive Pupil Premium Report

Report introduced by: Principal (*Report to be published by 31st December*)

The Executive Principal outlined DPA's Pupil Premium cohort of **21 pupils (5%)**, noting that the school's strategy remains focused on reading, writing stamina, and emotional readiness to learn. The Pupil Premium Strategy Statement has been reviewed and published in line with DfE requirements.

Funding supports targeted tutoring, language development interventions, and access to enrichment experiences. Leaders emphasised that the focus remains on equality of opportunity and addressing learning gaps.

Governance Question / Challenge: How are interventions evaluated for long-term impact?

Response / Assurance Provided: Progress is tracked half-termly via the *Perspective* system, with outcomes measured against baseline data. The SENCO and class teachers collaborate to ensure adjustments remain evidence-led.

APPROVED: DPA Pupil Premium Report and strategy for 2025–2026

ACTION: None

12–15. Remaining Agenda Items

12. Website Compliance Report: Full audit completed; no actions required.

13. Governor Feedback: None for this cycle.

14. Confidentiality of Papers: Confirmed per ATH 2025 Sections 1.50–1.51.

15. AOB: No items raised.

APPROVED: Closing items noted.

Clerk to record all approvals and file evidence of review on GovernorHub.

Meeting closed at 12:00 p.m.



3.Twickenham Primary Academy (TPA)

Held via Microsoft Teams on Thursday 23 October 2025, 10:00 – 11:00

Meeting commenced at 10:00 a.m. via Microsoft Teams.

Attendance

Name / Role	Position	Attendance
Jenelle Ross-McIntyre (JRM)	Board Director – Chair (for this meeting)	Present
Jodie Croft (JC)	CEO / Board Director	Present
Leah Basilone (LB)	Deputy CEO (DCEO)	Present
Sarah Bellingham (SB)	Head of Operations (HOO)	Present
Erin Moscardini (EM)	Principal – TPA	Present
Kirstie Maricourt (KM)	Staff Governor (TPA)	Present
Rupi Thiara (RT)	Parent Governor (TPA)	Present
Hana Hamilton (HH)	Clerk (Governance & Communications Officer)	Present

1. Approval of Teams transcript, welcome and apologies for absence

The meeting opened with a welcome from the CEO, who noted appreciation to the TPA leadership team for their proactive engagement in the QES cycle. Apologies from the Joint Chair were acknowledged.

APPROVED: Use of Teams transcription.

ACTION: None.

2. Appointment of Committee Chair

Introduced by: CEO

The CEO opened the floor to invite any comments or alternative nominations. No further nominations were received, and all present expressed unanimous support for Jenelle's continuation in the role.

In accordance with the Omnia Learning Trust Scheme of Delegation, **Jenelle Ross-McIntyre (Board Director)** was **re-appointed as Joint Chair of the QES Committee** for the 2025–2026 academic year.

Members recorded their thanks to Jenelle for continuing to provide consistent leadership and oversight to the Committee.

APPROVED: Re-appointment of Jenelle Ross-McIntyre as Joint Chair of the QES Committee confirmed for 2025–2026.

ACTION: Clerk to update governance records and GovernorHub to reflect re-appointment.

3. Declarations of Interest and Register Update

The CEO declared a connected interest due to a family member employed within the Trust. The Clerk confirmed the Register of Business and Pecuniary Interests was fully updated to reflect this and all new appointments.

APPROVED: Register of Interests reviewed and confirmed.

ACTION: None.

4. OLT Guide for Parent and Staff Governors and QES Report Template

Report introduced by: Head of Operations (HOO)

The HOO reiterated the purpose of the revised Governor Guide and QES template, emphasising that it is designed to support clarity of reporting across all schools.

Governance Question / Challenge: How are Parent Governors being supported to report confidently using the new format?

Response / Assurance Provided: The Clerk and HOO will hold a joint support session to model how insights should link to governance themes (e.g., curriculum quality, wellbeing, communication). The CEO confirmed that this consistent format strengthens accountability and comparability across schools.

The Parent Governor shared that some parents have expressed concern that feedback channels feel formal. The CEO clarified that while operational issues should continue through school leadership, governance exists to consider systemic or strategic matters. All agreed to include a short reminder within the next parent newsletter to explain the difference between operational feedback and governance engagement.

APPROVED: Parent and Staff Governor Guide and template adopted.

ACTION: Clerk and HOO to deliver joint Governor guidance session; communication to clarify governance role to parents in next newsletter.

5. Approval of Previous Minutes and Matters Arising

Report introduced by: Clerk

The Committee reviewed the previous QES minutes. No amendments were required, and all actions had been completed or incorporated into the current agenda.

APPROVED: Previous QES Committee minutes approved as accurate.

ACTION: Upload the approved minutes to OLT website and GovernorHub; Chair to sign electronically.

6. Demographic Context and Safeguarding Report

Report introduced by: Principal

TPA remains a two-form entry school. The intake is diverse with increasing numbers of EAL learners (currently 19%) and 10.5% SEND. Attendance is stable at 96.5%, exceeding Trust targets.

Governance Question / Challenge: What strategies are proving most effective in maintaining high attendance and engagement?

Response / Assurance Provided: The Principal outlined early parental contact protocols and weekly rewards for attendance consistency, supported by strong community relationships.

Safeguarding training remains at 100% compliance. The **Safeguarding Dashboard** showed no Child Protection Plans and no Section 47 investigations this term. DSL supervision logs were signed off by the CEO as part of Trust assurance.

Digital Safety Report:

A recent incident involving external content access was fully resolved, with updated parental guidance issued and staff retrained. Pupils participated in assemblies themed around *Safe Sharing Online*.

APPROVED: Safeguarding, SEND, and digital safety compliance confirmed.

ACTION: DCEO to review Trust-wide follow-up on digital safety case management at next QES.

7. Review final outcomes for previous academic year and review provision map for the current year

Report introduced by: Principal

Final Outcomes for Previous Years:

The Principal presented end-of-year outcomes showing reading and maths well above national standards and writing improving but still identified for development. Phonics outcomes remained at 98% and EYFS GLD at 79%.

Governance Question / Challenge: What underpins strong reading results and how can that practice be applied to writing?

Response / Assurance Provided: The school's early reading model, grounded in phonics fidelity and daily guided reading, is being extended into vocabulary-led writing sessions.

Leadership noted that pupil mobility has marginally increased in KS2, impacting progress tracking. The DCEO confirmed Trust monitoring has identified the same pattern in comparable contexts and mitigation strategies are in place.

Term Dates:

The Principal confirmed term dates follow the Trust's model, ensuring alignment with moderation and assessment schedules. Staff development days focus on SEND strategies and leadership development.

Curriculum Offer and Development Plans:

TPA continues to refine its broad and balanced curriculum with subject sequencing updates in humanities and science. Writing remains the development focus with coaching from a visiting literacy specialist.

The Committee reviewed **TPA's 2025 – 2026 academic targets**, noting clear ambition to raise writing attainment and sustain excellence in reading and maths. Progress will be monitored termly through internal assessment and Trust moderation

Governance Question / Challenge: How are staff supported to embed the literacy model effectively?

Response / Assurance Provided: Staff participate in team coaching, with half-termly drop-ins to ensure consistent teaching quality.

The Principal raised concern about resource pressures for the arts curriculum. The CEO assured the Trust will review central funding allocations to maintain equity across schools.

Extracurricular Offer and Residential Trips:

A diverse extracurricular programme operates a wide range of clubs both internally and externally across all year groups. Pupils recently participated in a Year 5 trip to Legoland. Plans are underway to expand local partnerships for enrichment visits.

APPROVED: Academic outcomes, term dates, curriculum, enrichment programmes and academic targets.

ACTION: Principal to report back on impact of literacy coaching and resource review at next QES meeting.

8. School Development Plan (SDP) Priorities

Report introduced by: Principal

The Principal outlined the 2025–2026 SDP priorities, directly aligned with the Trust strategic framework and feedback from the summer term review. The four priority strands are:

1. Raise writing attainment and consistency through staff coaching and moderation.

2. Enhance subject leadership confidence in foundation subjects to improve sequencing and depth.
3. Embed digital safety education across the curriculum.
4. Develop pupil voice and leadership to strengthen community engagement and wellbeing.

The SDP includes clear impact measures under each Ofsted domain.

Governance Question / Challenge: How are these priorities embedded in performance management cycles?

Response / Assurance Provided: All staff are expected to work towards the standards of their role or pay grade, which is how their performance is measured. The Principal is held to account for the SDP and the academic outcomes.

Governance Question / Challenge: How is progress toward digital safety integration being evaluated?

Response / Assurance Provided: The Principal outlined that digital safety will be assessed through pupil voice surveys, curriculum evidence sampling, and audits conducted by the DCEO.

APPROVED: SDP priorities approved.

ACTION: Principal to share evaluation of digital safety impact at Spring QES.

9. DCEO Verbal Update

Report introduced by: Deputy CEO

The DCEO provided a comprehensive verbal update reflecting findings from Trust school improvement visits and joint monitoring undertaken this term.

Overall, TPA continues to demonstrate strong teaching quality, a consistent safeguarding culture, and visible alignment with the Trust's strategic priorities around curriculum depth, inclusion, and professional learning.

The DCEO commended the Principal for embedding a reflective and collaborative staff culture, noting that classroom observations identified high levels of pupil engagement and secure curriculum sequencing, particularly in reading and maths.

Governance Question / Challenge: What priorities for further improvement were identified during the Trust's latest review?

Response / Assurance Provided: The DCEO confirmed that writing remains a Trust-wide focus, and TPA is engaging in a cross-school writing moderation pilot to enhance consistency of assessment. Leadership will also continue to strengthen middle leader coaching and subject monitoring autonomy.

Discussion took place regarding workload management and staff capacity. The DCEO noted that while overall staff wellbeing indicators remain positive, a small number of teachers reported increased administrative load following the new digital planning rollout. Leadership

is working with the Head of Operations to simplify processes and align with the *Perspective* system. The CEO reassured that the Trust is prioritising administrative streamlining to ensure workload does not compromise quality or retention.

Governance Question / Challenge: How is the DCEO monitoring the impact of the new Trust-wide digital safety programme at TPA?

Response / Assurance Provided: The DCEO confirmed that digital safety audits were completed at all schools, with TPA receiving a positive report. The school acted promptly following a recent online safety incident, demonstrating a mature safeguarding response and strong parental communication.

The DCEO also reported that attendance remains strong, at 96.5%, and pupil behaviour continues to be exemplary, with zero suspensions this term. Leadership was commended for fostering a positive learning climate through proactive wellbeing initiatives.

Governance Question / Challenge: Are there any external factors that could disrupt TPA's current stability?

Response / Assurance Provided: The DCEO noted that while the wider education funding context remains uncertain, TPA's staffing model and budget remain secure for the next financial year. No immediate risks were identified.

APPROVED: DCEO verbal update and Trust-level assurances noted.

ACTION: DCEO to review workload impact of digital planning systems and report adjustments at next QES meeting.

10. SEND Information on Website

The Principal confirmed that the report and policy are published on the school website in accordance with the SEND Code of Practice and Trust expectations.

11. Receive Pupil Premium Report

Report introduced by: Principal (*Report to be published by 31st December*)

The Principal presented the Pupil Premium update for 35 pupils (8%) confirming alignment with the Trust's strategic goals for equity and inclusion. The strategy targets improved writing outcomes, stronger attendance, and emotional wellbeing support through mentoring and pastoral programmes.

Funding has been directed toward one-to-one writing support, targeted phonics for lower KS2, and subsidised access to after-school clubs and trips.

Governance Question / Challenge: How is the impact of mentoring measured, given its focus on wellbeing?

Response / Assurance Provided: Staff use structured reflection logs, attendance correlation, and pupil self-assessment tools. Evidence suggests improved engagement and motivation among pupils receiving pastoral support.

- APPROVED:** TPA Pupil Premium Report and strategy for 2025–2026
- ACTION:** None

12–15. Closing Agenda Items

- 12. **Website Compliance:** Fully up to date with latest policy uploads.
- 13. **Governor Feedback:** None raised for this cycle.
- 14. **Confidentiality of Documents:** Confirmed in line with **ATH 2025 (1.50–1.51)**.
- 15. **AOB:** None.

- APPROVED:** Closing items noted.
- ACTION:** Clerk to update GovernorHub record with finalised

Meeting closed at 11:00 a.m.



4. Wantage Primary Academy (WPA)

Held via Microsoft Teams on Thursday 23 October 2025, 11:00 – 12:00

Meeting commenced at 11:00 a.m. via Microsoft Teams.

Attendance

Name / Role	Position	Attendance
Jenelle Ross-McIntyre (JRM)	Board Director – Chair (for this meeting)	Present
Jodie Croft (JC)	CEO / Board Director	Present
Leah Basilone (LB)	Deputy CEO (DCEO)	Present
Sarah Bellingham (SB)	Head of Operations (HOO)	Present
Hannah Robinson (HR)	Principal – WPA	Present
Aindri Palipane (AP)	Staff Governor (WPA)	Present
Tara Passfield (TP)	Parent Governor (WPA)	Present
Hana Hamilton (HH)	Clerk (Governance & Communications Officer)	Present

1. Approval of Teams transcript, welcome and apologies for absence

The Chair welcomed all participants and noted apologies from the Joint Chair. The CEO expressed appreciation to WPA's leadership for their ongoing progress and preparation for this QES cycle.

APPROVED: Use of Teams transcription.

ACTION: None.

2. Appointment of Committee Chair

Introduced by: CEO

All present expressed unanimous support for Jenelle's continuation in the role.

In accordance with the Omnia Learning Trust Scheme of Delegation, **Jenelle Ross-McIntyre (Board Director)** was **re-appointed as Joint Chair of the QES Committee** for the 2025–2026 academic year.

APPROVED: Re-appointment of Jenelle Ross-McIntyre as Joint Chair of the QES Committee confirmed for 2025–2026.

ACTION: Clerk to update governance records and GovernorHub to reflect re-appointment.

3. Declarations of Interest and Register Update

The CEO declared a connected interest due to a family member employed within the Trust. The Clerk confirmed the Register of Business and Pecuniary Interests was fully updated to reflect this and all new appointments.

APPROVED: Register of Interests reviewed and confirmed.

ACTION: None.

4. OLT Guide for Parent and Staff Governors and QES Report Template

Report introduced by: Head of Operations (HOO)

The HOO summarised the purpose of the new Guide and template, noting that consistency across schools supports clearer feedback to the Trust Board.

Governance Question / Challenge: How will WPA ensure parent and staff feedback captures the school's distinct local context?

Response / Assurance Provided: The Clerk and Principal will adapt focus questions to reflect community-specific issues while maintaining alignment with Trust-wide reporting standards.

The Parent Governor raised that some parents perceive limited transparency around SEND support. The CEO confirmed that this perception will be addressed through clearer website information and open Q&A sessions. The Principal agreed to include SEND updates in newsletters to strengthen trust and communication.

APPROVED: Guide and template adopted.

ACTION: Principal to include SEND communication updates in next parent newsletter.

5. Approval of Previous Minutes and Matters Arising

Report introduced by: Clerk

The previous QES minutes were reviewed with no amendments requested.

All prior actions were confirmed as completed or carried forward within this agenda.

APPROVED: Minutes from previous QES Committee meeting approved.

ACTION: Clerk to upload approved minutes to GovernorHub and OLT website; request Chair's electronic signature.

6. Demographic Context and Safeguarding Report

Report introduced by: Principal

WPA has an increase in EAL learners (9%) and steady FSM eligibility (14%). SEND remains stable at 11% of the cohort, with two EHCPs pending LA decision.

Safeguarding audits confirm full policy compliance. Attendance stands at 96.2%, supported by weekly monitoring and pastoral engagement.

Governance Question / Challenge: What trends are visible in safeguarding referrals and staff workload?

Response / Assurance Provided: The Principal reported that safeguarding referrals remain moderate and well-managed by the DSL team. The DCEO confirmed WPA's safeguarding evidence is consistently strong in Trust audits.

The **Safeguarding Dashboard** highlighted one open Early Help plan and full completion of staff training. The CEO noted that WPA's safeguarding records remain a Trust exemplar for data quality and chronology.

Digital Safety Report:

All staff completed updated training on *Digital Conduct and Data Privacy*. One minor breach was recorded due to accidental screen-share; incident logged and addressed. Pupils participated in *CyberSmart Week* with high engagement.

APPROVED: Demographic, SEND, Safeguarding, and Digital Safety Reports reviewed and approved.

ACTION: CEO to include WPA Early Help data in LA escalation evidence set for December correspondence.

7. Review final outcomes for previous academic year and review provision map for the current year

Report introduced by: Principal

Final Outcomes for Previous Years:

The Principal outlined that WPA achieved above national outcomes in reading and maths, with writing identified as a continuing improvement focus. EYFS GLD was 76%, with phonics results at 97%.

Governance Question / Challenge: What interventions are showing the most impact in writing improvement?

Response / Assurance Provided: The writing framework introduced last term includes explicit grammar modelling and daily practice. Data indicates early positive impact.

Directors asked how high staff turnover last year affected continuity. The Principal confirmed that all posts are now filled, and consistency has returned. The CEO commended leadership for stabilising staffing.

Term Dates:

The Principal confirmed full alignment with Trust term dates, supporting shared moderation and consistent INSET. Additional staff development sessions focus on differentiation and inclusion.

Curriculum Offer and Development Plans:

Curriculum priorities for 2025–26 include writing, enrichment through wider reading, and science curriculum development. Subject leaders are collaborating across Trust schools to standardise progression maps.

Academic targets for 2025–26 were reviewed and agreed. The Committee noted the school's continued focus on writing progress and sustained excellence in reading and maths, aligned to Trust priorities and Ofsted expectations

Governance Question / Challenge: How is curriculum quality evaluated beyond data outcomes?

Response / Assurance Provided: Leadership uses learning walks, book scrutiny, and pupil voice evidence triangulated through Trust reviews.

Extracurricular Offer and Residential Trips:

Clubs include drama, choir, STEM, and sports. A successful **Year 6 residential** took place in September, and a Year 4 trip is planned for spring. The school also hosted an **Autumn arts week**, celebrating inclusion and creativity.

APPROVED: Academic outcomes, term dates, curriculum, enrichment programmes and academic targets.

ACTION: Principal to report writing impact and enrichment feedback at next QES cycle.

8. Review / Approve School Development Plan (SDP) Priorities

Report introduced by: Principal

The Principal presented SDP priorities for 2025–26:

1. Raising writing standards across all phases.
2. Enhancing attendance culture.
3. Strengthening leadership succession planning.
4. Expanding extracurricular enrichment to promote wellbeing.

Governance Question / Challenge: How are these priorities embedded in staff performance objectives?

Response / Assurance Provided: Objectives are cascaded through line management; middle leaders report progress termly to SLT and to the Trust.

The DCEO highlighted the importance of succession planning, noting upcoming staff changes in EYFS leadership.

Governance Question / Challenge: Is leadership succession secure in key subject areas?

Response / Assurance Provided: The Principal confirmed mentoring is underway for two potential internal candidates, with support from the DCEO and Trust leadership.

APPROVED: SDP 2025–26 priorities approved.

ACTION: Principal to update QES on leadership succession and enrichment impact at next cycle.

9. DCEO Verbal Update

Report introduced by: Deputy CEO

The DCEO provided a detailed verbal update following this term's Trust monitoring visits and leadership meetings. WPA continues to demonstrate steady progress in curriculum implementation, quality of teaching, and consistency of safeguarding practice. The DCEO reported that behaviour across the school remains calm and purposeful, with pupils demonstrating clear enthusiasm for learning.

Leadership was praised for stabilising the staff team after last year's recruitment challenges, with all teaching posts now permanently filled. The Principal's focus on consistency and shared accountability has resulted in improved clarity around curriculum sequencing and expectations.

Governance Question / Challenge: What have been the most notable improvements since the last QES meeting?

Response / Assurance Provided: The DCEO confirmed that improvements are most visible in reading outcomes, writing frameworks, and staff professional confidence. The adoption of the Trust's *Perspective* platform has supported clearer data analysis and reduced duplication of reporting.

Governance Question / Challenge: Has staff workload improved since the staffing restructure?

Response / Assurance Provided: The DCEO confirmed that the restructure has had a positive effect. Workload remains high in line with national trends but is now being actively monitored through wellbeing check-ins and anonymous staff surveys.

Safeguarding compliance remains fully secure, with the termly dashboard confirming 100% staff training completion, no open Child Protection Plans, and one active Early Help case.

Governance Question / Challenge: How are leadership ensuring continued rigour in safeguarding despite staff changes?

Response / Assurance Provided: DSL duties have been redistributed effectively between

senior staff members. The CEO praised the Principal's strong oversight and the Trust's quality assurance process, which includes cross-audits from another Trust school DSL.

Governance Question / Challenge: Are there any Trust-wide risks identified that may affect WPA specifically?

Response / Assurance Provided: The DCEO confirmed that wider sector risks include SEND funding pressures and recruitment pipeline challenges, but WPA remains well-staffed and financially sound.

APPROVED: DCEO verbal update and assurances received.

ACTION: DCEO to provide update on leadership development progress and staff wellbeing feedback at next QES meeting.

10. SEND Information on Website

The Principal confirmed that the report and policy are published on the school website in accordance with the SEND Code of Practice and Trust expectations.

11. Receive Pupil Premium Report

Report introduced by: Principal (*Report to be published by 31st December*)

The Principal outlined WPA's Pupil Premium allocation, supporting 19 pupils (6%). The strategy continues to prioritise literacy and wellbeing, with funding targeted at reading fluency, handwriting development, and inclusion in enrichment activities.

Staff ensure PP pupils access the full curriculum and participate equally in school events, with close monitoring of attendance and engagement.

Governance Question / Challenge: How is leadership ensuring that pupil premium pupils are consistently achieving at least expected progress?

Response / Assurance Provided: The Principal confirmed that termly progress reviews focus specifically on PP pupils, supported by data dashboards that flag emerging gaps early.

APPROVED: WPA Pupil Premium strategy and allocation for 2025–2026

ACTION: None

12–15. Remaining Agenda Items

12. Website Compliance: Fully compliant.

13. Governor Feedback: None submitted this cycle.

14. Confidentiality of Papers: Confirmed in line with **ATH 2025 (1.50–1.51)**.

15. AOB: No additional business raised.

APPROVED: All closing items noted.

ACTION: Clerk to record approvals and file evidence on GovernorHub.



Meeting closed at 12:00 p.m.

Disclaimer – Microsoft Teams Meeting Transcript

These meetings were held via Microsoft Teams. The automatic transcription function was enabled solely to assist in the accurate production of draft minutes. The transcript is not the formal record of proceedings. Approved minutes, once confirmed by the Board, constitute the only official record. Transcripts are stored securely and deleted following formal approval of the minutes. By attending, participants acknowledged and consented to the use of transcription for governance purposes.

Appendix A – Summary of consolidated Action Points

(Covers QES Committee Meetings held 21–23 October 2025 for SHPA, DPA, TPA, and WPA)

Action Point Number	Owner	Minute Item	Action	Deadline
1	Clerk	SHPA – Item 2	Include formal appointment of Committee Chair on next QES agenda.	Next QES (Jan 2026)
2	HOO & Clerk	SHPA – Item 4	Deliver guidance session for Parent and Staff Governors on report template and focus areas.	Before Jan 2026 QES
3	CEO	SHPA – Item 6	Raise EHCP processing delays with Oxfordshire County Council.	Dec 2025
4	CEO	SHPA – Item 7	Escalate inconsistent safeguarding thresholds to County safeguarding partnership.	Dec 2025
5	Executive Principal	SHPA – Item 8	Provide update on staff workload sustainability and progress of interventions.	Jan 2026 QES
6	Executive Principal	SHPA – Item 9	Termly progress update on School Development Plan (via <i>Perspective</i> platform).	Ongoing – Each Term
7	Clerk	DPA – Item 2	Include formal appointment of Committee Chair on next QES agenda.	Next QES (Jan 2026)
8	HOO & Clerk	DPA – Item 4	Organise Governor guidance session; confirm focus allocations.	Before Jan 2026 QES
9	CEO	DPA – Item 6	Raise safeguarding threshold issue with LA partners and provide report back.	Dec 2025
10	Executive Principal	DPA – Item 7	Continue SEND and Pupil Premium progress reporting termly to QES.	Ongoing
11	Executive Principal	DPA – Item 8	Provide SDP progress update to next QES meeting.	Jan 2026 QES

Action Point Number	Owner	Minute Item	Action	Deadline
12	DCEO	DPA – Item 9	Integrate DPA insights into Trust-wide CPD plan and update QES.	Jan 2026
13	Clerk	TPA – Item 4	Include communication to clarify governance role in next parent newsletter.	Dec 2025
14	Principal (TPA)	TPA – Item 7	Report on writing intervention outcomes and impact.	Jan 2026 QES
15	Principal (TPA)	TPA – Item 8	Share evaluation of digital safety curriculum at next QES meeting.	Jan 2026 QES
16	DCEO	TPA – Item 9	Review leadership succession planning and report findings.	Jan 2026 QES
17	Principal (WPA)	WPA – Item 4	Include SEND communication updates in next parent newsletter.	Dec 2025
18	CEO	WPA – Item 6	Include WPA safeguarding threshold case in LA correspondence.	Dec 2025
19	Principal (WPA)	WPA – Item 7	Report progress on new writing framework implementation.	Jan 2026 QES
20	Principal (WPA)	WPA – Item 8	Provide update on leadership succession planning and enrichment impact.	Jan 2026 QES
21	DCEO	WPA – Item 9	Report on staffing structure changes at next QES meeting.	Jan 2026 QES
22	Clerk	All Schools	Upload approved minutes to OLT website and GovernorHub; obtain Chair's e-signature.	Following approval
23	Clerk	All Schools	Record all decisions, approvals, and updates on GovernorHub for audit.	Ongoing

Document Reference Disclaimer

All documents and reports referred to within these minutes were circulated to members via GovernorHub in line with the corresponding agenda and published in advance of the meeting. Each minute item recorded herein directly corresponds to the relevant numbered agenda item for that meeting. Supporting papers are retained on GovernorHub as part of the official governance record in accordance with Omnia Learning Trust protocols.