

Agenda for the OLT QES Committee Meeting on Tuesday 15th October 2024

Section A

- Part 1: SHPA (10.00 – 11.00)
- Part 2: DPA (11.00 - 12.00)

Break (1 hour)

Section B

- Part 1: TPA (13.00 - 14.00)
- Part 2: WPA (14.00 – 15.00)

Please see the notes at base of agenda for requested attendance at each part of the meeting

Invitees	Role	Term of Office Ends
QES Committee Members (Voting)		
1. Daniel Barry (DB)	Parent Governor at WPA	26/09/2025
2. Kyla Butterworth (KB)	Staff Governor at SHPA (& Vice Principal of SHPA)	30/06/2028
3. Jodie Croft (JC)	OLT CEO and Board Director – interim Chair SHPA & DPA Agendas	N/A (Ex-officio)
4. Dena Gill (DG)	Parent Governor at DPA	17/10/2025
5. Chris Lamming (CL)	Staff Governor at DPA	31/12/2024
6. Russ Massey (RM)	OLT Board Director – TPA & WPA Agendas – Chair	08/11/2025
7. Kirstie Maricourt (KM)	Staff Governor at TPA	12/10/2027
8. Duncan Millard (DM)	OLT Board Director & OLT Director of Education	13/05/2028
9. Rupi Thiara (RT)	Parent Governor at TPA	12/10/2027
<i>2 x Vacancies: SHPA Parent Governor, WPA Staff Governor</i>		
OLT Staff (Non-voting)		
Alison Ashcroft (AA)	Executive Principal at DPA & SHPA	
Leah Basilone (LB)	Deputy CEO	
Sarah Bellingham (SB)	OLT Governance & Communications Officer	
Erin Moscardini (EM)	Principal at TPA	
Hannah Robinson (HR)	Principal at WPA	

Agenda for each school's part of the meeting: SHPA, DPA, TPA, & WPA

Item	Related Paper	Lead
1. Welcome and Identify any AOB/Confidential Items	n/a	CEO/DCEO
2. Appointment of Committee Chair	OLT Governance Handbook (see Terms of Reference for Members, Directors and Governors)	CEO/DCEO

3. Declare any conflicts of interest with agenda items or interests to update in the business interests register, & declare receipt of hospitality	OLT Register of Business and Pecuniary Interests	Chair
4. Receive and approve previous QES Committee minutes and matters arising not on agenda	QES Committee Minutes of 2 nd July 2024	Chair
5. Updates to OLT Governance Handbook	PPT	Deputy CEO
6. Review final outcomes for previous academic year and review provision map for the current year	*Current context – demographics and SEND context *Final outcomes for previous years *Term dates *Curriculum offer and development plans *Extracurricular offer and residential trips	Principal
7. Review/Approve 24/25 academic targets	*Attainment targets	Chair
8. Review/approve SDP priorities	SDP 2024-2025	Chair
9. Principal to confirm that SEND Information on school website has been reviewed and is accurate	SEND information on website	Principal
10. Receive Pupil Premium Report (to be published by 31 st December)	Pupil Premium plans and impact data	Chair to n
11. Receive website compliance report from Principal	Website compliance report	Chair
12. Agree committee recommendation to trustees as to confidential status of the meeting's documents (<i>excluding the agenda, approved minutes, & approved final version policies, which are for publishing</i>) (Ref: 1.50-1.51 ATH 2024)	Academy Trust Handbook 2024	Chair
13. AOB/Confidential	n/a	Chair

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 2024-2025 at page 18*]

Dates of Committee meetings in 2024-2025:

- Thursday 23rd January 2025
- Tuesday 29th April 2025
- Tuesday 8th July 2025

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.