

Omnia Learning Trust – Agenda for the QES Committee Meeting – Tuesday 17th October 2023

- **Part A:** General Business – 1 hour (10.00-11.00)
- **Part B:** TPA – 25 mins (11.05-11.30)
- **Part C:** WPA – 25 mins (11.35-12.00)
- **Part D:** DPA – 25 mins (12.05-12.30)
- **Part E:** SHPA – 25 mins (12.35-13.00)

Please see the notes at based 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. Jodie Croft (JC)*	OLT CEO and Board Director	N/A (Ex-officio)
3. Dena Gill (DG)	Parent Governor at DPA	17/10/2025
4. Chris Lamming (CL)	Staff Governor at DPA	31/12/2024
5. Russ Massey (RM)	OLT Board Director	08/11/2025
6. Kirstie Maricourt (KM)	Staff Governor at TPA	12/10/2027
7. Hannah Robinson (HR)	Staff Governor at WPA	03/01/2027
8. Ada Simpson (AS)	OLT Board Director	29/03/2026
9. Rupi Thiara (RT)	Parent Governor at TPA	12/10/2027
<i>2 x Vacancies: SHPA Parent Governor, SHPA Staff Governor</i>		
OLT Staff (Non-voting)		
Alison Ashcroft (AA)	Executive Principal at DPA & SHPA	
Leah Basilone (LB)	Principal at WPA	
Sarah Bellingham (SB)	OLT Governance & Communications Officer	
Kyla Butterworth (KB)	Executive Vice-Principal at DPA & SHPA	
Sally Clarke (SC)	OLT Director of Education	
Erin Moscardini (EM)	Principal at TPA	

A. General Business Agenda

Item	Related Paper	Lead
1. Welcome and Appoint Chair for 2023-2024	n/a	CEO
2. Identify any AOB/Confidential Items	n/a	Chair
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 4 th July 2023	Chair
5. Note receipt WPA annual safeguarding audit report dated July 2023 with actions list	Annual WPA Safeguarding Audit Report July 2023	Chair

6. Receive annual OLT Policy Scheme of Delegation	OLT Governance Handbook	Chair
7. Policies for review/approval (<i>other than annual autumn term SEND Policies review, listed per school agendas below</i>)	TPA Remote (Blended) Learning Policy, WPA Remote (Blended) Learning Policy	Chair
8. Collaboration between Trust schools	Verbal update on Principal's network	LB
9. Curriculum Focus: Reading, Writing, Maths & Phonics	DPA, SHPA, TPA, & WPA overview of long-term plans per year group	Principals
10. Approve Academy term, holiday and occasional and INSET days for 2024-2025	DPA, TPA, SHPA, WPA term dates 24/25	Principals
11. Review of impact of previous academic year's pupil premium (PP) allocation and review PP plans for current year (to be published by 31 st December)	PP impact report and 23/24 plans DPA, SHPA, TPA, WPA	Principals
12. Receive school website compliance reports	Website compliance reports: DPA, SHPA, TPA & WPA	Chair
13. Review and approve school residential trips	Residential trips summary information sheet for: DPA, SHPA, TPA & WPA	Chair
14. 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>) (s1.45 ATH 2023)	Academy Trust Handbook 2023	Chair
15. AOB/Confidential	n/a	Chair

B. TPA Agenda

1. Review National Test Results and other published data: all cohorts and determine related implications and actions	Published data; Internal end of year data for TPA	EM
2. Principals' Context Dashboard – summary presentations including SEND, safeguarding issues, safeguarding audit report and notable achievements.	TPA Context Dashboard	EM
3. Review annual SEND Policy and SEND Information report (to recommend for Board approval)	TPA SEND Policy and SEND Information Report 2023-2024	EM
4. Approve pupil progress and attainment targets for current academic year	Pupil attainment targets for TPA	Chair
5. Review SEF for previous academic year and approve priorities on SDP	SEF & SDP	EM

6. Academic Adviser feedback on school visit 1	TPA Report 1	SC
7. Agree termly areas of focus for TPA staff governor	OLT Governance Handbook	EM
8. Agree termly areas of focus for TPA parent governor	OLT Governance Handbook	EM
9. AOB		Chair

C. WPA Agenda

1. Review National Test Results and other published data: all cohorts and determine related implications and actions	Published data; Internal end of year data for WPA	LB
2. Principals' Context Dashboard – summary presentations including SEND, safeguarding issues, safeguarding audit report and notable achievements.	WPA Context Dashboard	LB
3. Review annual SEND Policy and SEND Information report (to recommend for Board approval)	WPA SEND Policy and SEND Information Report 2023-2024	LB
4. Approve pupil progress and attainment targets for current academic year	Pupil attainment targets for WPA	Chair
5. Review SEF for previous academic year and approve priorities on SDP	SEF & SDP	LB
6. Academic Adviser feedback on school visit 1	WPA Report 1	SC
7. Agree termly areas of focus for WPA staff governor	OLT Governance Handbook	LB
8. Agree termly areas of focus for WPA parent governor	OLT Governance Handbook	LB
9. AOB		Chair

D. DPA Agenda

1. Review National Test Results and other published data: all cohorts and determine related implications and actions	Published data; Internal end of year data for DPA	
2. Principals' Context Dashboard – summary presentations including SEND, safeguarding issues, safeguarding audit report and notable achievements.	DPA Context Dashboard	AA

3. Review annual SEND Policy and SEND Information report (to recommend for Board approval)	DPA SEND Policy and SEND Information Report 2023-2024	AA
4. Approve pupil progress and attainment targets for current academic year	Pupil attainment targets for DPA	Chair
5. Review SEF for previous academic year and approve priorities on SDP	SEF & SDP	AA
6. Review DPA Pupil Survey findings	Verbal update on key findings and actions in respect of DPA Pupil Survey Results 22/23	AA
7. Academic Adviser feedback on school visit 1	DPA Report 1	SC
8. Agree termly areas of focus for DPA staff governor	OLT Governance Handbook	AA
9. Agree termly areas of focus for DPA parent governor	OLT Governance Handbook	AA
10. AOB		Chair

D. SHPA Agenda

1. Review National Test Results and other published data: all cohorts and determine related implications and actions	n/a	AA
2. Principals' Context Dashboard – summary presentations including SEND, safeguarding issues, safeguarding audit report and notable achievements.	SHPA Context Dashboard	AA
3. Review annual SEND Policy and SEND Information report (to recommend for Board approval)	SHPA SEND Policy 2023-2024 (no report required at this point)	AA
4. Approve pupil progress and attainment targets for current academic year	Pupil attainment targets for SHPA	Chair
5. Review SEF for previous academic year and approve priorities on SDP	SDP	AA
6. Academic Adviser feedback on school visit 1	SHPA Report 1	SC
7. Agree termly areas of focus for SHPA staff governor	n/a	N/A
8. Agree termly areas of focus for SHPA parent governor	n/a	N/A

9. AOB		Chair
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Dates of next meetings:

- Tuesday 16th January 2024 from 10am to 1pm
- Tuesday 23rd April 2024 from 10am to 1pm
- Tuesday 2nd July 2024 from 10am to 1pm

Requested Attendance at QES Committee Meetings:

- *Part A General Business Section:* All QES Committee members (Board directors including CEO, 4 x staff governors, and 4 x parent governors), and 4 x school Principals
- *Part B: TPA Only* - CEO, TPA headteacher, TPA staff governor, TPA parent governor, & Board directors
- *Part C: WPA Only* - CEO, WPA headteacher, WPA staff governor, WPA parent governor, & Board directors
- *Part D: DPA Only* - CEO, DPA headteacher, DPA staff governor, DPA parent governor, & Board directors
- *Part E: SHPA Only* - CEO, SHPA headteacher, SHPA staff governor, SHPA parent governor, & Board directors

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.