

**Minutes of the meeting (Microsoft Teams) – Monday 15 May 2023**

Name	Role/Type of Governor	School	
Max Thomas (Chair)	Chair - Co-opted/Community	Yeoford	P
Kristina Wright (KW)	Staff Governor	Yeoford	P
David Pike (DP)	Parent Governor	Cheriton Bishop	P
Amber Reed (AR)	Staff Governor	Morchard Bishop	P
Joanna (Biddy) Hooper (JH)	Foundation Governor	Morchard Bishop	P
Sherrin Neenan (SN)	Foundation Governor	Morchard Bishop	Ab
Andrew Lee (AL)	Staff Governor	Tedburn St Mary	P
<b>Vacancy</b>	<b>2 x Co-opted/Community Governors</b>	<b>Cheriton Bishop</b>	
<b>Vacancy</b>	<b>Parent Governor</b>	<b>Tedburn St Mary</b>	
<b>Vacancy</b>	<b>Parent Governor</b>	<b>Yeoford</b>	
<b>Vacancy</b>	<b>Staff Governor</b>	<b>Cheriton Bishop</b>	
Sam Butler (SM)	Academy Head	Morchard Bishop	P
Andy Keay (AK)	Academy Head	Tedburn St Mary	P
Robin Scott (RS)	Academy Head	Cheriton Bishop & Yeoford	P
Pam Down	Clerk	Woodleigh LB	P
Charlotte Roe (CR)	Governance Professional	Link Academy Trust	P

Present/Apologies/Absent

		ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b> The Chair thanked those present for attending. No apologies had been received.	
<b>2</b>	<b>DECLARATIONS OF INTEREST:</b> None.	
<b>3</b>	<b>APPROVAL OF MINUTES (PART 1) FROM THE PREVIOUS MEETING HELD ON 20 February 2023</b> The P1 Minutes were approved and will be signed electronically by the Chair then forwarded to HR to be uploaded onto the Trust website.	Chair/Clerk
<b>4</b>	<b>MATTERS ARISING (not covered elsewhere in the Agenda)</b> Clarity is needed regarding SN's continuation as a governor. The Clerk/SB will contact SN and ask for an official response.	Clerk / SB
<b>5</b>	<b>SCHOOL UPDATES</b> <b>Morchard Bishop:</b> SB reported the very sad passing of one of the teaching staff last half term. This had naturally been a very difficult time for the children, staff, parents and the whole School community. The positive thing that had followed was the strength of the School community. Everyone had responded incredibly well. The children and adults had felt comfortable in being able to reach out and the strength of the team enabled such a difficult time to be managed in a good way. Support from the Link Academy Trust had been fantastic. John Couch, EP from MAST (service Trust buy into), and SB had been in contact during the time of the teacher's short illness. JC arrived before School opened the day following the death of the teacher the evening before to have a briefing with staff. ND, CEO, was at the School and a number of EIT members supported where help was needed.	

	<p><b>Tedburn St Mary:</b> AK advised a SEND Audit from the Inclusion Hub had recently taken place. It went really well and highlighted SEND is a real strength across the School. The strength of relationships between the children and staff will put the School in good stead when looking at relational behaviours. The School is well prepared for the LPDs which will take place after half term.</p> <p>The Chair had visited Tedburn St Mary on the last day of KS2 SATs. He reported it had been good to see the set-up of the breakfast morning with the children coming into School - there was a good atmosphere. AK reported the School had been externally moderated during SATs with DCC looking in to check the process. They were really impressed with how SATs had been managed and delivered. AK believes that if all schools followed the protocol sent, then everything should be good.</p> <p><b>Yeoford and Cheriton Bishop:</b></p> <p>RS stated both schools did a great job with the SATs and were incredibly resilient which shows the time, effort and support the staff give children pays dividends. The Chair stated that everything regarding SATs also seemed very positive at Yeoford with nobody seeming stressed about it as is currently being reported in the Media.</p> <p>RS raised awareness of staff wellbeing which is discussed a lot, particularly due to the high level of SEN need. The staff are incredible in supporting the children but the need is still there.</p> <p>The Chair asked if there were any questions from governors. There were none.</p>	
6&7	<p><b>STANDARDS AND CURRICULUM TRUSTEES' MEETING / FOCUS</b></p> <p>The meeting due to be held on 26.04.23 had been postponed until 09.05.23 due to Ofsted. CR, AK and MT had attended. CR had written the Minutes and they will be circulated as soon as initial approval is received.</p> <p>CR gave a brief verbal update:</p> <ul style="list-style-type: none"> <li>▪ AK had been asked a lot of deep questions on pupils' progress data which will be reflected in the Minutes.</li> <li>▪ Changes in the timing of the feedback process from Local Boards to S&amp;C: Two of the Hubs had trialled with governors' visits being fed in at the same time as the S&amp;C focus. It seemed to work quite well. Andy, Lizzie &amp; Sarah spoke and governors could feed in what they had seen in local schools. This will come fully into play across the Trust from September with the new meeting dates shortly becoming available. The Chair stated the new loop/timing of meetings will enable any concerns or queries raised at Local Board level to receive more of an immediate response - this had not always been the case previously. CR added that anything anyone sees can be raised during that focus rather than before when questions were asked yet the focus had moved to a different area.</li> </ul>	
8	<p><b>NEXT STANDARDS AND CURRICULUM KEY FOCUS - Wellbeing for pupils and staff</b></p> <p>CR had sent out a template (Clerk forwarded on 11 June) which included questions for governors and Academy Heads to discuss. CR advised it will be really useful if governors speak with Academy Headteachers between now and 12 June and then send the visit notes to the Clerk and CR to enable them to feed into the S&amp;C meeting on 14 June. Feedback will not be done via Minutes as it will be from September, but at least the visit notes and questions will be fed in.</p> <p><b>Proposed new structure for the Local Boards</b> The Chair advised this had been</p>	<p><b>Governors asked to try and meet with AHTs to discuss wellbeing before 12 June. Reports to be written/sent to Clerk and CR to feed into the S&amp;C on 14 June 2023. Governors reminded to use S&amp;C questions.</b></p>

	<p>reviewed and when approved by the Trustees, he will be able to share this. The Chair believes governors have been listened to and the plan is good.</p> <p>The Chair stated SATs had already been covered above but asked if there were any further points anyone wished to raise. Nothing further to discuss.</p>	
<b>9</b>	<p><b>FEEDBACK FROM ETHOS COMMITTEE AND COMMUNITY GROUPS</b></p> <p><b>Morcharad Bishop:</b> SB advised the Ethos Committee had not met last half term due to the passing of the teacher (detailed in item 5). A lot of work had been undertaken to produce a new Vision and Values to reflect what the School wants for the children – this has just been launched. It is theologically rooted and had been produced working together with staff, pupils, the Ethos group and the Diocese. TR recent focus had been predominantly around that as underpinning values had to be established before moving on to other areas.</p> <p>CR has been meeting with Sharon Lord to try to get Ethos Groups working with Local Governance structure to feed into S&amp;C. CR is interested in developing Community Groups/Parents’ Forums. CR asked if anyone to get in touch if they needed any support with Community Groups.</p> <p><b>Tedburn St Mary:</b> AK holds regular (although not termly) Parents’ Forum meetings. The last one was held in March. Attendance varies from two to three up to twelve. The Vision and Values has been tweaked and work at the back of the school has been investigated. AK had tried holding Parent Forum meetings at varying times of the day to make it accessible but usually the same people attend.</p>	
<b>10</b>	<p><b>SAFEGUARDING</b></p> <p><b>Academy Heads and governors to feedback any safeguarding updates or concerns:</b></p> <p><b>Tedburn St Mary:</b> AK advised there had been one MASH referral – it is now almost sorted.</p> <p><b>Morcharad Bishop:</b> SM reported there had been an Ofsted complaint from a parent. This meant a visit from the Local Authority which was an incredibly positive experience. They found safeguarding is a real strength of the School. The Report is incredibly valuable for the School in terms of things noted that have improved, changed and are in place. To have Safeguarding listed as a great strength is good to have on record. Two recommendations from the LA:</p> <ol style="list-style-type: none"> <li>1) Inform the Local Board about the Ofsted complaint.</li> <li>2) Look at strengthening the Trust’s vexatious Complaints Policy to enable the Trust to deal with complaints more strongly. A new Complaints Policy, now in place across the Trust, is much clearer in that area.</li> </ol> <p><b>Yeoford and Cheriton Bishop:</b> RS referred to the difficulty in being careful not to over-share information. At both Schools there have been significant issues for children and a real lack of support from Health and Social Care as they are extremely stretched. RS has challenged the social workers on the level of support they are giving to one of the families and there has been a positive outcome.</p> <p>The Chair thanked the Academy Heads for the updates and for the positive way in which everything is being dealt with.</p>	
<b>11</b>	<p><b>GOVERNANCE</b></p> <p><b>11.1 Appointments</b> – awaiting the proposed new structure (item 8).</p> <p><b>11.2 Vice Chair</b> – MT has a year left in his term of office as a governor. He confirmed he is happy to continue as Chair for another year with the aim of implementing the new structure and getting the Board membership to the full</p>	

<p><b>11.3</b></p> <p><b>11.4</b></p>	<p>level. A Vice-Chair will be needed during the year to begin to shadow and start attending meetings to gain an understanding about what the role involves. The Chair asked if anyone was interested. There was no response. When the new Local Board structure is known, the Chair encouraged Academy Heads to think about any reshuffle and what that will look like. <i>RS asked if there is clarification yet about recruitment of parent governors as we are currently in stalemate which is creating a challenge.</i> The Chair advised there will be clarity when new structure is known. He confirmed the Woodleigh Board is not overmanned as some are so we should be in a position to recruit. RS advised KW will also be stepping down for pastures new.</p> <p><b>Training</b></p> <p><b>Clerks’ briefing</b> attended by CR and PD – following points highlighted:</p> <ul style="list-style-type: none"> <li>▪ Board Diversity Data – ND, CM &amp; CR sorting out a questionnaire.</li> <li>▪ Ofsted – resources available (link previously sent).</li> <li>▪ School Funding - advised there would be an increase in funding. Academy Heads had not received information – Clerk to resend link.</li> <li>▪ School Sports Funding - increase and introduction of School Games Mark. Academy Heads had not received information – Clerk to resend link, to be discussed at a future point.</li> <li>▪ Parental Complaints - change made to DfE website making it less easy for parents to go directly to external sources, directing them to contact the school in the first instance – which is what should have been happening anyway. The website includes signposting to resources. CB confirmed that due to the number of complaints and the time involved in responding, Ofsted was tightening the procedure. SB confirmed this had been the situation at Morchard Bishop with the recent complaint and the volume of work created. Providing context, SB explained that nationwide Ofsted had received more complaints from parents in the Autumn Term than in the whole of the academic year. Numerous complaints can be listed from the same source. SB stated Ofsted require documented evidence of procedure followed and confirmation that complainants have been happy with the resolution, or understood the resolution. As criteria had been met, Ofsted were unsure why the complaint had gone through to them.</li> </ul> <p><b>Governor visits and reports:</b> Received from Morchard Bishop – to be uploaded to SharePoint.</p> <p>Governors reminded that everyone needed to confirm they had completed L2 Safeguarding and the statutory online cyber training (evidence by certificate to the Clerk).</p>	<p><b>New Local Board structure to be a July agenda item</b></p> <p><b>Clerk to resend links to info shared at the Clerks’ Briefing</b></p> <p><b>All governors to complete L2 Safeguarding, Prevent and Cyber online training (with Certificates to be emailed to the Clerk to forward to HR)</b></p>
<p><b>12</b></p>	<p><b>LOCAL BOARD REVIEW MEETING</b></p> <p>As mentioned, the result of the Local Board restructure will be known prior to our next meeting so will be a July agenda item. CR expects to be able to circulate an email containing the detail on 23 May 2023.</p> <p>The Chair asked if there were any questions about anything on the Agenda. There were none. CR also asked governors to raise anything for S&amp;C. The Chair asked that we share the positive points mentioned on pupil wellbeing with S&amp;C. CR encouraged governors to email her directly via email should they have anything else to feed back.</p>	<p><b>CR to circulate an email re Local Board restructure on 23.5.23</b></p>

<p><b>13</b></p>	<p><b>EVALUATION OF GOVERNANCE IMPACT</b> - To review performance and value of the meeting</p> <p>CR asked governors what they had found useful/ ideas about how we could be more effective. When there are more governors, discussing impact will have more meaning. CR asked if everyone felt they had the chance to talk. Is it worth having a meeting? If not, what do we need to do to make it worth it? The Chair would like the next agenda to include a discussion around the S&amp;C questions. He asked governors to ensure the questions form part of the governors' visits and reports so that governors (not Academy Headteachers) will be asked to feed back. It will be good to know what the feeling of the total Hub is in order to take this back to S&amp;C for them to see the impact we have as governors. This will dictate what the Hubs will look like moving forward rather than just having a conversation for the sake of it. It is always great to hear from the Headteachers with the detail about what is going on and the Chair appreciates this but would like the governors' input in July. The Chair asked Academy Headteachers to remind governors about the S&amp;C questions/feedback when they visit.</p>	<p><b>Governor visits to include use of the S&amp;C questions. Feedback requested from governors at the July meeting.</b></p>
<p><b>14</b></p>	<p><b>DATES OF FUTURE LOCAL BOARD MEETINGS</b></p> <p>The Chair would like an annual Local Board face-to-face meeting. The Clerk and CR had also discussed the same thing this morning and had thought the first meeting of the academic year in order to collate the annual signing/housekeeping documentation. The Chair suggested perhaps the second meeting of the academic year which would allow time for new governors to be on board so that we can all meet and get to know each other. This will be an agenda item in July when the new meeting dates have been set. CR stated the meeting could be hybrid for anyone not able to attend face to face. RS offered to host at Cheriton Bishop.</p> <p>Next Local Board meeting - via M/S Teams - at 5 pm Mon 3 July 2023</p>	<p><b>July Agenda item – face to face meeting in the Autumn Term</b></p>

Meeting closed at 5.40 pm.

Signed as approved copy by the Chair, Max Thomas

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