

The Link Academy Trust
Meeting of the Woodleigh Local Board – Monday 17 October 2022
Microsoft Teams

Name	Role/Type of Governor	School	
Jo Carter (JC)	Chair - Co-opted/Community		P
Alice Moseley (AM)	Vice Chair - Parent Governor	Yeoford	P
David Pike (DP)	Parent Governor	Cheriton Bishop	Ap
Amber Reed (AR)	Staff Governor	Morchard Bishop	Ap
Joanna (Biddy) Hooper (BH)	Foundation Governor	Morchard Bishop	P
Sherrin Neenan (SN)	Foundation Governor	Morchard Bishop	Ab
Andrew Lee (AL)	Staff Governor	Tedburn St Mary	P
Kristina Wright (KW)	Staff Governor	Yeoford	P
Max Thomas (MT)	Community Governor	Yeoford	P
Vacancy	Co-opted/Community Governor	Cheriton Bishop	
Vacancy	Parent Governor	Tedburn St Mary	
Vacancy	Staff Governor	Cheriton Bishop	
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
Anna Pettifer	Potential Parent Governor	Tedburn St Mary	P

Present/ Apologies/ Absent

Declaration of Business Interests:	None
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JC welcomed everyone. The term of office for RSm's Parent Governor role at Tedburn St Mary had expired yesterday and KF, staff governor at Cheriton Bishop, had resigned due to now mainly working at Yeoford. In their absence, JC thanked them both for the time they had given and their commitment in their roles. Governor recruitment is currently on hold (see item 5d) but AP had been invited to attend this meeting due to her expression of interest in the role of Parent Governor at Tedburn St Mary (post advertised in the Summer Term).

		ACTION
1	MINUTES (PART 1) FROM THE PREVIOUS MEETING HELD ON 4 JULY 2022 The P1 Minutes were approved and will be signed electronically by JC, then forwarded to HR. Everyone was reminded of the need for confidentiality – Minutes are not uploaded to the website until they have been approved at the following meeting.	JC/Clerk
2 2:a	SCHOOL UPDATES Matters Arising: i) Morchard Bishop pupils being invited to QE taster days? SB confirmed MB would be taking part in future QE taster days. SB did not yet know anything about a PE link with QE. ii) Questions raised by Ofsted JC had attended three separate Ofsted Inspections in the last academic year and had offered to record some of the questions asked which may be helpful for future governors during Ofsted Inspections. JC had tried to remember key points of conversations and confirmed the document had been uploaded to SharePoint.	

<p>2:b</p>	<p>Academy Headteachers' Reports JC thanked the Academy Heads for completing the reports which had been uploaded to SharePoint prior to this meeting. Headteacher Reports included agenda items 2a to 2f (Children's wellbeing and engagement, Attendance, Suspensions and Permanent Exclusions, Parent Forum meetings, Staffing and the SEF).</p> <p>Cheriton Bishop & Yeoford: JC asked if there were any questions.</p> <ul style="list-style-type: none"> ▪ JC stated a Parent Forum meeting had gone well at Cheriton Bishop but questions had arisen following. RS advised there had been a lot of changes which creates a period of anxiety. Things had settled and DP had been helpful in providing an open channel between parents and the school. ▪ JC asked for clarity about the meaning of an internal exclusion. RS explained it is the Link Academy Trust's policy not to exclude unless circumstances are severe. Due to factors and circumstances, a decision to issue an internal exclusion was deemed reasonable and proportionate. The child stayed in the Headteacher's office. JC noted the need to ensure all detail was logged. RS confirmed this had been done. <p>Tedburn St Mary:</p> <ul style="list-style-type: none"> ▪ Since writing his Report, AK added a successful World Explorer day had been held when the school 'went to Spain' – thereby enhancing cultural awareness. Children were able to partake in Spanish experiences including Spanish dress, food and Flamenco dancing. <p>Morchard Bishop:</p> <ul style="list-style-type: none"> ▪ SB reported a busy first half term. ▪ The new teacher transferred within the Academy is settling in really well. ▪ JH and SN had both made governor visits last week (JC apologised for being unable to join them). ▪ SB clarified it is not the Kitchen Manager who will be leaving but an Assistant to the team. <p>JC asked if there were any further questions – there were none.</p>	
<p>2:1</p>	<p>Ofsted Inspections: Ofsted Inspection Reports for Cheriton Bishop, Tedburn St Mary and Yeoford had been uploaded to SharePoint.</p>	
<p>3</p> <p>3:a</p> <p>3:b</p> <p>3:c</p>	<p>STRATEGIC GOVERNANCE</p> <p>Curriculum update on the curriculum being delivered – Nothing further to add to item 2.</p> <p>ASIP update AK advised it is too early in the term – to be discussed at the November meeting. JC asked if there was anything needing to be flagged up early with the Trustees – nothing at this point.</p> <p>Data JC explained to AP that AK is responsible for data across the Trust and he had developed the 'School on a Page'. AK stated the next data drop will be a couple of weeks before the end of term with governors looking at the data during their visits in January 2023. AK will drop data previously reviewed into SharePoint.</p> <p>AM, MT and DP had met with RS last week with a school visit focus on data. This had been really helpful with an opportunity to look at data in detail and</p>	

<p>3:d</p>	<p>how progress is monitored via the SIP. Following this, AM will provide a feedback snapshot to parents and carers via the School Newsletter in order for stakeholders to be informed about what governors do and how they support the school / ask questions. JC believed this was a good idea. The Local Board working group is trying to meet to update the governor visit report to make it more user-friendly. Meanwhile, she asked all governors making visits to use the report template currently stored on SharePoint. It was noted that with small cohorts, data can be easily identifiable. Governors just need to know the strategic view about what is in place and recognise that particularly in very small cohorts it is easy for data to be skewed. AK added that Academy Heads would be attending a Standards and Outcomes meeting to look at data and predictions – this is done across the Trust.</p> <p>Websites: do they cover everything they should? An audit had taken place in the summer term so it was assumed that everything should be up to date. JC asked if the PE statistics had been uploaded. RS advised the PE team is in the process of working on this.</p> <p>There were no further questions.</p>	<p>All visit reports to be uploaded to SharePoint or emailed to the Clerk</p>
<p>4</p> <p>4:a</p> <p>4:b</p>	<p>STAFFING (other than covered in the Academy Headteachers' Reports)</p> <p>Current staffing RS made governors aware that staff have been informed the Board of Trustees has approved the National Teachers Pay Award and Local Government Services Pay Agreement recommendations for all staff. Teachers rates have been proposed by the School Teachers Review Body (STRB), but have not yet been agreed and accepted by Trade Unions. Not all Unions have yet agreed the recommended increase to Support Staff. The Trust has taken the decision to award these now. RS commented this is a really positive move by the Trust who recognise the value of staff and the cost of living difficulties. AK added that should the Unions increase the pay awards, then this will be reviewed again by the Trustees.</p> <p>Staff wellbeing and workload RS highlighted the negative impact of the pay award – all potential vacancies/new appointments will be very carefully considered and possible cover from within school resources will be looked at very closely. In response to JC's question, RS confirmed that staff pay increases are funded from the current school budgets, not by additional support from the DfE. This applies to both Academies and Maintained schools. AK stated that across the Trust, there are enough reserves to cover this year's staffing but beyond that, the situation may not be as good. AM asked about the impact of the energy price increases. AK advised MM (the Trust's Deputy CEO) had signed a three-year deal which means there should not be too much impact. AM asked about the impact of food price increases. AK advised Devon Norse would no longer be providing meals for Cheriton Bishop or Tedburn St Mary – there is no additional funding to support school meals. SB confirmed Morchard Bishop continues to provide meals in-house and also supplies one other school. This reduces management costs and enables a high standard of meals using quality, locally sourced food. BH confirmed the cost of meals is £2.40. AM suggested if schools are struggling in any of these areas, this should be raised with the Standards and Curriculum Committee.</p>	
<p>5:a</p>	<p>PROCEDURAL</p> <p>Safeguarding:</p>	

	<p>JC confirmed she had been able to get a list of Safeguarding questions used by Woodleigh LB's governor with responsibility for Safeguarding (now resigned). These had been uploaded to SharePoint under the Safeguarding section.</p> <p>Tedburn St Mary - AK reported MASH had contacted the School – all procedures had been followed.</p> <p>Safeguarding Audit: JC explained this is an annual return. Usually the Academy Headteachers will complete the document and this would be discussed in detail during a governor visit. Governors are required to check schools Single Central Record (SCR) is completed in full and current – Ofsted always ask to see this. Governors asked to liaise with Headteachers to set a date to run through the Safeguarding Audit. After the Audit, if it is possible, Headteachers were asked to upload the Action Plans to SharePoint within the Safeguarding folder – this will provide an over-arching picture for each school.</p> <p>5:b SEND An additional appointment has been made within the Link Academy. RS reported she is in school one/two days a week and brings a wealth of experience with her which is having a positive impact. KW agreed, adding it is good to have someone external who is able to share great practice. Each time she visits, KW is left with a list of golden nuggets. JC noted that often it is mentioned external/off site SEND support is not as helpful as the person would not know the pupils as well. This solution seems to offer the best of both worlds. KW remarked it is particularly helpful regarding completion of paperwork, advice on strategies and resources – it's a brilliant help. All were aware of the increased workload for all SENDCos.</p> <p>5:c Pupil Premium, Looked After Children & Service Children and Greater Depth – updates: JC explained to AP that families meeting criteria get support (providing they make the school aware). Spending and impact of Pupil Premium and is closely monitored and has to be uploaded to school websites. Nothing further to add currently.</p> <p>5:d Governance: 1) Resignation of JC and AM/Nomination of Chair and Vice Chair of the Woodleigh LB from January 2023: JC explained her decision to step down earlier than originally planned. She had been a governor at Cheriton Bishop for nine years, her children will soon have completed secondary education and she felt exhausted. JC believed the timing was right to step down, three of the four Woodleigh LB schools had received good Ofsted Reports. The remaining school, Morchard Bishop, will probably not have an Ofsted Inspection for a while due to a period of grace throughout transition as it had recently become an Academy. SB believed an Inspection may be imminent as Morchard Bishop had been an Academy for a year. Tedburn St Mary and Cheriton Bishop may also receive a return visit in 18/24 months' time. AM's term of office expires on 08.02.22 but she advised she will also step down at the end of this term. AM is aware there are a couple of people interested in becoming governors and MT is a well-established governor at Yeoford. AM will be happy to handover and support her successor. AM stated being a governor had been a great journey. Both AM and JC believed a good structure is in place that is working well, complemented with the focus in the annual cycle of visits. On behalf of all the governors and academy heads, the Clerk expressed huge thanks to JC and AM. JC had done a massive amount of work and given so much time and constant commitment as Governor and Chair. She</p>	<p>All governors/ Headteachers to liaise re a visit date to review and complete the annual Safeguarding Audit document.</p>
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has been involved across all the Woodleigh LB schools and has a wealth of knowledge and experience which will be much missed. AM, in her role as Parent Governor and Vice Chair had also been hands on in her support for Yeoford and will be missed in her governor role. KW hoped AM will continue to come into school. AM confirmed she would and will continue to support in other areas.

JC asked all governors to consider stepping forward and self-nominating for either Chair or Vice-Chair. MT realised he was probably one of governors who had been in the role for a longer time and volunteered to be considered for the role. MT was thanked for his nomination with JC adding she felt huge relief that he was willing to stand.

RS asked the Clerk about the recruitment process for governors. The Clerk advised that for Parent Governor posts, any vacancy must be advertised with all registered parents/carers. An explanation of what is involved in the role should be included. HR will provide the appropriate self-nomination and eligibility forms. Should there be more nominations than vacant posts, an election will be held. HR will provide templates and precise procedural information including ballot papers and return envelopes. Candidates are invited to write a short résumé about themselves and the reason they wish to stand so stakeholders are able to make an informed vote. A similar process (slightly less formal) takes place with Staff Governor vacancies – all staff members must be included and invited to self-nominate (email to all is fine) with a vote to take place if there is more than one candidate.

The Clerk informs HR and the Clerk to the Trust of any resignations/ appointments in order that websites can be updated.

2) Governor vacancies/plans to fill:

- Parent Governor to replace RSm at Tedburn St Mary
- Staff Governor to replace KF at Cheriton Bishop
- Co-opted/Community Governor to replace EC at Cheriton Bishop (inc Safeguarding Lead role)
- Co-opted/Community Governor to replace JC at Cheriton Bishop
- Parent Governor to replace AM at Yeoford from 01/01/23

JC had attended a S&C meeting when the current hold on governor recruitment had been discussed. JC had expressed frustration and concern for the delay in recruitment. The Woodleigh LB had received interest for vacant posts yet meanwhile will struggle without positions being filled. It makes the the role more difficult for current governors not being able to share the workload. The reason for the current recruitment bar is due to discussions the Diocese wish to hold with the Trust regarding the structure of Local Boards. The Trustees, not the Diocese, has the overall responsibility. It was agreed the situation is frustrating, particularly as the need for early succession planning is always highlighted as important.

The previous Clerk to the Trust had resigned during the summer holiday and a new appointment as Governance Professional/Clerk to the Trust had been made in September with an experienced clerk, Charlotte Roe, now in post. She will be available to assist Local Boards where needed.

5:e

Governor training:

- JC promoted the importance of Governance training. Recent, useful training included webinars on the role of the Chair and Safeguarding and

	<p>SEND training is really helpful, particularly valuable for governor leads in these areas.</p> <ul style="list-style-type: none"> ▪ JC reminded all governors that it is a statutory requirement for all governors to attend L2 Safeguarding training as a bare minimum. If governors have not yet done this, they must contact Alex Waterman or Gemma Martin (Trust Safeguarding Team) to book the online training. If it is easier, the Clerk offered to book on their behalf. ▪ Cyber training – online – again, to be completed by all governors. Please contact the Clerk if there are any problems. ▪ All new governors to ensure they complete the induction training delivered by the Governance Team at Devon County Council – either in person or by webinar. Future training will be more role-specific, with separate induction training for Local Board governors. ▪ Regular governor update training is available via webinar (see the Governance Today publication and the weekly Governance Alerts). ▪ This term, the Clerk had attended the Clerks’ Update webinar and also a session on clerking for a local board. ▪ Training opportunities are regularly emailed. Anyone wishing to book, please email the clerk who will liaise with Sue Howard, HR. <p>Governors were reminded that in addition to training, it is a legal requirement to return the Docusign Diocese Undertaking and confirm with the Clerk they have read and will comply with the September 2022 KCSiE (Keeping Children Safe in Education) Part 1. The Clerk apologised for pestering, but these are statutory requirements and HR need evidence for record keeping.</p>	
5:f	<p>Health & Safety: JC asked if anything needed to be raised.</p> <p>i) Cheriton Bishop – footpath through the School. Ongoing – nothing further to add.</p> <p>ii) Children’s behaviour – RS remarked that sometimes members of staff are inadvertently put in harm’s way. Training has taken pace, including handling training and advice from external specialists with policies in place. All incidents are logged and practice is continually modified. AM expressed concern for the staff and asked if there was anything further that could be done to keep staff safe. RS believed everything possible was already in place including RAs for the children at specific times of the day alongside mitigating factors and reference to the Behaviour Management Policy.</p> <p>iii) Health & Safety Audit – JC asked if Action Plans could be uploaded to SharePoint. AK advised that Claire Slee is now responsible for H&S and thought action plans would be too specific to be beneficial to share. JC acknowledged action plans were operational rather than strategic. She had wanted to retain H&S as an agenda item to ensure nothing alarming went under the radar. MT may wish to remove this item when he takes on the role of Chair.</p>	
5:g	<p>Sports Premium Grant JC explained to AP the PE Team devise a spending plan and then review and report the impact of funding (uploaded to websites). JC asked if there was any update on swimming – no further news.</p>	
5:h	<p>Communication with parents: Morchar Bishop: SB confirmed the first Parent Forum will be held in November. A parental survey will be sent during half term.</p>	

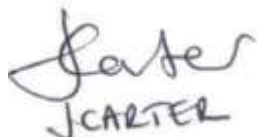
<p>5:i</p>	<p>Tedburn St Mary: AK confirmed a Parent Forum will be held in November. JC suggested Academy Headteachers set some agenda items for meetings and stressed the importance of ensuring meetings are documented; even if minutes are brief with a sentence for each topic.</p> <p>Update on Pre-Schools:</p> <p>Morched Bishop: JC referred to the Headteacher’s Report – ‘Alignment of pre-school curriculum to the EYFS framework will have a positive impact on baselines moving forward’. JC asked if the curriculum did not previously align. SB advised AR (Senior Practitioner) had undertaken a big piece of work developing an education setting rather than a child care setting. EYFS teachers HP and HD had been working closely with AR with a focus on what will be achieved by the end of the year. Relationships are good with numbers strong – a real positive.</p> <p>Yeoford: Numbers are still low with an alternative active Pre-School in the village. KW advised that furniture for the Pre-School had been on order since June. It has now arrived and will help to ensure provision offered is the best possible. KW is looking forward to launching the newly equipped Pre-School properly when everything is in place.</p> <p>JC and DP had met with KW regarding focussed visits to look at the progression of a particular subject from Pre-School to Year 6. JC suggested that BH and SN could also look at progression throughout at Morched Bishop.</p>	
<p>5:j</p>	<p>Trustees Standards & Curriculum Committee JC reported the recent meeting included:</p> <ul style="list-style-type: none"> ▪ Introduction of the new Governance Professional/Clerk to the Trust ▪ AK presenting data and ‘School on a Page’ ▪ National Governance Association had undertaken a review of the Trust which included speaking to a couple of Chairs and Trustees. A Report has not yet been received but initial indications were they were quite pleased and liked the local board structure. ▪ Governor recruitment on hold – frustration and challenge on this (see item 5d) 	
<p>5:k</p>	<p>Local Board Working Group An away day is in the process of being arranged as there is so much to discuss and organise including a review of the annual cycle of governor visits and further discussion on amalgamating policies to work with governor visits.</p>	
<p>6</p>	<p>GOVERNOR FOCUSED VISITS/LEARNING WALKS JC reminded governors the LB annual cycle of visits is on SharePoint with suggested questions - visit reports to be uploaded to SharePoint. Advice from Devon County Education Services states all governor visits should include behaviour and safeguarding (linked with Policies/discussion with children).</p>	<p>Governors to upload visit notes to SharePoint</p>
<p>7</p>	<p>ETHOS COMMITTEE UPDATE FROM MORCHARD BISHOP/COMMUNITY UPDATE FROM NON-CHURCH SCHOOLS</p> <p>Morched Bishop SB reported the Ethos Committee is planning to restart. The Chair has stepped down and the Committee will reach out more widely in the community, including the new vicar. Sharon Lord will be heavily supporting the Committee. SB’s Commissioning/Welcome Service had taken place.</p> <p>Tedburn St Mary AK reported good links with the Church with the school</p>	

	<p>recently celebrating Harvest in the Church – it was good to be able to meet there again. There are plans for a Christmas service; different people within the Church community take part.</p> <p>Yeoford JC commented she was pleased the Pilates group were able to hire the school premises. AM reported a good Harvest celebration in the Church – the children had been brilliant. A joint 80s community event will be held in the village hall (all invited – proceeds split between the community and the PTA).</p> <p>Cheriton Bishop the community hall is closed due to repair following a recent fire.</p>	
8	<p>Appointment of the Woodleigh LG Chair The Clerk asked to return to item 5d,1. Max Thomas had volunteered to be considered as the Chair after JC steps down. Following that, discussion had assumed this would happen rather than wait until the November meeting to confirm. The Clerk asked all governors for a show of hands to support the self-nomination. There was unanimous agreement to appoint MT who was thanked for volunteering. JC will continue until 31 December 2022 and MT will take on the role from 1 January 2023. JC and MT will work together for the remainder of the term as they begin the handover. JC assured MT and the Board that she will be on hand to support MT in the New Year if required.</p>	<p>MT appointed as Chair of the Woodleigh Local Board from 01.01.2023. Clerk to inform HR and the Clerk to the Trust (and DCC Governance Services nearer the time).</p>
9	<p>DATES OF FUTURE LOCAL BOARD MEETINGS – hybrid? Starting at 5 pm</p> <p>Monday 28 Nov 2022 Mon 20 Feb 2023 Mon 15 May 2023 Mon 3 July 2023</p>	

Meeting closed at 6.25 with JC thanking everyone for attending.

Next meeting: Monday, 28 November 2022

Signed as approved copy by Chair, Jo Carter



J. CARTER

..... 28 November 2022