

The Link Academy Trust

Meeting of the Woodleigh Local Board – Monday 18 October 2021 (via M/S Teams)

Name	Role/Type of Governor	School	
Jo Carter (JC)	Chair - Co-opted/Community		P
Alice Moseley (AM)	Vice Chair - Parent Governor	Yeoford	P
Elaine Clark (EC)	Safeguarding Governor - Co-opted/Community	Cheriton Bishop	P
Robin Scott (RS)	Academy Head	Cheriton Bishop	P
Karen Fletcher (KF)	Staff Governor	Cheriton Bishop	P
David Pike (DP)	Parent Governor (pending)	Cheriton Bishop	P
Chris Sargeant (CS)	Academy Head	Morcharad Bishop	Ab
Suzie Edwards (SE)	Staff Governor	Morcharad Bishop	P
Joanna (Biddy) Hooper (BH)	Foundation Governor	Morcharad Bishop	P
Sherrin Neenan (SN)	Foundation Governor	Morcharad Bishop	Ab
Andy Keay (AK)	Academy Head	Tedburn St Mary	P
Andrew Lee (AL)	Staff Governor	Tedburn St Mary	P
Rachael Smaldon (RS)	Parent Governor	Tedburn St Mary	P
Vicki Gillon (VG)	Academy Head	Yeoford	P
Kristina Wright (KW)	Staff Governor	Yeoford	P
Max Thomas (MT)	Community Governor	Yeoford	P
Pam Down	Clerk	Woodleigh LB	P

Present/ Apologies/ Absent

Declaration of Business Interests:	None
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JC welcomed everyone to the meeting, including the two new Academy Heads, Vicki Gillon and Robin Scott and those joining for the first time:

- David Pike, Parent Governor (pending - subject to completion of paperwork).
- Representatives from Morcharad Bishop who joined the Link Academy/Woodleigh Local Board on 1 October 2021 – Joanna Hooper (known as Biddy), Foundation Governor and Suzie Edwards, Staff Governor.
- Clerk – Pam Down, previously Clerk to the Governing Board at Morcharad Bishop.

Introductions were made

JC had previously spoken to the Morcharad Bishop Governing Board and explained how a Local Board worked in comparison to a full Governing Board. JC stated the main focus is Teaching and Learning; being an advocate of the child as a central element – learn, support and challenge. Safeguarding and a little Health & Safety is also part of the remit but the higher level of these areas is covered by the Central Link Academy Team. This releases the Local Board to focus better on what is going on in the schools.

		ACTION
1	MINUTES FROM THE PREVIOUS MEETING HELD ON 7 JULY 2021 Minutes approved – to be signed electronically by JC – the Clerk to then forward to HR. It was noted that draft minutes will no longer be available on School or Link websites until they have been approved.	JC/Clerk
2	SCHOOL UPDATES – Report from Academy Heads and Staff Governors including:	
2:1	Children’s wellbeing and engagement <i>Has engagement actually led to learning and progress?</i> <i>What is going well and what isn’t?</i>	

Yeoford: VG was thanked for sending a written report – circulated on Share Point. She highlighted points in her report:

- Focus on resilience as a theme across the school / taken to celebration assembly
- Push on low level engagement to ensure everyone is on track
- Curriculum delivery: planning day in the summer term allowed for whole school enquiry question which enables lots of collaboration in different ages.
- Learning and progress: Learning walk last week - feedback and discussion with staff productive. Staff continue to identify gaps and plan accordingly. KW as English lead has introduced 'live marking' to try and stamp down on non-negotiables.
- Baseline assessments done and through appraisal meetings VG has seen ambitious targets set for the children.
- SEND & PP numbers increased – VG holding regular TAF meetings with teachers sitting in. Focus is on QFT and provision mapping that matches classroom practice.
- Events/trips being reintroduced which is having a good impact on children and staff wellbeing including:
 - Tag rugby
 - Harvest festival in the church
 - Events planned for next half term include Walk in Wednesdays sessions (parents invited to come in to class with children), a pantomime and a train visit.

Cheriton Bishop: RS reported wellbeing and engagement is generally very, very good and moving forward well following the long breaks. Data is concerning in the lower end of the school with gaps identified from the time away from the classroom. In terms of wellbeing, things are positive and going well including:

- Mrs Fletcher's Forest School
- The Pre-School mixing with the Primary School
- Daily Mile
- Welly Walks

Tedburn St Mary: AK notified the picture was similar to Yeoford and CB.

- The children had settled back well and there was a sense of normality and getting back to pre-Covid. The children were thriving. The Jigsaw PSHE programme had been supporting wellbeing and the return to school.
- Tag Rugby competitions had taken place and the children were buzzing. The PE lead had organised the event really well and it had been enjoyed by the schools taking part (JC commented especially CBS who came first!).
- Ofsted preparation: had been looked at today. Learning Behaviours are good with high level engagement particularly for writing with good progress evident this half term.
- AL reported the mini residential on Dartmoor within the first few weeks of term had been a success. Children had enjoyed it and parents were wholly positive during feedback at the recent parents' evening. It had been great to be back on a residential after two years' absence.
- AK stated the monitoring cycle is up and running with all staff articulate regarding their subject
- Adrian Fowle has started as SENDCo and is putting paperwork systems in place.

2:2	<p><u>Attendance</u> CB: 97.3% - fairly good. Difficult to strike the right balance between wanting parents to be cautious re Covid and encouraging PCR testing but also encouraging attendance for more minor, non-Covid, ailments. Yeo: 94.7% - bad, but not a shock. Two families are being supported and the EWO has been involved. There have been two Covid cases within the same family. Parents had been notified and there is currently no need to step up measures. TSM: 97.3% - due to six cases of Covid, plus sickness bugs.</p>	
2:3	<p><u>Parent Forum meetings</u> CB: Went well with lots of parents in attendance and appreciating a return to normality. There had been questions around effective communication with Accelerated Reader being highlighted. RS stated it had been a good way to gain further understanding. Yeo: Five families had been represented. The ASIP had been shared and school values and communication discussed. As a result, there will be a change in the frequency of the newsletter together with a weekly parent update email. TSM: AK advised a parent forum meeting would be taking place after half-term when they would be discussing building learning powers/resilience.</p>	
2:4	<p><u>Staffing</u> CB: KF advised some staff members had been absent but remaining staff continued to support each other; everything was working as it should be.</p> <p>Yeoford: VG advised staffing is stable. AC joined as a Kickstart apprentice and NM as a student teacher. Internal adjustment – TR (TA) now covering the office on Tues mornings and all day on Fridays when the admin person is out. An update on staff CPD was provided.</p> <p>KW added staff feel happy to have people physically in the School with staff positive and looking forward to feedback. Autumn 1 – staff buzzing and everything good!</p> <p>TSM: AL had spoken to staff who were overwhelmingly positive. Communication is strong. There are a couple of changes to staff but the team is close-knit. Although there had been some Covid cases, staff continue to test and remain well so far. AL reported a good start to the year.</p> <p>JC asked if in the absence of CS, one of the Morchard Bishop governors would be able to provide an update. JC advised everyone that MBS is a church school. As she has little knowledge about the running of church schools, she was particularly interested in that aspect.</p> <p>MBS: SE advised that due to there being quite a lot of Covid and the fact she had been redeployed to cover absence, she was not sure about what had been happening in the rest of School. SE explained she is usually a 1:1 TA. However, as three members of the kitchen staff had been absent due to Covid, and she had previously been employed as a Kitchen Manager in a different school, she had stepped up to that role for two weeks at the beginning of term. Due to previous experience as a HLTA, SE had then stepped into that role to cover Years 5 & 6. Due to the high level of Covid in that class, it had been kept completely separate from the rest of the school (including</p>	

<p>2:5</p>	<p>separate breaks and meal times) – hence the isolation from the rest of the school without the usual opportunity to work and discuss things together. This week, she had been covering in Reception and Class 1 due to teacher absence.</p> <p>BH, as foundation (Church) representative governor, and also a parent of children at the School, explained that from a parent’s perspective (as outlined by SE), the return to School had certainly not been normal or anything near to pre-Covid. The School had been hit with a number of Covid cases just three days after returning; including both children and staff. Due to the Covid level, there are no visits, no forums and the planned parents’ evenings had been postponed. At the last governing board meeting in July, attendance was reported as being low at 93% (due to Covid); BH believes it may be currently lower than that figure.</p> <p>JC thanked SE and BH for the update, commenting on what a torrid time the beginning of term had been.</p> <p>JC suggested that as the Local Board now consists of four schools, it would be helpful if each Academy Head would provide a written snapshot about what has been going on in their school. Reports could then be read in advance of the meeting which would be better use of time and helpful especially if someone should not be available to attend the meeting.</p> <p>Class Structures for 2021-22 JC believed this had already been covered in July ahead of the start of the new academic year in September 2021.</p> <p>Local Board Working Party update: (session where the Chairs of each Hub meet with Sarah Clarke to discuss plans for the term – it is where the annual cycle of focussed visits was produced). JC referred to the email she had sent earlier this afternoon providing a full written update and actions being undertaken. JC reminded everyone the currently virtual sessions are open to any other Governor who would like to join. JC highlighted the following points raised during the recent session:</p> <p><u>Learning Walks:</u> when visiting schools in person, ideally learning walks should be conducted in addition to holding conversations with Academy Heads. JC emphasised the importance of governors really getting to know their school by making focussed visits and thus being ready and knowledgeable to speak confidently with Ofsted when required. JC suggested that probably parent governors were best placed to know the school well, perhaps with the support of a community governor or Chair. Learning Walks should be short and informal with the aim of getting to know the school by looking at work on display, speaking to staff and engaging with pupils. JC was aware that combining a focussed visit with a Learning Walk may take some time which she understood may be difficult. JC promoted completion of a feedback form following a Learning Walk which could be shared centrally and would also provide visit evidence for Ofsted. JC was mindful not to create too much work but suggested a quick, fifteen minute written report would be really helpful. She asked what governors thought about this suggestion.</p> <p>AM agreed that producing a short report would be helpful.</p> <p>JC stated next steps include who does what.</p> <p>RS advised she has good conversations with AK but would struggle with a</p>	<p>Academy Heads to provide a written snapshot about what has been going on in their school</p>
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<p>more structured Learning Walk without teacher input. She would need clarification. RS undertakes ASIP reviews by relatively quick visits around the School due to time limitations/working full time. AK added they meet as and when time allows – release time is a problem. AL has just done some Maths drop-ins which have been helpful but finding the balance within time constraints can prove tricky.</p> <p>JC understood time is a problem although certain things must be covered as per the focus cycle. A recent visit between VG, AM and JC had taken three hours. They had talked about curriculum leads in schools and the opportunity for parent governors to shadow a curriculum lead which may reduce time input needed. KW and VG had pencilled in a date in November for English, including a book check. KW believed an extra pair of professional eyes to be helpful. She also feels it will be useful to explain her role live and in the moment.</p> <p>JC and DP had recently spent a few hours at CB. She reiterated the importance of governors (particularly parents and community governors) knowing your school – as reflected in the requirement by Ofsted. Meetings with curriculum leads are a great idea.</p> <p>JC asked how visits are done at MBS. BH replied that since she had become a governor a plan to organise a cycle of visits with a focus had been discussed but not fully implemented. BH acknowledged it was an area that needed development. However, some governors had made regular visits and knew the School well and Learning Walks and reports had taken place.</p> <p>JC emphasised the importance of all schools developing the focussed visits, shadowing a curriculum lead and, if possible, undertaking a Learning Walk at the same time. She would seek further clarity about focus for Learning Walks. EC added that if governors have no children attending school, they would have to visit in order to get to know the school. JC asked everyone to consider and if anyone had any brainwaves or further ideas, she welcomed hearing from them. This will be reviewed at the next meeting.</p> <p>SE advised that MBS does not currently have a parent governor. Although a parent was very keen to take on the role as she is also a staff member, this had not been possible. BH asked if that was a specific Link Academy Trust rule. The clerk advised it is a condition of parent governor eligibility (governance constitution regulations) that no person engaged in paid employment [of more than 500 hpa] is able to stand for appointment. The reason is to maintain a balanced board, not weighted by employees. JC added that although Local Boards are less formal than regular Governing Boards, the Link Academy Trust is following the same Governance guidelines. JC suggested the possibility of covering the staff role on a rolling annual basis. SE stated that as she is employed on a temporary 1:1 contract, the situation may resolve itself or alternatively a rolling annual role could be considered. BH stated that in addition to being foundation governors both her and SN are parents: could they combine the role and undertake the visits. The Clerk believed visiting as Foundation governors and parents would work well. Foundation governors will also need to ensure the values and Christian Distinctiveness is being maintained.</p>	<p>JC to seek clarity about focus for Learning Walks</p> <p>All to consider/email JC with any ideas. Review at November meeting</p>
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<p>3</p> <p>3:1</p> <p>3:2</p> <p>3:3</p> <p>3:4</p>	<p>STRATEGIC GOVERNANCE</p> <p>Curriculum update from Academy Heads on the curriculum being delivered TSM AK advised things were back to normal regarding the rolling programme. Further gaps will become apparent in the Spring Term so there is awareness of the need to backfill. Yeoford & CBS VG and RS agreed as above.</p> <p>ASIP update – Academy Heads/RAG rated ASIPs for 2021-22: All agreed AK’s suggestion to defer to the Spring (meeting set for 14.02.22) by which time there should be a good set of data and a clearer picture.</p> <p>Data / SEF: JC had attended the Ofsted preparation day and been quizzed about headlines from the SEF. JC had not been clear the SEF still existed and made governors aware of the need to be familiar with it. AK agreed governors need to be aware of strengths and areas of improvement contained within the SEF (not linked to ASIP) but linked to Ofsted areas. AK is meeting with RS and VG tomorrow. He stated producing the SEF is not quick or easy but he will provide one as a template/background support. JC asked if the SEF covered areas of concern and headline data. AK informed governors the last full set of data was in 2019. Data is usually discussed in terms of a three year trend but the last two years have not produced the normal data although a more full picture should be available at the end of this year. AK believed internal data should not currently be too scrutinised by Ofsted. It was agreed Academy Heads would share their SEFs and AK will forward a sheet to governors. JC thanked AK, advising she would print and add this to the folder she is collating.</p> <p>JC explained to new governors that AK is in charge of data for the whole Trust so we are fortunate he sits on this Local Board. AK advised he is collating Aspirational Targets for phonics, KS1 and KS2. The first data drop which will build a picture for the Trust will take place on 9 December 2021.</p> <p>CB: RS stated AK offers great data support. All of the teachers are setting good Aspirational Targets for the year end. He suggested a focus for governors’ visits could be to look at what extra teachers have in place for those not expected to meet the targets. He believed this would provide a good line of enquiry. AK agreed it will be important to look at progress.</p> <p>Websites: do they cover everything they should including intentions for the use of catch-up funding? JC stated this item has been on the agenda for a long time. She understood MM, Academy Business Manager, would check the websites contain a statement regarding catch-up funding from the government. AK remarked that part of the catch-up money allocated for tutoring amounted to £60 which would cover very little! It is now the intention that such monies will be added to a central funding pool. It is believed funding will be used to support additional TA, Teacher and Admin resources, to possibly support absence cover. The Trust is looking at different contingencies for use of the money. JC asked everyone to check their website and also ensure names are updated.</p>	<p>All to check websites/ ensure relevant info uploaded and names updated as needed</p>
<p>4</p>	<p>STAFFING</p> <p>JC acknowledged this had already been covered but asked if staff governors had anything further to add. RS wished to make governors aware of the</p>	<p>During any Ofsted</p>

	<p>Academy career progression framework. All staff showing interest are given support to develop in-house. RS gave examples of HLTA, NVQ and Academy Trust Hub Leads (NM is currently being given release time to support and disseminate information to music leads). There are also career pathways for administrators. RS and VG had progressed from senior teachers to Academy Heads with areas of specialism. RS suggested the Academy career progression framework should be highlighted with Ofsted.</p>	<p>Inspection – highlight the Academy career progression framework</p>
<p>5 5:1</p>	<p>PROCEDURAL</p> <p>Safeguarding: JC stated there must be no discussion of individual cases just a sharing about whether there are any issues/confirmation that everything is being reported as it should be.</p> <p>Yeo – moved to a new online form (with scan code) as a way for all staff to record information. GM, safeguarding guru, has returned from maternity leave and will resume the safeguarding monthly focus for the Trust. She is meeting with EC next week.</p> <p>The annual Safeguarding Audit deadline for return is 17 December 2021. EC strongly recommended governors go through the audit form with a staff member which will provide background and help governors gain confidence in the area of Safeguarding which is the first thing Ofsted will enquire about.</p> <p>MBS – the Clerk advised that until the Governing Board dissolved, the Safeguarding Lead Governor had been involved in the production of the Safeguarding Audit. It was suggested a governor take on this role – BH will liaise with SN.</p> <p>Yeo – AM asked if the Safeguarding Audit will include the new KCSiE Part 2. As a parent governor, she felt she would not know the answers to some questions. It was suggested AM sit in on the Safeguarding Audit and also speak with EC.</p> <p>JC stated Safeguarding is everyone’s concern and staff and governors as a bare minimum must complete the L2 Safeguarding training. GM has recently provided two training sessions. They have been recorded and will be shared for all governors to view and sign agreement to understanding. JC signposted governors toward the Safeguarding monthly focus ongoing learning as mentioned by VG and provided by GM. Ofsted would expect relevant representative governors to be conversant with KCSiE, policies and the Safeguarding Audit. JC advised the S&C meeting had recently been reviewing the policies. Governors do not need to know about individual cases but they do need to be aware of the Safeguarding Lead or Deputy Safeguarding Lead should a child make a disclosure. Everyone will be expected to know who to go to at another Trust School should neither the SL nor DSL be available (ND, CEO or LADO). In addition, all schools will display the emergency MASH telephone contact number.</p> <p>JC signposted governors to Babcock governor training on Safeguarding and SEND – this is a level of training between L2 & L3.</p> <p>AM thanked everyone for the information and will ensure she keeps up to date with the content of KCSiE. JC added that if in doubt, always refer to the designated Safeguarding Lead.</p>	<p>Annual S/G Audit deadline 17.12.21</p> <p>BH to liaise with SN re attendance during completion of the S/G Audit</p> <p>All governors to complete L2 safeguarding as a minimum. If accessing recording – governors to email to confirm undertaken.</p> <p>All to be aware of names of SL & DSL</p> <p>Further S/G and SEND training available from Babcock</p>

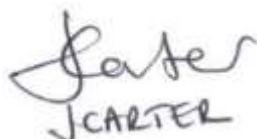
5:2 & 5:3	<p>SEND / Pupil Premium, Looked After Children & Service Children and Greater Depth – updates: Academy Heads asked to provide a short report prior to the December meeting.</p>	<p>Academy Heads asked to provide a short report prior to the December meeting</p>
5:4	<p>Governor training: As outlined elsewhere re in house Safeguarding together with external Safeguarding, SEND and new governor induction. JC stated GM would be running the next in-house L2 Safeguarding session in January. However, she felt new governors should ensure they listen to the recorded session sooner rather than later. AM had attended S/G training last year and asked if she needed to attend again this year. JC confirmed training at L2 must be completed by everyone annually. JC added that if staff members or governors undertake training in a different setting, she believed they will still need to attend training for the Trust setting. She will seek clarity on this. BH is a primary school teacher in a different setting and asked if safeguarding training is transferable. JC believed this would be ok as it was another primary setting but she will check with AW. RS asked governors undertaking training to advise the school this has happened.</p>	<p>JC to check with AW whether training accepted from other settings (inc primary teacher setting)</p>
5:5	<p>Health & Safety All confirmed with JC that fire drills and invacuation is up to date and ongoing.</p> <p>RS raised the issue of dogs on the playground. This has been discussed with Claire Slee, the H&S guru from Yeoford. The difficulty of CB being an open and unsecured site had been noted, together with the need to ensure the gate is kept shut. RS advised this will be discussed with staff next half term together with looking at the need to keep the building safer. RS agreed to speak with DP regarding re-routing of the footpath.</p> <p>SE advised the issue with dogs at MBS had today been noted. Dogs are being tied to the school gates rather than external gates. SE raised a specific question about an assisted dog in the playground and received appropriate advice. It was suggested a reminder is sent to everyone via the Newsletter that no dogs are allowed on the school premises at pick up or drop off.</p> <p>SE raised the issue of the boys’ toilet windows fully opening onto a 8/10 feet drop onto concrete. JC suggested CS should contact the Link Academy Trust and request suitable mechanism is added to prevent the windows from fully opening. It is believed there is currently a vacancy within the Trust for a handy person.</p> <p>DP notified RS & JC about roadworks soon to commence and the need to discuss alternative drop off plans. JC believes the consultation will take place in the village hall on 21.10.21. RS, DP & JC to discuss.</p>	<p>SE – To alert MBS Academy Head to include info re no dogs on the premises in the Newsletter</p> <p>SE – To alert MBS Academy Head/Admin to add boys’ toilet window mechanism to the handy person list</p> <p>RS, DP & JC to discuss alternative drop off plans during roadworks</p>
5:6	<p>Sports Premium Grant – update on spending /to ensure PE statement is on school websites JC confirmed PE Grant planning and impact statements will be undertaken by the PE team. This had been confirmed by Matt Tanner on the Local Board Working Group and will include recent spending on iPads and the almost revolutionised impact.</p>	<p>Academy Heads to ensure information has been uploaded to websites</p>
5:7	<p>Communication with Parents</p>	

	AK confirmed the appropriate procedure is followed regarding any complaint: if a complaint is not resolved by the Academy Head it will go to the CEO. The CEO had been involved in a recent Complaint at MBS – all correct procedures were followed.	
5:8	Update on Pre-Schools TSM – AK would like to have had a designated Foundation Stage Unit built. However, he acknowledged this is unachievable unless there is sufficient new build in TSM to warrant a high level of funding (£500K plus). CB and Yeoford are both part of the school and thriving. RS stated numbers are good but it is still a loss-leader – last year to the extent of £4.5K MBS - BH confirmed this is now fully encompassed within the School with the age range lowered to 2 year olds.	
5:9	Trustees Standards & Curriculum Committee – (means of Local Boards feeding to the Trustees) JC reported a meeting had taken place just a week and a half after returning to School which was a bit early. Policies had been reviewed and minutes will follow shortly.	
5:10	Local Board Working Group –already referred to, including JC’s report (item 2:5). In addition to what has already been discussed, JC advised clarity regarding the role of the staff governor had been sought	JC to update – clarity re staff governor role
6	FOCUSSED VISITS (discussed elsewhere) JC asked if there was anything further the Local Board needed to know in connection with Morchard Bishop being a church school. BH advised the Ethos Committee is a central part of the school; a guiding force relating to the Church school element. Members include parents, staff and the new Vicar. The Ethos Committee is a strong team with SN currently the Chair so this should provide a good crossover with the Woodleigh Local Board.	
7	DATES OF FUTURE LOCAL BOARD MEETINGS – via Teams – all starting at 5 pm Monday, 29 November 2021 Monday, 14 February 2022 Monday, 16 May 2022 Monday, 4 July 2022	

Meeting closed at 6.33 pm

Next meeting – Monday, 29 November 2021

Signed as approved copy by Chair, Jo Carter



J. CARTER

..... 29 November 2021