

Woodleigh Local Board

Minutes of the meeting (hybrid: Cheriton Bishop/Microsoft Teams) - Monday 3 July 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	Ap
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	Ab
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																				
1	WELCOME AND APOLOGIES The Chair thanked everyone for attending. No apologies had been received other than from AR who advised she had an after-school meeting but would join if possible.																					
2	DECLARATIONS OF INTEREST: None.																					
3	APPROVAL OF MINUTES (PART 1) FROM THE PREVIOUS MEETING HELD ON 15 May 2023 The P1 Minutes were approved and will be signed electronically by the Chair then forwarded to HR to be uploaded onto the Trust website.	Clerk/Chair																				
4	MATTERS ARISING (not covered elsewhere in the Agenda) None.																					
5	<p>CLERK UPDATE The Clerk referred to the Report previously circulated. Points highlighted:</p> <ul style="list-style-type: none"> ▪ Following the governance review, from September 2023, the Woodleigh Hub Local Board will be known as the Mid Devon LAC (Local Academy Committee) ▪ The new structure for the Mid Devon LAC will be: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 25%;">Parent Governors</td> <td style="width: 5%;">4</td> <td style="width: 40%;">1 from each school</td> <td style="width: 30%;">DP (Cheriton B) *AR (Morchard B) 2 nominations / recruitment checks in progress</td> </tr> <tr> <td>Foundation Governor</td> <td>1</td> <td>responsible for ensuring Christian Distinctiveness across all LAC church schools)</td> <td>JH</td> </tr> <tr> <td>Staff Representatives</td> <td>2</td> <td>(one senior leader & 1 staff member)</td> <td>SB Staff governor vacancy (from CB/Yeo or TSM)</td> </tr> <tr> <td>Trustee appointed local governors</td> <td>2</td> <td></td> <td>MT Vacancy</td> </tr> <tr> <td>Total number of local governors</td> <td>9</td> <td></td> <td></td> </tr> </tbody> </table> <p>*AR – transferred from staff to parent governor from 1.9.23, election not</p>	Parent Governors	4	1 from each school	DP (Cheriton B) *AR (Morchard B) 2 nominations / recruitment checks in progress	Foundation Governor	1	responsible for ensuring Christian Distinctiveness across all LAC church schools)	JH	Staff Representatives	2	(one senior leader & 1 staff member)	SB Staff governor vacancy (from CB/Yeo or TSM)	Trustee appointed local governors	2		MT Vacancy	Total number of local governors	9			
Parent Governors	4	1 from each school	DP (Cheriton B) *AR (Morchard B) 2 nominations / recruitment checks in progress																			
Foundation Governor	1	responsible for ensuring Christian Distinctiveness across all LAC church schools)	JH																			
Staff Representatives	2	(one senior leader & 1 staff member)	SB Staff governor vacancy (from CB/Yeo or TSM)																			
Trustee appointed local governors	2		MT Vacancy																			
Total number of local governors	9																					

	<p>necessary as only one nomination received.</p> <p>The Clerk confirmed that subject to recruitment checks, there are currently two vacancies (staff member and Trustee appointed governor). As SB (from MB) is the Senior Leader staff representative, the staff member will need to be from CB, Yeo or TSM. The Academy Headteachers were asked to liaise with each other and staff members in order to fill this vacancy. All were asked to consider any suitable person, including local councillors, with the appropriate skillset to recommend as a Trustee appointed governor.</p> <p>CR advised parent governor elections will not be necessary as there was only one nomination from each school. <i>The Clerk asked CR if the applicants know they have been successful (subject to recruitment checks).</i> CR will be writing to them tomorrow and SH, HR Officer, will begin the statutory recruitment checks following which the new governors will receive induction packs. It is hoped the two new parent governors will be on board by the beginning of September 2023.</p>	
6	<p>SCHOOL UPDATES</p> <p>The Academy Headteachers were thanked for providing their Reports which had been circulated prior to the meeting. <i>CR asked how the Academy Headteachers had found the new Report template; she hoped it had not been too onerous to complete.</i> The Academy Headteachers agreed the new template was more concise than ever and it had not taken too long to complete.</p> <p><u>Morchard Bishop:</u> SB reported he had today received a call from Ofsted advising an Inspection would take place tomorrow. However, as there are no pupils in School due to a Sports Enrichment day, Ofsted had agreed a deferral. SB is aware Ofsted will be in contact imminently but he does not know when the new date will be.</p> <p>The Chair asked if there were any questions from governors - there were none.</p>	
7	<p>STANDARDS AND CURRICULUM TRUSTEES' MEETINGS</p> <p>The S&C Minutes of the meeting held on 9 May 2023 had been circulated. CR had written the Minutes of the S&C meeting held on 14 June 2023 but had been unable to share as they have not yet had initial approval. The Chair had attended the meeting and highlighted the following points:</p> <ul style="list-style-type: none"> ▪ Good, deep dive into Pupil Premium and SEND including what it is, how children are supported, quality of provision, tracking and monitoring. ▪ SATS – reviewed how things had gone across the Trust. Positive feedback with just a slight murmur around the English/Writing paper. ▪ Feedback on wellbeing of pupils and staff: Headteachers felt they were well supported by the Trust. In general, in a good place with a sharing rationale. ▪ The Inclusion Hub/Three Phase approach had been discussed. Becky Humphries had held discussions with RS with a view to a bespoke design for next year. ▪ ND, CEO, had reported Ofsted had been positive from a wellbeing point of view. ▪ T&L focus – to develop supporting documents and how information comes to the Trust. This will become a lot more powerful next year with a more timely and effective two way feedback between LACs and the S&C Committee – generally positive. CR added this had been the main highlight - reviewing the process about how questions raised by local governors following school visits are addressed and how feedback is given. This had been discussed at length by the Trustees who are forming ways of more effective focus/feedback and governor & S&C impact. CR thanked governors for their visit reports. <p><i>RS asked if staff would be advised of any changes following feedback to S&C</i></p>	

	<p><i>and the Trustees. He believed this would be a positive communication for staff.</i> The Chair reiterated CR's belief that as soon as the new system is in place, feedback would be better. At the moment, the timing of focussed visits/questions/feedback is out of synch. The Chair gave an example about a Local Board questioning the might of the Trust to enable more cost-effective procurement. ND had advised this is in place with an annual mass purchase of consumables. The Chair asked that if schools/staff feel this is not working effectively, they let him know (or about any other issue that may arise which may need to be reviewed).</p> <ul style="list-style-type: none"> ▪ <i>KW agreed wholeheartedly about the fantastic support across the Trust but raised the question about equity and what was promised each term: is that accurate/the same across each Hub?</i> CR advised one of the key reasons for the changes is that it will provide answers to the same questions - allowing Trustees to see emerging patterns and a get a good understanding of the practices across the Trust. The S&C Committee are hot on how things look across the whole Trust – what support is available where – the rationale behind the change. CR advised that in order to help facilitate this, all parent governors will get the same visit report template which will include the same questions for each particular focus (governors will not be restricted to the questions only which are not prescriptive). This will enable the S&C/Trustees to more effectively cross-reference and compare questions and responses. The Chair added that if questions are not right or not timed well then this could be reviewed and amended. He asked parent governors to keep him informed 	
8	<p>STANDARDS AND CURRICULUM COMMITTEE FOCUS - Wellbeing for pupils and staff / Quality of Teaching and Learning</p> <p>Visit reports from DP and JH had been presented to S&C.</p>	
9	<p>NEXT STANDARDS AND CURRICULUM FOCUS KE (Chair) and LL will be meeting to determine the detail for the next focus. CR will then circulate (together with the visit reports) in early September. CR reminded governors that should they have any queries or questions, they are encouraged to contact either her or the Clerk.</p>	<p>CR to circulate detail of the next S&C focus, together with the Governor Visit Report template, early in September</p>
10	<p>FEEDBACK FROM ETHOS COMMITTEE AND COMMUNITY GROUPS</p> <p>Morichard Bishop: SB advised the Ethos Committee had not met since the previous LB meeting. However, during a recent Heads' Triad Meeting at Morichard (with two other heads across the Trust) the children had been able to articulate well regarding the new, now fully implemented Vision and Values. The foundation built around the new Vision and Values is strong across the School. Staff have received messages from parents about how the children had related the use of the Vision and Values when at home (ie, providing an example to evidence resilience).</p>	
11	<p>SAFEGUARDING</p> <p>Academy Heads and governors to feedback any safeguarding updates or concerns:</p> <p>Yeoford & Cheriton Bishop: RS advised there had been updates to Risk Assessments for Cheriton's Pre-School including the outdoor area and mitigating risk of possible intruders through neighbours' adjacent land. The Risk Assessment had also been revised for Cheriton Bishop and Yeoford Pre-Schools in connection with the use of trikes and helmets.</p> <p>Intimate Care recording – KW raised the question from parents about the need to countersign Intimate Care reports on a daily basis. RS explained the rationale regarding double-signing by staff and then a parent/carer. This provides security</p>	

	and evidence that parents/carers are aware and happy with the care provided and do not need to return to question any procedure at a future point.	
12	GOVERNANCE	
12.1	<p>Appointments/nominations</p> <ul style="list-style-type: none"> ▪ New appointments/vacancies (see item 5). ▪ Nomination of Chair – MT had self-nominated for a further year. Other nominations were sought but none received. Governors thanked MT for the work he has already done in this role and approved the continuation of his role as Chair until 31 August 2024. ▪ Vice Chair – Nominations were sought but none received. MT outlined the importance of having a Vice Chair and for another person to share attendance at the S&C Committee. It was thought the new governors would need time in their new role before wanting to take on the post of Vice Chair. This meant the role was open to DP, JH or AR. JH stated she would need to know more about what was involved but would look into it. She has a lot of other commitments and did not want to commit to anything definite until she had researched/discussed the role further. The Chair offered to send JH information about what would be required. 	Vice Chair role to be an agenda item in the Autumn Term. The Chair to send info about the role to JH.
12.2	Governor training: It was agreed to review this with everyone in September when the new governors would be on board.	Governor training – Autumn Term agenda.
12.3	<p>Face-to-face meeting – Autumn term (one per annum) to include completion of forms/housekeeping for everyone. Date tbc – SB was thanked for agreeing to host at Morchard Bishop.</p> <p>CR thanked everyone for their hard work, especially during an unsettling time for schools and governors while the governance structure was reviewed. She thanked everyone for sticking with it!</p> <p>The Chair, and all present, thanked AL in his absence and KW for their support and commitment in their roles as staff governors. AL is stepping down and KW is moving on. KW advised she had enjoyed the role which had also related to and supported her Degree.</p>	Governors to meet in person in the Autumn Term at Morchard Bishop
13	<p>EVALUATION OF GOVERNANCE IMPACT - To review performance and value of the meeting:</p> <ul style="list-style-type: none"> ▪ Governor visit reports had been received by the S&C Committee – feedback will improve further from the Autumn Term when timings will make two-way feedback more effective. ▪ Minutes and good verbal feedback from the two recent S&C Committee meetings which will help governors to have a better understanding and stronger impact within the LAC/S&C/Trust as a whole. ▪ Future improvements to the governor visit report template will enable easier and more effective cross-referencing for the S&C which will highlight strengths and weaknesses to be addressed. ▪ Implementation of the new governance structure/recruitment of governors will have a positive impact across the LAC. 	
14	<p>DATES OF FUTURE LOCAL BOARD MEETINGS</p> <p>CR advised the draft meeting dates would be agreed next week and she will then circulate to all the Local Boards.</p>	

Meeting closed at 5.30 pm

Signed as approved copy by the Chair, Max Thomas 

Date: 25.09.2023