



## Mid Devon Local Advisory Committee (LAC)

### Minutes of the meeting held at Morchard Bishop Primary School (Microsoft Teams link available)

**Monday, 30 September 2024 at 5 pm**

Name	Role/Type of Governor	School	
Joanna (Bidly) Hooper (JH)	Chair – Foundation Governor	Morchard Bishop/across the LAC	P
Bruce Abbott (BA)	Parent Governor – Vice Chair	Yeoford	P
Mat Boulton (MB)	Parent Governor	Cheriton Bishop	P
Sam Butler (SB)	Staff (Academy Head) Governor	Across the LAC	P
Catherine Cozens (CC)	Parent Governor	Morchard Bishop	P
Rebecca (Beki) Richards (RR)	Staff Governor	Across the LAC	P
Tom Woodley (TP)	Parent Governor	Tedburn St Mary	Ap
<b>Vacancy</b>	<b>Trustee Appointed Governor</b>	<b>Across the LAC</b>	
Pam Down (Clerk)	Clerk	Mid Devon LAC	P
Charlotte Roe (GP)	Governance Professional	Link Academy Trust	Teams

Present/**Apolo**gies/**Absent**

		ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b> JH, Chair thanked everyone for attending and welcomed our new Parent Governors now their appointments have been made official - CC (22.07.24) and MB (01.07.24). TW's apologies were received and accepted.	
<b>2</b>	<b>DECLARATIONS OF INTEREST:</b> As logged on the Register of Business Interests - nothing further to add pertaining to this meeting.	
<b>3</b>	<b>APPROVAL OF MINUTES FROM THE PREVIOUS MEETING HELD ON 24 JUNE 2024</b> The P1 Minutes were <b>approved</b> and were signed by the Chair. They will be forwarded to HR to be uploaded onto the Trust website.	Clerk
<b>4</b>	<b>MATTERS ARISING (not covered elsewhere in the Agenda)</b> Nothing further to add.	
<b>5</b>	<b>CLERK'S UPDATE</b>	
<b>5.1</b>	<b>Appointments/nominations</b>	
	<b>a) Vacancies update</b>	
	▪ <b>Staff Governor (RR) and AHT representative (SB)</b> The Trust had confirmed approval for both to continue for a further year.	
	<b>b) Trustee Appointed Governor vacancy</b> The Clerk explained the Chair would normally be a Trustee Appointed Governor. However, as JH was prepared to continue in her role as Foundation Governor/Chair, it was agreed this would be the best way forward. JH is well established and supportive in the Foundation role, this will offer future flexibility regarding the Trustee Appointed Governor position.	
<b>5.2</b>	<b>Training:</b>	
	<b>a) Annual L2 Safeguarding:</b> Completed by all.	
	<b>b) Monthly Safeguarding Focus (MSF)</b> previously emailed – governors reminded to watch the important in-house updates provided by Gemma	

	<p>and Alex.</p> <p>c) <b>New Governor Induction</b> (for local or hub board members of academy schools) <b>Thurs 7.11.24</b> – live interactive webinar. The GP will need evidence of attendance. MB &amp; CC will check diaries and try to book.</p> <p>d) <b>Governor online briefings – DES (Devon Education Services) / Governance Consultancy Team training</b> governors encouraged to attend the useful briefings (<b>Tues 8.10.24 12.30 – 1.30 pm</b> or <b>Wed 9.10.24 4-5 pm</b>).</p> <p>e) <b>Christian Distinctiveness and SIAMS</b> – all governors encouraged to attend the online training even arranged by the GP which will be delivered by Christina Mabin on <b>Tues 12.11.24, 7-8 pm</b>. JH will attend.</p>	<p><b>MB &amp; CC to confirm availability</b></p> <p><b>Regular briefings for all governors highlighted and attendance encouraged</b></p>
5.3	<p><b>Clerk to the Local Board Committee to update the governors on any local or national issues:</b></p> <p>a) <b>Completion and return of the annual compliance</b> – sheets signed</p> <p>b) <b>WhatsApp group</b> – new governors confirmed they would like to join the Mid Devon LAC group.</p> <p>c) <b>Governor Bio from parent/foundation governors to highlight and promote the role within schools</b> (discussed at previous meetings). A few short sentences is all that is required, ie name, role, reason for becoming a governor/brief description of what you do. To be emailed to the Clerk or sent via the WhatsApp group. The Clerk will then liaise with Sue Howard, HR about the process for this to be uploaded to each school's website.</p> <p>d) <b>Standards &amp; Curriculum meeting 15.10.24</b> – JH confirmed she would attend.</p> <p>e) <b>Governance publications</b> (previously emailed) Governors signposted to these useful documents: Governance Checklist and Governance Handbook.</p>	<p><b>Governors to send a brief bio to the Clerk asap (HR to upload to school websites)</b></p>
6	<p><b>TERMS OF REFERENCE</b> (previously circulated) to ensure compliance in line with the Scheme of Delegation - for approval by S&amp;C. The Chair invited any comments or queries. There were none. A governor stated the role and responsibility of a local governor is very different to that in a standalone school. The GP emphasised the importance of LACs with Parent and Foundation Governors providing a channel of communication/being aware of how things actually look in a school – so important with Ofsted wanting evidence about how much LAC governors know.</p>	
7	<p><b>STANDARDS AND CURRICULUM COMMITTEE FOCUS: Analysis and evaluation of pupil outcomes and targets for the year</b></p> <p>Feedback from governors re their focus visits invited.</p> <p>As detailed in the reports, great frustration was expressed as statistics are compiled in such a way that the huge amount of 'Value Added' evident is lost. SB agreed that progress is not necessarily reflected within the data but highlighted the importance of ensuring that pupils achieve age related expectations due to the significant impact that it can have on life chances. A governor agreed that when gaps are wide, it is always a long game to ensure expected progress is made. Another governor stated the SATs results did not reflect behaviour or the high proportion of SEND. The absolute frustration in very small schools where results for one child can represent 100% of the outcome was vented. In spite of data, success had been recognised and celebrated throughout all the schools.</p>	
8	<p><b>STANDARDS AND CURRICULUM COMMITTEE FOCUS: Academy Improvement Planning/CPD Plan</b></p> <p>Feedback from governors re their focus visits invited.</p> <p>Great detail contained within the reports. Some ASIP actions have been carried forward due to other priorities having to be addressed, further training being needed or subject leadership developing due to staffing so remaining on the ASIP. For some schools, it would be a time to embed systems introduced.</p>	

9	<p><b>STANDARDS AND CURRICULUM COMMITTEE FOCUS: British Values and preparing for life in modern Britain.</b></p> <p>Feedback from governors re their focus visits invited.</p> <p>The variety of different approaches at the different schools had been interesting and exciting. British Values were reflected throughout a variety of lessons, including PSHE and in assemblies. One of the schools had launched a school council and spoken about democracy. Another school had School Ambassadors with the role of Values Ambassadors for the school which they will teach in structured assemblies. Some schools acknowledged they need to look further into how to weave BV into the curriculum as children seemed to have limited knowledge. British values posters and pupils' drawings were on display. The importance of encouraging pupils to understand diversity within a rural school was recognised and was being supported in teaching sequences. Role models were highlighted and stereotypes and prejudice challenged.</p>	
10	<p><b>FEEDBACK FROM ETHOS COMMITTEES AND COMMUNITY GROUPS</b></p> <p>Feedback from governors re their focus visits invited.</p> <p>The Foundation Governor and AHT had met with Sharon Lord, RE &amp; SIAMS Lead, who is writing a Report. ASIP mapped for the year. There is a new Youth Worker in the Methodist Church who is well embedded into the local community and churches. There is an amazing group of people connected with the Methodist Church and the Foundation Governor believed they would be able to provide further support to the school. It is expected that when a new Vicar is appointed, it will be a part-time position and, with the number of churches the person will be responsible for, it is likely the level of support will be minimal. The Foundation Governor stated monthly services at the Anglican Church continued with a core group of children. Good practices are in place but things need to be tied together and developed further – as planned in the ASIP.</p>	
11	<p><b>RISK ASSESSMENTS FEEDBACK</b></p> <p>The new AHTs would be receiving Evolve training. A very comprehensive RA was provided from one school with emphasis centred on a security fence for the entire site. Concern was reiterated by the staff governor as the lack of security created limitations for the pupils' outdoor experiences. Another school identified a similar site risk but it is believed fencing should be installed before the end of 2024. Other risk factors including behaviour, a decrease in pupil numbers (and, therefore, staffing) were identified.</p>	
12	<p><b>SCHOOL UPDATES</b></p> <p>Governors to consider and discuss feedback on any issues/successes from their school visits or visit notes completed by the AHT.</p> <ul style="list-style-type: none"> <li>• PAN (to include pupils joined/left)</li> <li>• Pupil wellbeing</li> <li>• Staff wellbeing and workload</li> <li>• Attendance</li> <li>• Suspensions and permanent exclusions</li> <li>• Feedback on any parent forum meetings/parents' evenings/PTFA</li> <li>• Pre-school update</li> </ul> <p>The visit reports had covered quite a bit of the above. In addition, the following points were raised:</p> <p><b>Relational Approach</b> This is strongly embedded in most of the Mid Devon LAC schools but not in one due, in the main, to staff turnover. The school had asked if there is any trust-wide training. The staff governor and AHT representative, SB advised catch up sessions and all modules are available.</p>	

	<p><b>PAN:</b> One school is on a marketing mission as a drop in pupils numbers is a threat causing concern with parents and staff. This is particularly frustrating when there is a much more positive vibe throughout the school.</p> <p><b>Staff workload:</b> A governor believed workload was horrendous for staff (reference made to a specific school) even though support systems are in place. Further discussion took place about the potential introduction or development of Cornerstone and Kapow use; both aimed to reduce teacher workload. However, it was noted that it is never a case of one size fits all. SB, AHT, stated Kapow can be individualised but then in terms of the whole curriculum it would be easy to lose track. Key concepts need to run throughout the curriculum as a whole. A teacher governor referred to the White Rose scheme, stating the individual flair needed to be added. This was particularly difficult to model for ECT teachers. <i>A governor raised concern about encouragement from the Government to use such systems: is this the gateway to employing unqualified teachers?</i> A governor stated the Trust had said it would honour autonomy.</p> <p><b>Attendance:</b> Positive with no suspensions or permanent exclusions reported.</p> <p><b>Pre-School update:</b> No preschools at Tedburn St Mary or Yeoford but Cheriton Bishop and Morchard Bishop both in a strong position.</p>	
13	<p><b>STANDARDS AND CURRICULUM TRUSTEES’ MEETING</b></p> <p><b>a) Response to draft minutes dated 09.07.2024 previously circulated (confidential until approved) - as below</b></p> <p><b>Attendance and Behaviour</b></p> <p><b>SEND:</b> The high level of SEND and the impact on teachers and some children by the disproportionate number of children with SEND, particularly in small schools, had been highlighted (A Mid Devon LAC governor commented it was good to read the Trust recognised the issue). The S&amp;C Minutes, item 9, state a governor asked: <i>Was there an admissions/management policy to support this concern and what was the effect on ‘non SEND’ children’s performance?</i> This will be added to the next SEND focus. The GP added the National Average of SEND is 23% - The Trust’s average is 40% - this is known and noted at Trustee level.</p> <p><b>Penalty Notices:</b> <i>A governor asked if PNs would be issued centrally.</i> It is under review and there are changes relating to how absence sessions are recorded in relation to possible PNs – ie the number of sessions rather than just a block (to avoid persistent long weekends and/or regular days of absence).</p> <p><b>b) Feedback on any issues raised from local board Chairs in S&amp;C meeting – raised at Mid Devon LAC 24.05.2024:</b></p> <p><b>Transport costs/provision of a Trust minibus?</b> At our last meeting, our LAC had identified that rural schools are at a disadvantage due to the high cost of transport. The S&amp;C Minutes (item 9) stated the Trust had four minibuses and were looking at an additional one. The Trust was looking at where minibuses were based. The Trustees had suggested approaching a local independent school who might be willing to share their bus, fulfilling their charitable aims. <i>The governor who had raised the initial question stated the minibuses are all in the Newton Abbot area and asked if one of them could be based in the Mid Devon area; are there not enough schools to warrant this?</i></p> <p><b>Inclusion Hub</b> – <i>was there any plan for an Inclusion Hub closer to Mid-Devon? How accessible was the current hub in the Mid-Devon area?</i> The S&amp;C Minutes (item 9) advised there were plans to have a nurture space in each hub and the Trust is</p>	<p>Questions for S&amp;C – see item 16 for further detail</p>

	<p>working with the Local Authority (with Fran McLoughlin, DoI, leading on this). The CEO had stated the nurture space would be a full time provision and any pupil attending would need to be temporarily added to the school roll which would then generate income. Governors discussed this and raised the several points to be taken to the next S&amp;C (see item 16 for detail).</p> <p><b>Sharing of teaching resources (PP presentations)</b> The S&amp;C Minutes covered this extensively under the 'Overview of the Curriculum' section, Item 6. SB advised there had been lots of discussion about using providers such as Cornerstone, including working with the regional Cornerstone lead. Currently, more consistency is needed to enable better monitoring and sharing. There were lots of options which could be personalised and detail about how best to utilise needed to be explored. <i>A governor asked about the plan for a Trust Champion in each subject: does SB tap into this?</i> SB explained there was not a Champion for all subjects. The Trust has moved away from the curriculum hub model as it had meant that too many staff were away from their schools (particularly in smaller schools where staff were leads in several subjects) and it was not feasible. The Maths specialist runs the hub meeting which had been working well. Phonics and English is being well led by Claire Appleby who is developing writing schemes.</p> <p><b>iPads/login issues:</b> It had been believed the log-in issue had been sorted with all pupils now having their own logins. The LAC minutes highlighted there was still an issue and the Governance Professional would raise this with the DCEO. Sign in was taking far too long and wasting too much valuable lesson time and having negative impact on accelerated reading which required quick access. The issue around Google not keeping data, even with individual logins, was recognised. This had been flagged with GM.</p>	<p>GP to raise iPad issue with the DCEO</p>
<p>14</p>	<p><b>NEXT S&amp;C FOCUS: Personal Development/Wellbeing – Relationship Education, PHSE &amp; RHSE</b>  <b>SEF Overview – Academy Head's overview of accuracy and effectiveness of their school self-evaluation</b>  <b>Christian Distinctiveness/SIAMS</b></p> <p>Governors had the opportunity to discuss the next S&amp;C focus in preparation for their next round of visits. Governors to share best practice and raise any questions for clarification.</p> <p>One governor suggested reviewing the effectiveness of the Jigsaw programme.</p> <p>It was suggested, if AHTs are happy, that governors talk to children, perhaps to check if they understand terminology. <i>A governor asked if there was a list of suggested questions or prompts that could be used when talking to children.</i> SB will seek advice from Lizzie Lethbridge, DoE.</p> <p>SEF Overview: <i>A governor asked how to find the School's SEF: was it available from the website?</i> SB stated it would not be on the school's website and governors should ask their AHTs to send it them prior to visiting in order to allow time to read through and raise any queries.</p> <p>Christian Distinctiveness and SIAMS (reference again made to the training session on 12.11.24 – the GP encouraged all governors to attend, not just Foundation Governors). A lot of good practice from Church schools can be shared in community schools. The clerk reminded everyone to let her know if they plan to attend as she will collate a list for the Governance Professional to send the training link.</p>	<p>SB to try to obtain a list of questions/prompts for governors to use with children.</p> <p>Governors to ask AHTs to send their SEF prior to visiting.</p> <p>Anyone interested in attending the CD &amp; SIAMS session to email the clerk who will collate a list for the GP.</p>

15	<p><b>EVALUATION OF GOVERNANCE IMPACT</b> - To review performance and value of the meeting – to summarise the effectiveness of the meeting and how this will positively impact on our pupils, staff and Trust.</p> <p>The Chair mentioned this is always difficult to quantify. The GP suggested governors reflect on whether it had been worthwhile to meet.</p> <ul style="list-style-type: none"> <li>▪ A governor remarked on the benefit of meeting and being able to react to comments from others and to develop viewpoints raised within the visit reports. Sharing of practice ultimately benefits the children and staff.</li> <li>▪ Identifying questions to raise with Trustees to support strategic decisions.</li> <li>▪ Reviewing the S&amp;C Minutes together enables better understanding and/or discussion about next steps.</li> <li>▪ Work on creating governor bios and description about the LAC governor role to raise the profile of governors and help towards succession planning.</li> </ul>	All governors – only one received
16	<p><b>STANDARDS AND CURRICULUM TRUSTEES’ MEETING</b>  <b>Summary of questions from governors to be raised at the S&amp;C meeting:</b></p> <p><b>1) Transport costs/provision of a Trust minibus in Mid-Devon?</b> Rural schools are at a disadvantage due to the high cost of transport. <i>The four Trust minibuses are all in the Newton Abbot area – could one of them be based in the Mid Devon area: are there not enough schools to warrant this?</i></p> <p><b>2) iPads/IT resources:</b> Still causing much frustration. Sign in taking too long, wasting too much valuable lesson time and having an impact on the children’s learning. Login information needs to be simplified to be accessible – can filtering and monitoring support this? Not possible to use finger print ID but is it possible for a QR code to be used?</p> <p><b>3) Nurture space in each Hub:</b> Following on from the S&amp;C Minutes dated 09.07.24 with reference to a request to consider an Inclusion Hub in the Mid Devon area:</p> <ul style="list-style-type: none"> <li>• <i>What exactly would be offered in each Nurture space?</i></li> <li>• <i>What time frame is being considered (governors appreciated this initiative was in the early stages)?</i></li> <li>• <i>How would this work in relation to children from other schools potentially joining and being temporarily added to one of the Trust schools to enable funding? Would this be for part of a day/part of a week?</i></li> <li>• <i>The need identified by schools is for more SEND support within the mainstream areas. A separate nurture hub may not support a ‘silent sufferer’ within the classroom – someone not as loud but requiring equal support.</i></li> <li>• <i>Nurture groups constantly change due to their nature: how would this be managed?</i></li> <li>• <i>Enrichment days are held too far away – can they be arranged closer to Mid-Devon?</i></li> <li>• <i>Some special events or days seemed primarily aimed towards SEMH but the picture is much wider, what broader SEND support is being considered within schools?</i></li> </ul>	Questions for the LAC Chair to raise at the S&C meeting

The meeting closed at 6.25 pm – JH was thanked for chairing her first meeting so effectively.

Signed as approved by the Chair, Joanna Hooper ..... Date: 25 November 2024