

East Devon Local Advisory Committee (LAC)



| Minutes | | | | | | | |
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| Date & Time | 21 st January 2025 | | Location | Otterton C of E Primary School | | | |
| Members Present | Initials | | | Also Present | Initials | | |
| Corrina Tigg | CT | Chair | | Charlotte Roe | HR | Governance professional | On line |
| Claire Lister | CL | Parent Gov | | | | | |
| Natalie Clark | MJ | Foundation Gov | | | | | |
| Anne Pelosi | AP | Academy Head | | | | | |
| Tina Sillitoe | TS | Foundation Gov | | | | | |
| Claire Appleby | CA | Staff Governor | | | | | |

| Apologies | Initials | Reason for Absence | Absent without Apology | Initials | |
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| Peter Halford | PH | Work commitments | | | |
| Louise Jacques | LJ | Work commitments | | | |
| Martin Jacques | MJ | Work Commitments | | | |
| Tom Paddon | TP | Work commitments | | | |
| Kaleigh Lorraines | KL | Resigned as a Governor | | | |
| Robert Pickering | RP | Work Commitments | | | |
| Ashleigh Tubbs | AT | Work Commitments | | | |
| Sam Butler | SB | Work Commitments | | | |

| In Attendance | Initials | Capacity | Minutes to |
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| F Mills | FM | Clerk | All |

| Ref item | Main meeting agenda item, comment & decision | Action Owner & deadline |
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| 1. | Welcome and apologies as above. Natalie & Tina were welcomed to the East Devon Local Advisory Committee (EDLAC). Natalie explained that Governance is entirely new to her whilst Tina has much experience but being part of a Multi Academy Trust is a new experience. Natalie is the parent Governor for Broadhembury & Tina will be offering support to Farway & Branscombe. | Chair |
| 2. | Declarations of interest. There were no declarations of interest. | Chair |
| 3 | Approval of meeting minutes from Autumn 2 meeting 2024. The minutes were agreed. Clerk to send to Sue Howard for uploading. | Action Clerk |
| 4 | Matters arising: None | Chair |
| 5 | Clerk Update: Where there is nothing to record the acronym (NTR) will be used. 5.1 Appointments/nominations: Claire Lister parent governor at Otterton gave notice that she is likely to leave the East Devon Local Advisory Committee in July 2025 when her child moves to secondary school. Currently parent governors are required at Drakes & Littleham and both schools are advertising. A short discussion took place regarding the benefits of all schools being | Clerk |

Meeting of the Otterton Parish Council minutes Signed

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| | <p>represented at the LAC meetings (either on line or in person) as this enables more informed challenge and discussion. It was agreed that CT would write to all schools encouraging attendance.</p> <p>5.3 Clerk to Local Board Committee to update the governors on any local or national issues. NTR</p> | CT/Clerk |
| 6. | <p>Visit notes for all schools except Woodbury (which will follow) were provided for the LAC to discuss under the following headings:</p> <p>Wellbeing: Pupils & staff.</p> <p>Otterton: 'Opendoor' policy for staff, sign posting & visual prompts visible for support. Weekly update takes place for full teams. The LAC has not seen evidence but it was reported that annual appraisals are synchronised with other schools for mid-year to ensure timely pay award decisions.</p> <p>Drakes: Open door. ECT Mentoring in place above expectation. Training packages in place, Vicky Gillan supports throughout year with South West Institute for Teaching (SWIFT) programme in place.</p> <p>Broadhembury: Newsletters & updates available, gym membership which staff are sharing. Strong sense of team. Online systems reduce workload. Feedback welcome & internal survey no concerns.</p> <p>Safeguarding Audit:</p> <p>Otterton/Drakes: Action plan in place, good experience to talk through. Each school creates action plan from audit results</p> <p>Broadhembury audit to take place in spring term.</p> <p>Encouragement for parent govts</p> <p>Farway & Branscombe. TS noted the phrase 'Continue to embed practice'</p> <p>SCR. A short discussion took place regarding the purpose & importance of the Single Central Record(SCR). In this case it was thought that the phraseology may be ambiguous and it was agreed that GP would question terminology with HROM.</p> <p>Designated Safeguarding Lead: Training/ Supervision in place.</p> <p>Littleham DCC safeguarding review has rased some issues which are being addressed.</p> <p>Learning support challenge days are being provided across the Trust & training is in place for administrators.</p> <p>Lockdown drill: Emergency plan on risk register & in place for all schools.</p> <p>Attendance:</p> <p>Otterton: 93.9% Artificially low due to numbers in school however one family with several children gives concern. Targeted meetings taking place with Attendance</p> | |

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| | <p>Improvement Officer (AIO). Welfare support in place for family. Littleham 94% 2x challenging families. Referrals in place. Farway/Branscombe 93.3 & 94.33% Letters going out to families, support from AIO in place. Free breakfast offered to improve attendance Broadhembury: 89.4% processes in place to support and this figure includes a travelling family & continual offender who have now moved on. Term times holiday – fines issued. Persistent offenders receive cumulative fee. Drakes 96.7% Improved attendance following consistent approach.</p> <p>Parental engagement: Currently taking place: Otterton: Information session for parents on accelerated reader, CT rock stars & phonics bug Drakes: Parent invitation on all subjects over the year. Time & days for meetings changeable & flexible to encourage parents to engage. Littleham: Survey shows high level of support, regular coffee morning & community effort. Branscombe & Farway: Staff present on gate, parent survey, invitation to church services. Broadhembury: Regular newsletter: Hard to reach families need different approaches & these are being worked on. Transport continues to be a problems area but PTFA and church links are positive. Pre-school links are also encouraging. Seeking increased opportunity for parent sharing/engagement which is manageable for staff at the end of the day/early on. Enhancement on open door policy & parent school partnership. Drakes/Otterton/ Time critical interventions for catch up. Accelerated progress in place. Ongoing CPD. Broadhembury: Rapid progress Send progress in place. Impact being measured. Littleham – Cliare Appleby booked in & now looking at in depth interventions.</p> | |
| 7. | <p>Ethos Committee. School Ethos Group (SEG)/Parents Ethos Group (PEG). Martin/Emma & Anne working together to good effect in Otterton. Currently in transition @ Drakes. Littleham: Not yet in place. Broadhembury – re establishing group a relationship in place with Rev'd Nigel & Rev'd Jane. Farway & Branscombe planned in for next term.</p> | |

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| 8 | <p>Risk Assessments. Farway & Branscombe: Evolve training in place for all staff as this system was not used before joining the Link. Broadhembury - Significant risks re data. <i>Challenge: What does this mean???</i> Drakes – will be reviewed by half term Littelham – reviewed. Otterton - reviewed</p> | TS to review |
| 9 | <p>School updates. Broadhembury – pupil numbers dropped due to transient family. Rebuilding. Branscombe & Farway: 4 new nursery pupils (Farway) Drakes: 3 new children starting. Littleham: 85 on role. Pupil Workload Branscombe & Farway. One suspensions in December for 3 days. Broadhembury: One child in risk of exclusions. ASIP - Littleham, Branscombe & Farway, Broadhembury - Tier 3 with action plans in place. Otterton & Drakes: Good with progress.</p> | |
| 10. | S & C. Minutes from S & C to be sent with minutes from LAC meeting | |
| 11. | <p>Next S & C Focus. A detailed analysis of nationally reported data on EYFS, Y1 Phonic check, Y4 multiplication check, KS1 SATS and KS2 SATS, SEND and PPG analysis Broad overview of other groups on their progress and expectations to targets Provision of PPG (Pupil Premium) & LAC (Looked after Children) Curriculum subject – EYFS</p> | |
| 12. | <p>Questions for S & C. What are the timescales for training for new schools joining the LINK in processes they haven't previously used e.g Evolve</p> | |
| 13. | <p>Governance: Assurance – all HT/parent governors have sent reports or spoken to heads. Reassurance – evidence sought from registers/ teachers/pupil. Excellent examples at Broadhembury. Explanation given: Good relationships with Head Teachers. Data backs up messages from HT.</p> | Chair/ |

The meeting closed at 17.45