

The Link Academy Trust

Meeting of the Woodleigh Local Board - Wednesday 7th July 2021

Present	Apologies
Jo Carter, Chair (JC)	Elaine Clark, Safeguarding Governor
Alice Moseley, Vice Chair (AM)	Andrew Lee, Staff Governor, Tedburn
Rachael Smaldon, Parent Governor (RS)	
Max Thomas, Community Governor	
Alex Waterman, Executive Academy Head (AW)	
Andy Keay, Academy Head (AK)	Declaration of Business Interests: None
Kristina Wright, Staff Governor – Yeoford	
Karen Fletcher, Staff Governor – Cheriton Bishop	
Vicki Gillon, Yeoford Academy Head from Sept 21	
Robin Scott, Cheriton Bishop Academy Head from Sept 21	

		ACTION
1	<p>Minutes from previous meeting held on 19th May 2021 Minutes approved by JC.</p> <p>Vicki Gillon and Robin Scott were welcomed to the meeting.</p>	
2	<p>School Updates – AW and AK – all three schools The children have settled back into school life but are very tired as there has been a lot going on during the summer term. The staff have been working hard to support the children emotionally. QFT has been ongoing. Annual reports are being finalised and are positive. Because the reports were pushed back to the summer term (due to lockdown), this has had an impact on staff time. In future, the reports will go out in the spring time as usual. The children have been taking part in sports days, days out, Forest School, enterprise fundraising, arts and crafts and transition days so it has been a very busy time. The children have very much enjoyed all of this and are looking forward to next year. The PE Lead was involved with the sports days and will be working on these for next year. Unfortunately, due to the max 30 rules, no parents could attend.</p> <p>Attendance for 2020-21 Tedburn St Mary: 98.4% Cheriton Bishop: 96.84% Yeoford: 96.70%</p> <p>Cheriton Bishop & Yeoford CB has struggled with staff illness recently but the remaining staff have supported each other. KF has almost finished her L3 Forest School training and has been leading Forest Schools at both CB and Yeoford. AM commented that the children have really enjoyed Forest School. Yeoford has a Kickstart “apprentice” starting which is funded by the government.</p>	

	<p>Parent forum meetings were held – not many parents attended from either school. The school improvement plan for next year was discussed.</p> <p>Tedburn St Mary There has been some staff shortage at Tedburn so things have been very busy. AL had sent an email and commented “I have spoken to staff here and there is nothing to report back on. Whilst all a bit tired and ready for summer after a long year, things have been quite straight-forward this half-term. Routines are in place and Covid restrictions are just a part of normality for children and staff alike. Staff morale is good, we continue to work well together and help each other where required: it is a supportive environment.” AK has been teaching to cover staff absence so the parent forum meeting will be held in early September.</p> <p>Class Structures for 2021-22 Tedburn: Willow Class - Reception/Year 1 - Mrs Dolan Birch Class - Year 2 and 3 - Mr Fowle Ash Class - Year 3 and 4 - Mrs Warren/Mrs Siddons Oak Class - Year 5 and 6 - Mr Lee</p> <p>Cheriton Bishop: Pre-school - Mrs Grist (Christine) Class 1 – Reception/Year 1 - Mrs. Squance Class 2 - Year 2 - Mrs. Ley (0.7), Mr. Scott (0.3) Class 3 - Years 3 and 4 - Mr. Bosence Class 4 - Years 5 and 6 - Mrs. Miners</p> <p>Yeoford: Bumblebees - Preschool, Reception and Year 1 - Miss Marsh Foxes - Years 2, 3 and 4 - Miss Wright Owls - Years 5 and 6 - Mrs Martin (0.6), Mrs Ley (0.1), Mrs Gillon (0.3)</p>	
<p>3</p>	<p>Strategic Governance Curriculum Update The curriculum is being taught but the schools are planning for filling the gaps on what hasn't been covered due to lockdowns. The Trust Academy Heads have met and are working on the wider curriculum with a 10 year plan. Each school is looking at its curriculum and making sure the things that worked well go in. Some children are on track but others have large gaps that will need focus. QFT provision mapping is updated regularly. AK commented that the rolling curriculum will show up more gaps from the first lockdown (pre Teams) that will need to be covered. There will be a focus on social interaction and the children will hopefully be working in groups again from September. The outdoor learning has helped with social interaction though.</p>	

	<p>ASIP Update ASIPs had been covered during the focused visits. AK and AW provided copies of the RAG rated ASIPs the main issues being around vocabulary and writing which will be priorities for the rest of the term and the next academic year, along with mental health and wellbeing. There will be some staff courses (ran by the IIH) around staff supporting parents with mental health issues. Parents coming back into school and community assemblies will also help. RS provided a link to MECC Training. AW has been handing over to VG and RS.</p> <p>Data MT and AM will cover data for the three schools, starting with a meeting with AK on 19th July.</p> <p>Websites ND & MM are writing a report to go onto schools' websites regarding the government catch-up funding.</p>	<p>Action: JC to raise/check with S&C</p>
4	<p>Staffing CB – quite a few staff off but they have been supporting each other. The staff are exhausted and preparing the school reports (a term late) has added to the pressure. JC checked that in future this will go back to being in the spring term. KW fed back how well the staff give-back days have gone down with staff and they have been really appreciated. AW mentioned that they have been difficult to plan and that it might be better if staff booked them in September so it can be managed.</p>	<p>Action: JC to feed back to S&C/Trustees AGM</p>
5	<p>Procedural Safeguarding CB/Yeo – ongoing cases but everything is in place. TSM – ongoing case and appropriate people are involved. AW reported that record keeping across the Trust is being updated so that incidents are clear and separated. GM is returning from maternity leave and will go back to providing the safeguarding monthly focus for the Trust.</p> <p>SEND Year 6 SEND information has been passed on the secondary schools involved. CB is losing 2 ECHP children from September. Issues with 0-25 team are being raised by the Chair of Trustees. SEND and SENDCos was raised at S&C – AW fed back that this is being looked by the Trust to provide clarity around the role of the class teacher, SENDCo and AH. There will be a Trust Action Plan and new SENDCo induction. Inclusion and Improvement Hub is expanding to accommodate the extra schools in the Trust.</p> <p>Pupil Premium, Looked After Children & Service Children and Gifted & Talented Update No Looked After Children on roll.</p>	

	<p>Pupil Premium children are following the QFT pathway with provision mapping in place to enable interventions to be set up quickly and reviewed half termly although the class teacher will hold working documents which are updated and referred to daily. Alice Eeles (AH at Stoke Gabriel) is now the Trust Lead for Gifted & Talented children.</p> <p>Governor Training JC discussed governor training falling in line with focussed visits to allow more robust discussion. MT has been on the Preparation for Ofsted course. Slides will be forwarded.</p> <p>Health & Safety Firedrills have been done. Invacuation will be practiced in autumn term.</p> <p>Sports Premium Grant All three schools have spent a lot on iPads, sports equipment, climbing frames, Forest School equipment, etc. The sports partnership with QE will start up again in September. AK and AW have worked on the PE Grant impact statements but next year the PE team will be planning and providing the impact statements. RS raised the question of swimming lessons – this needs to be looked into carefully to provide better, more impactful lessons.</p> <p>Communication with Parents One complaint at CB being dealt with by AW and ND. Parent Forum meetings held at CB and Yeoford. Tedburn’s will be held in Sept.</p> <p>Update on Pre-schools CB and Yeoford are both running well within the school setting. CB toddler group has started up again. TSM – would still like to build a designated Foundation Stage Unit!</p> <p>Trustees Standards & Curriculum Committee – minutes on Sharepoint and feedback from meeting had previously been provided by JC.</p> <p>Local Board Working Group –JC attended and reported back throughout the meeting.</p> <p>Chair/Vice Chair for next academic year – JC and AM voted in as Chair and Vice Chair. KF, KW and AL will stay on as Staff Governors.</p>	
6	<p>Focussed visits Focussed visit notes to be saved centrally on the One-Drive to be accessed whenever required. A school visit each to be booked with a focus on the impact of teaching and learning. Local Board governors could also pick a subject to “deep dive” and talk the children and staff</p> <p>Annual cycle New Annual Cycle of Focussed Visits to be circulated asap.</p>	Save notes to Local Board Woodleigh Hub on Teams

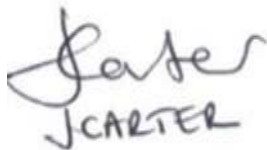
7	<p>Dates of Future Meetings – via Teams 20th October 2021, 5pm 1st December 2021, 5pm 16th February 2022, 5pm 18th May 2022, 5pm 6th July 2022, 5pm However, if we get a clerk, these meetings may change to the Monday at 5.30pm.</p> <p>Dates for future school visits Suggestions for these would be sent out by email.</p>	
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Meeting closed at 6.30 pm

Next meeting:

Wednesday 20th October 2021 – **subject to change**

Signed as approved copy by Chair, Jo Carter



J. CARTER

..... 18th October 2021