

Woodleigh Local Board

Meeting of the meeting (Microsoft Teams) – Monday 20 February 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	Ab
Amber Reed (AR)	Staff Governor	Morchard Bishop	P
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	P
Vacancy	2 x Co-opted/Community Governors	Cheriton Bishop	
Vacancy	Parent Governor	Tedburn St Mary	
Vacancy	Parent Governor	Yeoford	
Vacancy	Staff Governor	Cheriton Bishop	
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
Eleanor Everall (EE)	Expressed interest in potential Parent Governor role	Yeoford	P

Present/Apologies/Absent

		ACTION
1	WELCOME AND APOLOGIES <i>MT, in his new role as Chair, welcomed everyone, including Charlotte Roe, Governance Professional to the Trust and Eleanor Everall, in attendance due to interest in the Parent Governor role (advertised prior to the hold on recruitment). EE gave a brief introduction.</i>	
2	DECLARATIONS OF INTEREST: None.	
3	APPROVAL OF MINUTES (PART 1) FROM THE PREVIOUS MEETING HELD ON 28 NOVEMBER 2022 The P1 Minutes were approved and will be signed electronically by MT, then forwarded to HR. Everyone was reminded of the need for confidentiality. Non-appointed attendees are not party to P2 conversation. Minutes are not uploaded to the website until they have been approved at the following meeting.	Chair/Clerk
4	MATTERS ARISING (not covered elsewhere in the Agenda) There were none.	
5	SCHOOL UPDATES The Chair explained that Academy Heads had not been asked to produce a written report as they had done this as recently as November. The expectation is that governors will have had conversations with Academy Heads. Yeoford and Cheriton Bishop: Staffing - RS updated everyone with staff changes including maternity leave and temporary transfer of a staff member from Tedburn St Mary and other appointments being made. RS made special mention to the long-serving	

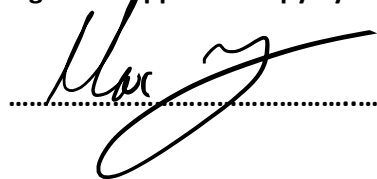
	<p>Administrator who will be retiring after 25 years' service! The post will be advertised.</p> <p>Attendance – at both schools, approximately 95%.</p> <p>Tedburn St Mary: AK reiterated the staffing transfer/vacancy and appointment plans.</p> <p>Attendance – 95.6%. AK added that he is getting quite a few term time holiday requests.</p> <p>Staff wellbeing – Will be discussed during an Academy Headteachers' meeting tomorrow.</p> <p>Morchard Bishop: SB reported positive news of good numbers for the Pre-School. In order to maintain staff/children ratios, temporary cover is being provided internally. A longer-term staffing solution is being discussed with the Link Academy HR/Finance team.</p> <p>The Chair asked if there were any questions from governors. There were none.</p>	
6&7	<p>STANDARDS AND CURRICULUM TRUSTEES' MEETING / FOCUS: Provision and Impact of SEND and Pupil Premium</p> <p>The Chair explained a shift in timing for Local Board/S&C meetings in order to align better with the S&C focus and enable timely feedback. He summarised a positive S&C meeting:</p> <ul style="list-style-type: none"> ▪ Data was good (in future, this will be shared with all attending). ▪ Provision is in place where appropriate to build on TA skills. ▪ Pupil Premium – opportunities and enrichment discussed in detail ▪ S&C Minutes to be shared with Local Boards ▪ Policies – CR is in the process of updating ▪ A deep dive into SEND had taken place 	
8	<p>NEXT STANDARDS AND CURRICULUM KEY FOCUS</p> <p>Data, including mid-year pupil outcomes and progress towards targets</p> <p>CR reiterated the shift in timing of Local Board/S&C meetings in order to receive governor reports, discuss at LB and then feed into S&C. Due to meeting dates already having been agreed for this year, there is little opportunity to test if the new process will work. This will be reviewed and changed from the new academic year but will need monitoring and tweaking and will depend on the number of weeks/opportunities for trial of the system to work at its best.</p> <p>AK stated the next data drop for individual schools will be on 27 March 2023. Data will be analysed but there will be little time for governors to visit Academy Heads and write reports due to the Easter Holiday. There will be just one week after Easter before the next S&C meeting on 26 April. The Chair acknowledged turnaround time was very tight; he could only ask governors to do their best to visit/report/feedback. JH asked if there was a new termly visit cycle or proforma. The Chair advised this will not be updated until the next academic year and noted that things are 'topsy-turvy' until the new trial can really begin. CR asked JH which form she is currently using. BH is using the Autumn/Spring/Summer format, which includes questions.</p> <p>Further questions/documentation for this focus</p> <ul style="list-style-type: none"> • A detailed analysis of nationally reported data on EYFS, Y1 Phonic check, Y4 multiplication check, KS1 SATS and KS2 SATS, SEND and PPG analysis. • Any identification of concerns or additional adaptations that might be needed that arose from the analysis. • Broad overview of other groups on their progress and expectations to 	<p>Governors asked to try and visit schools/meet with AHTs to discuss data during the first week back from the Easter holiday. Reports to be written/feedback to Chair/CR for S&C C'tee.</p>

	<p>targets.</p> <ul style="list-style-type: none"> The governors only need to consider the data for this year only 													
9	<p>FEEDBACK FROM ETHOS COMMITTEE AND COMMUNITY GROUPS Matter arising: CR had been asked to provide an update re the new SIAMS framework connected to non-church schools across the Trust. CR confirmed non-church schools are not affected by the new SIAMS framework.</p>													
10	<p>SAFEGUARDING Academy Heads and governors to feedback any safeguarding updates or concerns – nothing to report.</p>													
11	<p>GOVERNANCE 11.1 Appointments – awaiting decisions about the proposed new structure. 11.2 Vice Chair – No nominations were received. 11.3 Training - The Clerk reminded governors that everyone needed to confirm they had completed L2 Safeguarding and the statutory online cyber training (evidence by certificate to the Clerk).</p>	<p>All governors to complete L2 Safeguarding, Prevent and Cyber online training (with Certificates to be emailed to the Clerk to forward to HR)</p>												
12	<p>LOCAL BOARD REVIEW MEETING HELD ON 31 JANUARY 2023 (PowerPoint slides discussed at the meeting previously emailed to all governors and AHTs) The Chair summarised key points of discussion:</p> <p>a) <u>Procedure for Local Boards to feed into the S&C C'tee</u> - Timely receiving/cascading of information with a view to governors feeling they have an impact/Chairs of Local Boards (Committees) being able to contribute to the S&C meeting yet reducing workload. Information from the Trust Board being shared with governors – a better two-way dialogue. The S&C would agree focus/questions for visits which the Governance Professional (CR) would send to the Clerks with draft S&C Minutes. Governors to meet with AHTs, complete reports and send to Clerks. Governors give verbal feedback at LC meeting (CR to attend all LC meetings). Clerk minutes to CR – CR to send to S&C with their agenda. Local Chairs to meet with CR to discuss issues and develop ideas.</p> <p>b) <u>Changing the term 'governor'</u> Parents/stakeholders have an expectation about what a governor is able to do based on what governors in their schools previously did. Trustees now hold that level of responsibility so removal of expectation and clarity (name change) is needed. Suggestions received so far include, LB Trustee Partner, Ambassador, Advocate, Representative. CR asked governors to let her know if they have any suggestions.</p> <p>c) <u>Structure of the Local Boards</u> The Chair reported there had been lengthy and emotional discussion regarding potential change and a degree of push-back. The detail is outlined in the PowerPoint. The suggestion for a local hub the size of Woodleigh:</p> <table border="1"> <tr> <td>2</td> <td>Parent Governors (across four schools)</td> <td>Expectation for parent governors to undertake focused visits in other schools</td> </tr> <tr> <td>2</td> <td>Staff Governors (across four schools)</td> <td>Could be AHT or other staff – expectation for staff governors to undertake focused visits in other schools</td> </tr> <tr> <td>2</td> <td>Committee members</td> <td>To be appointed by the Trustees from the local community (could be a parent)</td> </tr> <tr> <td>1</td> <td>Foundation Governor</td> <td>Church Schools only – could be a parent or local community committee member</td> </tr> </table> <p><i>Aim – total of 6/8 members in each Local Committee Hub – quite reduced, especially for the larger Hubs who currently have up to 20 members</i></p>	2	Parent Governors (across four schools)	Expectation for parent governors to undertake focused visits in other schools	2	Staff Governors (across four schools)	Could be AHT or other staff – expectation for staff governors to undertake focused visits in other schools	2	Committee members	To be appointed by the Trustees from the local community (could be a parent)	1	Foundation Governor	Church Schools only – could be a parent or local community committee member	
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	<p>The Clerk will resend the PowerPoint presentation to all governors now that it had been further explained. The Chair stated Nicky Dunford, CEO, had requested feedback in addition to that given at the meeting. He invited feedback from all governors on any/all aspects, directly to him and CR.</p> <ul style="list-style-type: none"> ▪ The Chair had sent feedback, including his belief there should be a Parent Governor from every school – he could not see the benefit in not having a parent governor. ▪ KW felt it valuable to reflect on why we are governors and what the role actually is. She questioned how often she removed her teacher hat and replaced it with a governor hat and the impact that had on asking critical questions (and in which schools). ▪ The Chair believed the purpose and reason for the potential change in structure comes from the right place. It is aimed at local committees becoming more efficient – not just ticking boxes but having conversations that matter; adding value and being able to agitate from a different position. ▪ CR added that nationally, Academy Trusts are being asked what governance structure they have in place and the reason for it, which is why ND had commissioned a review of current arrangements. The Trust has grown and some Hubs have very large local boards which can become unwieldy and less effective. As outlined in the slides and by the Chair, the review includes a change of name for governors, the local boards and the timing of meetings to enable constructive and useful two-way dialogue. 	<p>Clerk to resend PP presentation now it has been further explained and discussed. Feedback from all governors invited (to Chair & CR)</p>
<p>13</p>	<p>EVALUATION OF GOVERNANCE IMPACT - To review performance and value of the meeting CR asked governors how they were feeling and if there is anything that can be done differently to have more impact.</p> <ul style="list-style-type: none"> ▪ JH liked the idea of reviewing the visit cycle/proforma and how findings would be fed into a bigger picture. She questioned how useful she was as a member of the local board but felt focused visits were a means to enable a more useful contribution. ▪ AK saw the benefit of CR’s review of calendar entries to align with everyone to be more purposeful and useful. ▪ CR believes that better alignment and timing/more standardised agendas and minutes should provide better opportunity for governors to ask the Trustees questions. She reiterated it may take a year to get the cycle correct and any new government initiatives may skew things at any time. ▪ The Chair’s aim is to make meetings as useful as possible – a time to share successes, opportunities and challenge - the cornerstone for the next meeting. 	
<p>14</p>	<p>DATES OF FUTURE LOCAL BOARD MEETINGS - via M/S Teams - at 5 pm Mon 15 May 2023 Mon 3 July 2023</p>	

Meeting closed at 5.47 pm.

Signed as approved copy by the Chair, Max Thomas



15 May 2023