

**The Link Academy Trust**  
**Meeting of the Woodleigh Local Board – Monday 28 November 2022**  
**Microsoft Teams**

<b>Name</b>	<b>Role/Type of Governor</b>	<b>School</b>	
Jo Carter (JC)	Chair - Co-opted/Community		P
Alice Moseley (AM)	Vice Chair - Parent Governor	Yeoford	P
David Pike (DP)	Parent Governor	Cheriton Bishop	Ap
Amber Reed (AR)	Staff Governor	Morcharde Bishop	P
Joanna (Bidly) Hooper (BH)	Foundation Governor	Morcharde Bishop	P
Sherrin Neenan (SN)	Foundation Governor	Morcharde Bishop	Ab
Andrew Lee (AL)	Staff Governor	Tedburn St Mary	Ap
Kristina Wright (KW)	Staff Governor	Yeoford	P
Max Thomas (MT)	Community Governor	Yeoford	P
<b>Vacancy</b>	<b>Co-opted/Community Governor</b>	<b>Cheriton Bishop</b>	
<b>Vacancy</b>	<b>Parent Governor</b>	<b>Tedburn St Mary</b>	
<b>Vacancy</b>	<b>Staff Governor</b>	<b>Cheriton Bishop</b>	
Sam Butler (SM)	Academy Head	Morcharde 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	Clerk to the Trust		P

Present/ Apologies/ Absent

<b>Declaration of Business Interests:</b>	None. <b>Governors were reminded they must return the updated, signed Register of Interests to the Clerk (previously individually emailed).</b>
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*JC welcomed everyone, including Charlotte Roe, Clerk to the Trust, in attendance to try to get to know members of the Local Board. This will be the last meeting for both JC and AM as they step down from their roles at the end of December. As previously agreed, MT will become the Chair at the beginning of January 2023 – JC thanked him for taking on the role.*

		<b>ACTION</b>
<b>1</b>	<b>MINUTES (PART 1) FROM THE PREVIOUS MEETING HELD ON 17 OCTOBER 2022</b> The P1 Minutes were approved and will be signed electronically by JC, then forwarded to HR. Everyone was reminded of the need for confidentiality – Minutes are not uploaded to the website until they have been approved at the following meeting.	<b>JC/Clerk</b>
<b>2</b>	<b>SCHOOL UPDATES</b>	
<b>2a</b>	<b>Academy Headteachers' Reports</b> JC thanked the Academy Heads for completing the reports which had been emailed to governors and uploaded to SharePoint prior to this meeting. JC asked if there was anything the Headteachers wished to highlight or any questions from governors. There were none.	
<b>3</b>	<b>STRATEGIC GOVERNANCE</b>	
<b>3:a]</b>	<b>Update on the curriculum being delivered and</b>	
<b>3:b]</b>	<b>ASIP update – see Headteachers' Reports</b> (moving towards using connected	

	<p>Geography and History within school). AK advised there is a new direction with a connected Science and History focus. The Trust is trying to align practice and Science and History specialists will be running staggered sessions to support this; the focus in each subject is more on the progression of skills and sequencing rather than topic work. Art and DT will follow the same approach.</p> <p>Work is beginning on a 2-year rolling program for all curriculum subjects.</p> <p>JC commented this sounded fantastic. AK agreed adding it gives further opportunity to work together and to share ideas and resources.</p> <p>No areas of concern were raised – everything is currently positive.</p> <p><b>3:c</b> <b>Data</b> AK reported the next data drop will be by 7 December 2022. Governors will be looking at the data during their visits in January 2023 and this will be discussed at the February Local Board meeting. BH had visited Morchard Bishop before half term and had looked at data and safeguarding. She is visiting weekly in order to get more involved with the School.</p> <p><b>3:d</b> <b>Websites: <i>do they cover everything they should?</i></b></p> <p>AK reported Rebecca Humphreys (Improvement and Inclusion Hub Lead) had met with him for a review. Following this, she will prepare a PP Statement which he will upload to the Website.</p> <p>RS confirmed the same – RH completes the statement and sends it to the Headteachers for uploading to the website. SB had also met with RH and had received the PP Statement today. He will upload it tomorrow. JC explained to MT that it is a statutory requirement for a PP statement to be shared on schools’ websites.</p>	<p><b>All visit reports to be uploaded to SharePoint or emailed to the Clerk</b></p>
<p><b>4</b></p> <p><b>4:a</b></p> <p><b>4:b</b></p>	<p><b>STAFFING (other than covered in the Academy Headteachers’ Reports)</b></p> <p><b>Current staffing</b></p> <p>KW had mentioned previously the impact of behaviour and SEND. Staff concerns had been raised and taken forward and there has been a lot of support and supervision. KW believed the situation is in part due to Devon’s delay in completing paperwork to establish EHCPs. KW added that Catherine Hayes (SENDCo assisting across the Academy) has been really supportive and made such a difference.</p> <p><b>Staff wellbeing and workload</b></p> <p>KW stated this has been everyone’s priority. The use of PP and Sports funding at Yeoford had been spent to support pupils by providing external alternative sessions which allowed a change in the dynamic of the class.</p> <p>JC acknowledged the frustration in the delay of completion of EHCPs – this is something she hears constantly. KW stated that Devon is currently buying in locum support. While this is very useful, it had meant that she had only two days’ notice before an Educational Psychologist visit which is not ideal and difficult to manage.</p> <p>JC asked AR how things are at Morchard Bishop. AR stated that on the whole everyone is positive and had come to terms with the changes due to the new Headteacher and Senior Teacher. There is a lovely, positive vibe with the Pre-School being included more. JC acknowledged that it would be difficult for AR to speak as SB was in the meeting! If there was anything she wished to</p>	

	<p>mention, she could do this in a different forum. AR reiterated everything was going well. SB welcomed input from all staff with comments invited on a whiteboard.</p> <p>JC asked RS how things were currently at Cheriton Bishop. RS paid tribute to the staff who enable everything to function by going over and above; supporting so many children in such a varied way. They all deserve a pat on the back. JC agreed and asked MT (when he becomes Chair) to raise this with the S&amp;C Committee. ND frequently asks headteachers to share positives and thank people on her behalf but JC felt this needed to be highlighted with the Trustees. When highlighting things that are not going so well, it is always useful to have a positive balance.</p>	<p><b>MT to raise a positive with the S&amp;C regarding staff going over and above and deserving a pat on the back.</b></p>
<p><b>5:a</b></p> <p><b>5:b</b></p> <p><b>5:c</b></p> <p><b>5:d</b></p> <p><b>5:d1</b></p>	<p><b>PROCEDURAL</b></p> <p><b>Safeguarding:</b> JC asked if anyone had anything to report – emphasising that nothing specific could be mentioned.</p> <p><b>Morchard Bishop</b> Ongoing MASH – everyone who needed to be was involved and on board.</p> <p><b>Cheriton Bishop</b> RS informed the meeting that Ofsted had received a complaint re a safeguarding and site safety issue. This had been passed on to Devon/Babcock who had delved deeply into the policies and procedures and what the School does to mitigate risk. RS stated there had been some recommendations regarding consideration about where adults stand at break time and consideration regarding fencing of the pond. RS commented the hedge had now sealed itself over.</p> <p><b>Safeguarding Audit:</b> The return date had been extended to January 2023. JC reminded governors to record a Safeguarding visit (with a Report) when meeting with the Headteacher to review the annual audit return. JC directed governors to the list of suggested questions she had been passed by EC (ex LB Governor and Safeguarding Lead) – available on SharePoint. Useful questions for governors to ask during any visit.</p> <p><b>SEND</b></p> <p>JC believed KW had covered this – nobody else had anything further to add.</p> <p><b>Pupil Premium, Looked After Children &amp; Service Children and Greater Depth</b></p> <p>JC asked CR if there was any update regarding the annual cycle of focussed visits. CR reported the Chair had said the next one would be PP &amp; SEND. This is a focus for the Trustees and they will want to know the local boards’ points of view. The next round of visits will be on Data. CR confirmed changes are being discussed but advised governors to continue as per the annual cycle and she will inform if/when changes are to be made.</p> <p><b>Governance</b></p> <p><b>Governor vacancies and plans to fill:</b></p> <ul style="list-style-type: none"> <li>➤ Parent Governor to replace RSm at Tedburn St Mary</li> <li>➤ Staff Governor to replace KF at Cheriton Bishop</li> <li>➤ Co-opted/Community Governor to replace EC at Cheriton Bishop (inc Safeguarding Lead role)</li> <li>➤ Co-opted/Community Governor to replace JC at Cheriton Bishop</li> <li>➤ Parent Governor to replace AM at Yeoford from 01/01/23</li> </ul> <p>▪ JC had attended a S&amp;C Committee meeting last week when it had been</p>	<p><b>Governors/ Headteachers to liaise re a visit date to review and complete the annual Safeguarding Audit document.</b></p>

<p>5:d2</p>	<p>confirmed that governor recruitment is still on hold. At the last Local Boards Working Party meeting, the subject had been deferred to the January 2023 meeting. JC is very concerned about not being able to recruit new governors and the fact this matter is dragging on unresolved with little information being shared.</p> <ul style="list-style-type: none"> <li>▪ AK raised his concern about Tedburn being very vulnerable being without a Parent Governor. The Parent Governor whose term of office had recently expired had great knowledge about the School. It takes some time for a new governor to get to know the School and the longer Tedburn goes without a governor, the shorter the window before the next Ofsted. This is particularly frustrating when interest had been expressed in this role.</li> <li>▪ When AM steps down as Parent Governor at the end of this term, this will leave Yeoford in the same position. Again, frustration was expressed as there had been interest in this role and AM had offered a handover. This opportunity will now have been lost. AM stated the situation is not good enough; it is a vital position in every school and Ofsted ask to meet the Parent Governor.</li> <li>▪ The Clerk reiterated what JC, AK and AM had said adding that until recently, the Woodleigh Local Board had no vacancies which was unusual and something to be proud of; achieved in part by successful succession planning. By the end of December there will be five governor vacancies even though there is interest to fill most of these! As the governor pool is depleted, this increases the workload for those remaining. The Clerk also believed it was bad PR as some roles had been advertised, interest expressed, then potential governors had been told the situation was on hold.</li> <li>▪ AK stated there were few remaining governors with good, secure knowledge. The workload is now spread so thinly meaning an impossible job for those left.</li> <li>▪ JC totally agreed and believed building the Local Board team of governors over the last few years now seemed a waste of energy. She feared things could fall apart at the next Ofsted; it was just not good enough and did not reflect the work going on.</li> <li>▪ CR will speak with ND and the Chair to try and find out why recruitment has stopped and how this can move forward.</li> <li>▪ JC had been told the Diocese believed there were too many LB Governors although she had understood the Diocese had agreed a Parent Governor would be the minimum acceptable for each School. Now that is not even the reality of the current situation. JC understands the Trust may wish to change the structure but questioned who would have the knowledge of the School to be able to meet with Ofsted. JC stated it had seemed the Trustees had not realised how the Local Boards worked. JC felt the decision to hold recruitment is quite hurtful when governors had spent blood, sweat and tears in their roles and endeavours to support the schools.</li> <li>▪ CR reiterated that she really understood and had previously worked with Local Boards. She will raise this issue and report back.</li> </ul> <p><b>Nomination of Vice Chair of the Woodleigh LB from January 2023:</b> The Clerk asked for self-nominations to support MT in his new role as Chair from January 2023. There were none. The Clerk acknowledged the Local Board had a depleted pool to call on partly due to the lack of recruitment as discussed</p>	<p><b>CR to raise the hold on governor recruitment with ND and the Trustees and report back.</b></p>
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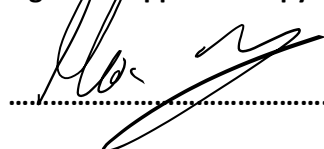
<p><b>5:e</b></p>	<p>above. MT suggested this is re-visited in the New Year by which time it is hoped a decision regarding recruitment/structure will be known.</p> <p><b>Governor training:</b> The importance of Governance training as outlined in regular emails and publications was promoted.</p> <ul style="list-style-type: none"> <li>▪ Safeguarding Level 2: JC reminded everyone of the statutory requirement for all governors to complete. If governors have not yet done this, they must contact Alex Waterman or Gemma Martin (Trust Safeguarding Team) to book the online mop-up sessions to be held in January. If it is easier, the Clerk offered to book on their behalf. The Clerk confirmed that some governors have not yet undertaken training. BH had completed safeguarding training in her role as a teacher outside of the Link Academy. She asked if this would be sufficient. The Clerk asked whether a letter could be sent from BH’s school to the Trust as evidence. CR will check what needs to be done.</li> <li>▪ Cyber training – online. The Deputy CEO has asked all governors to complete this statutory training with a Certificate to be emailed to the Clerk as evidence. Please contact the Clerk if there are any problems.</li> <li>▪ Prevent training – online – statutory, annual requirement – Certificate to be emailed to the Clerk as evidence.</li> </ul> <p>All governors have now confirmed they have read and will comply with KCSiE P1 &amp; P2 and all have signed the Docusign Diocese Undertaking. The Clerk thanked everyone. She will resend the links to the Cyber and Prevent training.</p>	<p><b>All governors to complete minimum of L2 Safeguarding training, Prevent online training and Cyber online training (with Certificates to be emailed to the Clerk to forward to HR) CR to check the S/G training position for a teacher external to the Trust.</b></p>
<p><b>5:f</b></p>	<p><b>Health &amp; Safety:</b> JC asked if anything needed to be raised.</p> <p><b>Yeoford:</b> KW stated a brick wall had been crumbling but the situation is now being resolved.</p>	
<p><b>5:g</b></p>	<p><b>Sports Premium Grant</b> The PE Team (Sam Luxa) devise a spending plan and then review and report the impact of funding (uploaded to websites). Schools to chase if this has not been done. SB confirmed Morchard has now joined the Trust’s PE provision. JC asked if schools are still buying into the sport support from QE. AK believed this was no longer going ahead due to a review in the cost. There was no update on swimming provision.</p> <p>AM commented that from a parental point of view the Woodleigh Hub tournaments (including tag rugby and cross country) had been well received and enjoyed. AM believes the links are important, particularly for the smaller schools, enabling children to meet others as they head towards secondary education.</p>	
<p><b>5:h</b></p>	<p><b>Communication with parents:</b> <b>Morchard Bishop:</b> SB confirmed the first Parent Forum had been held and was positive but not as well attended as he had hoped. He had taken quite a bit from it. It is hoped parents will share feedback and learn more about the School. JB stated the meeting had been useful. Questions had been asked which SB answered openly. JB will help to spread the word. JC commented it is helpful to record brief minutes in order to send to parents unable to attend; this helps with communication and rapport. <b>Yeoford:</b> KW advised the trial of a new email system re behaviour had started today. She hopes it will lead to more purposeful conversation. AM thanked RS</p>	

	<p>and the staff for the great SWAY Newsletter which has gone down well and the level of information sharing is brilliant. KW had held an Accelerated Reading information session for parents. This had not been well attended but a session had already been held last year so she understood why there had been a lack of interest this time.</p> <p><b>Tedburn St Mary:</b> AK reported the Parent Forum due to be held this term had to be postponed until January. On the whole, parents seem really supportive. Parents' evenings are well attended as are special festivals and productions.</p> <p><b>Cheriton Bishop:</b> RS shared that a parental complaint had been sent to ND (CEO) regarding the advertisement of a teaching post within the school and the communication around this. RS explained that the nature of the complaint was due to parents requesting information that is beyond what he can share as regarded as personal, such as contractual arrangements. RS shared that he is as open as possible with communication but that are things that he is unwilling to share as it crosses the boundary of what is appropriate.</p> <p><b>5:i Update on Pre-Schools:</b></p> <p><b>Morchar Bishop:</b> AR (Senior Practitioner) reported things are good with healthy numbers which will be increasing in January. Only one person had attended the recent third Open Day and will attend the School's Open Day.</p> <p><b>Yeoford:</b> Only one child in Pre-School but there is another great Pre-School in the area and most of the children do feed into the School.</p> <p><b>Cheriton Bishop:</b> RS stated that with an Early Years' class restriction of 30 children, there is only space for one more child.</p> <p><b>Tedburn St Mary:</b> JC explained to CR that there is no Pre-School and wouldn't be one unless there was a significant lottery win!</p> <p><b>5:j Trustees Standards &amp; Curriculum Committee</b> JC and MT had attended last week's meeting which had a slightly new format. JC commented it was one of the best S&amp;C meetings with Sarah Clarke and Lizzie Lethbridge providing interesting reports. MT advised this meeting had already covered most of the updates discussed at S&amp;C which included conversation re governance changes/working together better, Safeguarding, SEND &amp; PP. MT referred to resources available to support pupils from Ukraine. AK stated it is good to see the Ukrainian children communicating and playing with the others with the two older ones starting to pick up the language. Funding is available to support each Ukrainian child. For the two eldest children this had been used to buy iPads which translate directly into Ukrainian which has been very helpful.</p> <p><b>5:k Local Board Working Group</b> An 'Away Evening' was held on 15 November; a hybrid meeting with some meeting at Landscope House and others joining via Teams. Notes from the meeting have been uploaded to SharePoint. Discussion included what works well and what does not work as well. Another meeting will be held in January – all governors will be invited to attend or liaise with MT in order that he can raise anything on their behalf.</p>	<p><b>Governors invited to the January 'Away Evening' or to liaise with MT re any questions he can raise on their behalf</b></p>
<p><b>6</b></p>	<p><b>GOVERNOR FOCUSED VISITS/LEARNING WALKS</b> The importance of governors knowing the school and what happens was raised at the S&amp;C meeting. JC reminded governors the LB annual cycle of visits is on SharePoint. The Clerk reminded governors to complete a visit report which could be emailed to her or uploaded to SharePoint. A record of visits is important, particularly as evidence for Ofsted. JC reiterated the importance of visit</p>	<p><b>Governors to upload visit notes to SharePoint</b></p>

	reports and reminded governors a report template, including a list of question suggestions, is available from SharePoint. Advice from Devon County Education Services states all governor visits should include behaviour and safeguarding (linked with Policies/discussion with children). AM has one outstanding visit report to complete before stepping down.	AM
7	<p><b>ETHOS COMMITTEE UPDATE FROM MORCHARD BISHOP/COMMUNITY UPDATE FROM NON-CHURCH SCHOOLS</b></p> <p>CR advised that next year there would be a new SIAMS judgement. There is a lot of focus about what Trustees know through the local boards. CR does not as yet have the full picture but will keep local boards informed. JC believed inspections will include looking at non-church schools and the community: she asked what was required. SB commented this relates directly from the change of SIAMS framework. There has been a complete shift in how they will assess as they recognise most church schools are within a MAT. SIAMS will look at how the rest of the MAT is supporting church schools. CR will check the detail and report back.</p> <p><b>Morchard Bishop</b> SB reported the Ethos Committee had been re-launched and well attended.</p> <p><b>Yeoford</b> AM stated the Community Association had asked for a representative from the school to sit in on meetings.</p> <p><b>Cheriton Bishop</b> JC advised that during the AGM, the Parish Council asked all groups to attend to give a brief update – there are six meetings per annum.</p>	CR to check detail in the new SIAMS Framework connected with non-church schools within the Academy Trust
8	<p><b>Thank you to JC and AM</b> AK thanked JC for everything she had done in supporting the schools for many years in many and varied ways with numerous visits and so much time and commitment given, including her role as Chair of this Board. JC will be really missed when she steps down at the end of December - he wanted to say a big, big 'thank you'. The clerk reiterated his comments and also thanked AM for everything she had been doing to support Yeoford over the years and also in her role as Vice Chair for the Woodleigh Local Board. AM thanked JC for everything she had done; it had been great working with her. AM appreciated her guidance and experience and all the information she held – she had been a strong Chair for the Board. JC thanked people for their kind comments. She had been a governor for nine years and felt the time was right to step down. The role of Chair is weird; sometimes there is a quieter period and at other times it has felt like a full time (unpaid) job. She promised not to be a stranger.</p>	
8	<p><b>DATES OF FUTURE LOCAL BOARD MEETINGS – hybrid/Teams &amp; Cheriton Bishop?</b> Starting at 5 pm</p> <p>Mon 20 Feb 2023</p> <p>Mon 15 May 2023</p> <p>Mon 3 July 2023</p>	

Meeting closed at 6.15 pm. Next meeting: Monday, 20 February 2023

Signed/as approved copy by Chair, Max Thomas



..... 20 February 2023