

The Link Academy Trust

Meeting of the Woodleigh Local Board – Monday 29 November 2021 (via M/S Teams)

Name	Role/Type of Governor	School	
Jo Carter (JC)	Chair - Co-opted/Community		P
Alice Moseley (AM)	Vice Chair - Parent Governor	Yeoford	P
Elaine Clark (EC)	Safeguarding Governor - Co-opted/Community	Cheriton Bishop	P
Robin Scott (RS)	Academy Head	Cheriton Bishop	P
Karen Fletcher (KF)	Staff Governor	Cheriton Bishop	P
David Pike (DP)	Parent Governor (pending)	Cheriton Bishop	P
Chris Sargeant (CS)	Academy Head	Morcharad Bishop	P
Suzie Edwards (SE)	Staff Governor	Morcharad Bishop	P
Joanna (Biddy) Hooper (BH)	Foundation Governor	Morcharad Bishop	P
Sherrin Neenan (SN)	Foundation Governor	Morcharad Bishop	P
Andy Keay (AK)	Academy Head	Tedburn St Mary	P
Andrew Lee (AL)	Staff Governor	Tedburn St Mary	Ap
Rachael Smaldon (RS)	Parent Governor	Tedburn St Mary	P
Vicki Gillon (VG)	Academy Head	Yeoford	P
Kristina Wright (KW)	Staff Governor	Yeoford	P
Max Thomas (MT)	Community Governor	Yeoford	P
Pam Down	Clerk	Woodleigh LB	P

Present/ Apologies/ Absent

Declaration of Business Interests:	None
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AM was thanked for chairing the meeting due to JC's lack of voice! She welcomed everyone to the meeting.

DP had advised he would be unable to attend until later in the meeting.

JH had connection difficulties and was only able to attend part of the meeting.

		ACTION
1	<p>MINUTES FROM THE PREVIOUS MEETING HELD ON 18 OCTOBER 2021</p> <p>The Clerk advised a slight amendment to the circulated Minutes: Confirmation of DP's DBS check had not been received until today so at the previous meeting, he is now recorded as attending as Parent Governor (pending). The Minutes were approved and will be signed electronically by JC and then forwarded to HR.</p>	JC/Clerk
2	<p>SCHOOL UPDATES –</p> <p>AM thanked the four Academy Heads for completing the reports which had been circulated prior to the meeting. AM invited questions from governors and highlights from the Academy Heads.</p>	
2:1	<p><u>Children's wellbeing and engagement</u></p> <p><i>Has engagement actually led to learning and progress?</i></p> <p><i>What is going well and what isn't?</i></p> <p>Yeoford: VG reported that unfortunately since completing the Report, Yeoford currently has a Covid outbreak in Yrs 5 & 6 with ten positive cases. Following Public Health advice, every single child remaining in the class was deemed to be a close contact and has been requested to organise a PCR test.</p>	

<p>2:2</p> <p>2:5</p>	<p>VG had spent a lot of time communicating and notifying people. She stated everyone had been unbelievably supportive.</p> <p>AM thanked VG for the update and asked VG to confirm all children would need a PCR even without displaying Covid symptoms. VG confirmed this was PHE advice due to the number of positive cases being over 10% of the cohort – they had all been in contact with the others for more than fifteen minutes and within two metres.</p> <p>Blended learning is being reintroduced although the majority of children testing positive are currently unwell. GM is structuring the class to include pre-recorded sessions and Teams in the classroom where possible.</p> <p>AM asked what the infection rate would mean in terms of bubbles/school closure. VG confirmed school guidance aims not to close but to continue as current, albeit with a contingency plan particularly if staff become unwell. Staff are testing daily and most are wearing masks in school.</p> <p>AK commented this is the correct thing to do – providing two staff members remain well, it should be possible to keep the school open.</p> <p>AM was sorry this has happened but thanked VG for acting so quickly and supporting staff and parents well. The points raised may help other schools should they find themselves in a similar situation.</p> <p>SEND and Staffing: VG highlighted the high level of SEND and the lack of staffing resource in the youngest class – extra help was needed in the Pre-School. VG had received great support from Becky Humphreys, Inclusion Hub Lead, Alex Waterman, Safeguarding & SENDCo Lead, AK, her mentor, and ND. Being new in role, she had been grateful for their help. ND has today confirmed an advert for an extra support staff member will be placed. The outcome of SEND funding is not yet known so for the time being this will be funded from the regular budget – being hopeful of SEND funding in the future. The support VG had received has enabled her to review SEND/Provision Mapping, including how things are recorded and how things are mapped. Teachers hold the responsibility for collecting the information but VG acknowledged SEND had recently been a big, time-consuming focus.</p> <p>Morchard Bishop: CS had little to add to his Report. Being new to the Trust, he had sent a report to ND regarding what has gone well and what could go better for other schools who may join in the future. A lot of the support had been magnificent and overall CS is happy the right decision was made. IT systems, rather than IT itself had been an issue.</p> <p>Cheriton Bishop: AM asked RS if everything was going ok. RS noted being part of the Link Academy is hugely beneficial. Having AK as a mentor is really useful, with both himself and VG in the same place. He added that all the Academy Heads are in triads with the aim that every term visits are held in each other’s schools; this helps to form the next steps. The Inclusion Hub is a great support together with ND, Lizzie Lethbridge and Sarah Clarke assigned to the School Improvement Team.</p> <p>Attendance (detailed within individual reports) AK & CS both highlighted attendance being lower than it would normally be due to Covid. Attendance is being monitored by all Academy Heads – there are no national figures to compare with at present.</p> <p>Self-Evaluation Form (SEF) AK maintains a completed SEF which he has</p>	
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	<p>revised to link to the ASIP and continues to regularly update. RS and VG will work with AK to produce SEFs for their schools. AM asked if there is a standard form. AK believes he uses a slightly different format to the LA; he will look at it with the EIT. AK agreed to forward a copy to CS.</p> <p>JC commented that after attending TSM re Ofsted preparation, she had discovered the SEF was briefer than the ASIP and more headline driven. She asked if it is uploaded to the website. AK advised it is not; it is sent to Ofsted at the time of Inspection. He advocated keeping the SEF simple and tight and ensuring it was accurate. AK agreed it would be a useful document for governors to read. SEFs to be uploaded to SharePoint as they are produced.</p>	<p>AK to discuss SEF format with the EIT and forward a copy to CS</p> <p>When produced, SEFs to be uploaded to SharePoint</p>
<p>3</p> <p>3:1</p> <p>3:2</p> <p>3:3</p> <p>3:4</p>	<p>STRATEGIC GOVERNANCE</p> <p>Curriculum update from Academy Heads on the curriculum being delivered Nothing further to add.</p> <p>ASIP update – Academy Heads/RAG rated ASIPs for 2021-22: AK advised due to timing of the data drop (6/12), this would need to be reviewed at the next meeting (14.02.22). ASIPS and RAG rating reports will be shared prior to the meeting.</p> <p>Do we have clear evidence of effective achievement? AM referred to an Academy Head Report that acknowledged it is hard to evidence achievements. AM believed signalling that is helpful.</p> <p>Data: Focus for governor visits in January/February. JC asked for reports to be uploaded to SharePoint/sent to the Clerk for circulation.</p> <p>Websites: <i>do they cover everything they should?</i> AM noted from the Reports that everyone is actively looking at their websites.</p> <ul style="list-style-type: none"> ▪ AK remarked that in terms of Curriculum, every school’s page would be the same. Work continues on intent and impact statements which will be individualised but the format would be the same. By the end of February, it is expected that curriculum areas of all websites will fully align, including policies. ▪ CS outlined the problem of finding Morchard Bishop’s new site since transferring to the new website provider. It is not appearing easily in Google search and CS is working with SW Grid for Learning technical support to ensure redirection to the new site is in place as quickly as possible. SE added that a search for MB school website states the school is permanently closed which would, of course, be detrimental for any prospective new parents. JC and EC had already noticed this when reviewing Safeguarding and it had been mentioned to MM. CS advised the old URL is still in use. This will need to be actioned urgently. 	<p>RAG rated ASIPS for 21/22 deferred to Feb meeting (to be shared prior to 14.02.22)</p> <p>Visit reports to be uploaded to SharePoint or emailed to the Clerk</p> <p>Central Team to support urgently with MBS website issue</p>
<p>4</p>	<p>STAFFING</p> <p>This had already been partially covered. AM enquired about staff wellbeing and workload and the transition to online learning. JC advised the Link Academy had bought into a wellbeing package which had been discussed at the Standards and Curriculum Committee. It was understood that information about the employee assistance programme, provided by Health Assured, had been circulated to all staff together with the Link Academy’s Health & Wellbeing bulletin.</p>	

<p>5</p> <p>5:1</p> <p>5:2</p> <p>5:3</p> <p>5:4</p> <p>5:5</p> <p>5:6</p>	<p>PROCEDURAL</p> <p>Safeguarding: JC & EC had visited all four schools in connection with completion of the annual Safeguarding Audit. They thanked all staff for their welcome and believed completion of the Audit forms were on track and ready to be submitted next week. EC had written an overview of the Safeguarding visit for TSM and MB and will complete reports for CB and Yeoford. Reports (not the actual Safeguarding Audit) will be available on the Woodleigh Hub SharePoint – within the Safeguarding folder. RS suggested the Safeguarding Audit Action Plan would be a useful document for governors to see. All asked to upload to SharePoint if possible.</p> <p>SEND Updates contained within the Academy Headteacher Reports.</p> <p>Pupil Premium, Looked After Children & Service Children and Greater Depth – updates: JC commented that Greater Depth and Mastery is quite complicated and asked one of the Academy Heads to explain. AK advised the curriculum has changed in that GD does not mean a pupil works in the next Year Group. Greater Depth means expanding knowledge and stretching across a subject by using problem solving and reasoning. It was acknowledged that defining Gifted and Talented is always tricky. The Gifted & Talented Lead, Alice Eeles, is looking at what provision is in place with a view to organising an event for children to be stretched (eg Art/Sport). EC has been made aware that Ofsted is currently digging into G&T – looking at how headteachers support gifted children. AM asked if any of the Academy Heads were able to give an example on how they support G&T children. CS referred to a gymnast who trains five days a week and had been granted extra time out of school for gymnastic work. CS emphasised the importance of recognising G&T is also the result of hard work; part of Growth Mindset. AM suggested this could be used as an answer to Ofsted; it takes hard work to nurture and develop talents. It would be an area to consider during Learning Walks.</p> <p>Governor training:</p> <ul style="list-style-type: none"> ▪ Safeguarding Mop Up session - AM reminded governors about the importance of attending the next in-house session in January if training has not yet been undertaken. ▪ New Governor Induction - The Clerk reminded governors to email her with any training requests which she will forward to HR. She will send Governor Induction training detail to KW, SE & DP. SN has already undertaken some new governor training fairly recently. <p>Health & Safety - fire drills and invacuation – there were no further updates. EC advised that during the recent safeguarding visits with JC it had been noted that one school had not had a fire drill this year. EC suggested blocking an exit (without telling staff) to make a drill more challenging and effective. As fire and invacuation drills need to be recorded (for audit and Ofsted information), it was suggested that every school completes at the beginning of each term.</p> <p>Sports Premium Grant – update on spending /to ensure PE statement is on school websites</p>	<p>EC to upload Safeguarding visit reports to SharePoint/ Academy Heads to upload Audit Action Plans if possible</p> <p>All governors to undertake Safeguarding training</p> <p>New governors encouraged to book induction training via the clerk who will send date/detail info</p> <p>All schools to hold fire and invacuation drills at the beginning of each term</p>
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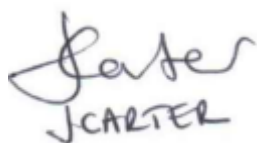
	<ul style="list-style-type: none"> ▪ AK stated this should now be complete and uploaded to all websites. ▪ The CLT has started the Sports Partnership. ▪ CS advised MB uses Saints South West. MM (Academy Business Manager) had advised to continue with this until a review in July. Should more schools join the Link Academy, it may become possible to employ another PE coach. AK & CS advised this loosely equates to five additional schools joining the Link Academy. ▪ Swimming: JC advised that Matt Tanner, PE Teacher, is looking at the whole swimming issue. Vouchers do not always work due to limited booking availability although this may be helped with Riverside, Exeter reopening. JC confirmed this is a work in progress; the swimming situation has not been forgotten. <p><i>DP joined the meeting during discussion of this item and apologised for not being able to connect before. It was also noted JH had been experience connection difficulties and had been dipping in and out of the meeting.</i></p> <p>5:7 Communication with Parents</p> <p>Yeoford VG reported as a result of a brilliant, long discussion during a Parent Forum, there is now an After School Club offered from Mon-Fri with various time options available.</p> <p>CB RS reported the variety of modules including cooking and sewing, followed by ASC, are going well with a healthy number of children attending. The TAs had offered their support to run the ASCs.</p> <p>MB CS asked whether ASC options were charged or free; adding that MB offered a bit of both including options such as mindfulness and Saints SW which provided Mon-Fri cover. RS stated ASC is charged at £3.50 per hour – this is staggered but every club charges although he highlighted the balance needed with local external providers offering free sessions on Wednesdays. AM asked where funding comes from to be able to offer free clubs. CS personally provides a free sports club on Fridays.</p> <p>TSM AK pays TAs to provide wrap around care using Sports Premium funding.</p> <p>AM stated how encouraging and useful it is that all schools now have ASC provision.</p> <p>RS raised an area needing clarity. There were whispers in the playground about mask-wearing due to the change in Government guidelines from tomorrow. AK will be attending a meeting tomorrow and will seek Link Academy clarification which he will then share with the other three schools. JC added that all schools must then sent clarification to parents and carers.</p> <p>No complaints from parents were raised.</p> <p>5:8 Update on Pre-Schools – nothing further to add</p> <p>5:9 Trustees Standards & Curriculum Committee – (means of Local Boards feeding to the Trustees) JC reported a meeting had taken place and she had started to write notes but had decided to wait for the minutes and then circulate them. Discussion had included swimming, staff wellbeing, safeguarding, music provision and G&T.</p> <p>5:10 Local Board Working Group – the meeting will now take place next Thursday, a week later than originally planned. JC invited anyone to attend – all are</p>	<p>AK to seek LA clarity re playground mask-wearing for parents/carers. Academy Heads to relay info accordingly.</p>
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	welcome. JC will send an email with the detail and the Minutes will be shared in due course.	
6	<p>GOVERNOR FOCUSED VISITS/LEARNING WALKS</p> <ul style="list-style-type: none"> ▪ AM will upload her visit notes to SharePoint and others who had made visits were asked to do the same. ▪ EC gave a brief verbal report on a visit to Yeoford with JC. They had met with KW to look at English. This had been an extremely helpful and positive visit where they had been able to witness an activity progressing. JC had taken detail of the visit to the S&C Committee and this will be shared with the Local Board Working Group as an example of how to best utilise visits and book scrutiny/how to look through the books. This is an area that a lot of governors struggle with and the information will be helpful. KW explained how useful and beneficial it had been for her as English Lead to have an extra pair of eyes. She thanked EC and JC but also Louise and AK as she had previously visited TSM school and been inspired by them. <p>AM expressed her appreciation stating the visit sounded wonderful. She would like to discuss examples of how to evidence progress. It was agreed a plan is needed but that it need not be too prescriptive.</p>	Governors to upload visit notes to SharePoint
7	<p>ETHOS COMMITTEE UPDATE FROM MORCHARD BISHOP/COMMUNITY UPDATE FROM NON-CHURCH SCHOOLS</p> <p>CS advised the Ethos Committee had meetings planned but were yet to meet. He will provide an update at the next meeting.</p> <p>JC commented that when she visited MB with EC, CS had shown her really lovely scrapbooks on things connected with the Church including photos of displays to show to prospective parents and Ofsted. CS had reported the collection had helped with the SIAMS Inspection. JC added the photos and displays were similar to community things happening within the other schools and suggested they may like to keep a similar record.</p> <p>AK advised TSM keep a similar log but everything is added to SWAY. AM asked what SWAY is and was advised it is a Microsoft programme; a digital version of PowerPoint.</p> <p>JC and EC also commented on the delicious lunch provided by MBS and hoped that at some point they would be able to provide all the schools with food.</p>	
8	<p>DATES OF FUTURE LOCAL BOARD MEETINGS – via Teams – all starting at 5 pm</p> <p>Monday, 14 February 2022</p> <p>Monday, 16 May 2022</p> <p>Monday, 4 July 2022</p>	

Meeting closed at 6.15 pm

Next meeting: Monday, 14 February 2022

Signed as approved copy by Chair, Jo Carter



J. CARTER

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