

# Raleigh Hub Local Board Minutes

## 21<sup>st</sup> February 2023

Meeting Part I Minutes							
Date & Time	21.2.23 @ 16.00		Location		At Drakes School		
<b>Governors Present</b>	<b>Initials</b>			<b>Governor's present</b>	<b>Initials</b>		
Mr P Halford	PH	Headteacher	EH	Anne Pelosi	AP	Teacher Gov	
Louise Jacques	LJ	Foundation Gov		Lizzy Doorbar	LD	Foundation Gov	
Claire Lister	CL	Parent Gov		Claire Appleby	CA	Teacher Gov	
Martin Jacques	MJ	Foundation Gov	Chair				

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Christine Channon	CC	Personnel reasons			
Corinna Tigg	CT	Personnel reasons			
In Attendance	Initials	Capacity	Minutes to		
F Mills	FM	Clerk	All Governors		
Charlotte Roe	CR	Governance professional			

	<b>The meeting opened in prayer</b>
	<b>Action or Decision</b>
	<p><b>Welcome and Introductions:</b> Introduction of Charlotte Roe, Governance professional for The Link Academy Charlotte has been recruited with the task of acting as a conduit between Governors &amp; the Board of Trustees.</p> <p>Charlotte spoke about ETT a Training programme with a large directory of training for Governors and staff which can be accessed for personal development and holistically for the needs of the board. This Training was recommended to all Governors and everyone was tasked with exploring the menu for the next LB meeting.</p> <p>CST Safeguarding training has been recommended as an additional training resource tool for all Governors and Charlotte will send a link. Action Charlotte &amp; Clerk to send to all Governors.</p> <p>Introduction of Lizzy Doorbar to the Local Board. Lizzy is an experienced teacher &amp; Governor who lives in Budleigh Salterton.</p> <p>A short discussion took place regarding the Local Board Review Meeting held on the <b>31st January @ Landscope House</b> which was attended by most of the Governors on zoom. LJ &amp; CL confirmed that they would find it challenging to give sufficient time to get to know other schools and that their interest lies with the school in their community. Slides of review to sent to all governors and agreement to 'watch this space'.</p>
1	<b>Apologies as detailed above:</b> Christine/
2	<b>Pecuniary interests register:</b> No pecuniary interests in items on the agenda were registered.
3	<b>Minutes from last meeting:</b> It was agreed that the minutes of the meeting held on the <b>18th October 22</b> were an accurate record & were signed accordingly.
4	<p><b>Head Teachers Report:</b></p> <p><b>Attendance:</b> MJ asked why the attendance figures at Otterton were significantly better than at Drakes. PH offered that letters had been issued to serial offenders at Otterton and these have had a positive effect.</p>

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	<p>CL asked if the EWO remained in support where families were struggling to maintain a good attendance record. PH confirmed that this was so.</p> <p>LJ asked if the families that were unable to maintain a satisfactory attendance record were also noted as being vulnerable in terms of safeguarding.</p> <p>PH confirmed that there were currently no links between attendance and safeguarding concerns. PH believes that clarity of message and expectations is key in managing attendance levels.</p> <p>MJ advised that <b>Roger Conan Trust</b> (Local historic figure in east Budleigh) has offered a £500 donation to school To be used in £50 chunks to reward, to reward endeavour and excellent work. Important that award does not cause additional work for teachers. Action: PH to work with MJ regarding best use.</p> <p><b>Wellbeing &amp; engagement;</b> Mental Health training well received with older children recognising the importance of keeping body &amp; mind fit &amp; healthy. Older children being encouraged to look after younger children. <b>Children of all ages vulnerable.</b></p> <p><b>LS&amp;C (Mockstead) helpful sessions.</b> CA &amp; AP offered that the 'deepdive' part of the inspection is excellent preparation for a real OFSTED inspection. Challenges made are though provoking and the whole experience whilst nerve-racking was though to be beneficial. Die to small number of teacher each hold many responsibilities so likely to be called upon during an OFSTED visit.</p> <p><b>Recruitment continues to be challenging.</b></p> <p><b>Safeguarding audit:</b> Has been undertaken and gave renewed focus to this ongoing area of importance. The results of the audit were seen as help and will aid ongoing planning.</p> <p><b>Parents Forum:</b> No attendance at Drakes. PH has spoken to members of the PTA who have requested that the invitation is made more specific.</p> <p><b>Staffing arrangements:</b> Due to the difficulty in recruiting and retaining good staff it has been necessary to use agency staff which has been challenging. CL asked if the remuneration package currently offered to staff within the academy is competitive. CR offered that 3% pay rise has already been made to all staff rather than waiting for annual pay review and that a free daily lunch has been made available to staff working all day. Both benefits designed to enhance remuneration in a challenging environment.</p> <p><b>SEF:</b> Will be reviewed for summer term with feedback in readiness for S &amp; C.</p> <p><b>Subject for next Governors visit:</b> Progress through ASIP, progress towards positive outcomes &amp; targets.</p> <p><b>Curriculum Update:</b> CL asked if working with other schools in the Link had a beneficial effect on planning &amp; support. AP offered that working with other schools is useful with spreading of experience and ideas.</p> <p><b>Website:</b> Reviewed over half term. Everything in place.</p> <p><b>Volunteers:</b> Welcome addition to curriculum enrichment.</p>
5	<b>Data Feedback. From gov's minutes</b>
6	<p><b>Feedback from S &amp; C.</b> CR is currently working with S &amp; C to develop a streamlined approach to the flow of information between the board &amp; Local Governors. Minutes of Local Board meetings will be reviewed by Trustees and information given by SIT will confirm the position stated therein is supported by data and results. Thus an holistic picture of standards within each school will be provided for Trustees. CR confirmed that minutes from all Trustees meetings will be sent to Governors to ensure a seamless &amp; open flow of information. The Trustee meeting on 25.1.23 focussed on <b>Send &amp; Pupil Premium</b>. Specialised TA recruitment continues to be challenging &amp; EHCPs are taking a long time together with funding. Aim for children to be supported internally through interventions.</p> <p><b>Pupil Premium children progress and achievement.</b></p>

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	<b>Safeguarding to be a focus each meeting.</b>
7	<b>Learn Support Challenge DRAKES.</b> (See full notes in agenda item 4: Head Teachers Report) Both teachers present at the meeting reported very positively about experience. Whilst nerve racking it was confirmed that systems improvements made over last 3 years are working well but tweaks always suggested and gratefully received. 'Deepdive' on early reading, phonics & maths, stressful but help to develop delivery for future inspections. Experience from other schools useful to develop clarity and develop new ideas.
8	<b>Safeguarding.</b> Devon Safeguarding review helpful & improvements made as a result of feedback. Gate system at Drakes improved and parents thought to be happier. Use of Lanyards more structured for all staff and visitors. PH offered that the review recognised that it is unhelpful for one member of staff only to be responsible for all safeguarding information. Sharing of safeguarding information now in place to ensure that in case of absence there is no shortfall in relevant knowledge. End of day system at Otterton to be reviewed to ensure safety of all children leaving the premises. Process for communication improved & expectations managed with parents. Well received so far.
9	<b>School Visits. Action: PH to seek dates</b>
10	<b>Attendance Data. See HT report.</b>
11	<b>Local Boards Review: (See agenda item 6)</b> Better synchronisation between LB & S&C with themes being published for terms. Feedback from Govs visits will be captured in the minutes and then delivered to S&C so that Trustees can compare Gov/HT picture with SIT data Ethos committee/group to progressed in each school.
AOB	

The meeting closed at 4.50