

# East Devon Local Advisory Committee (LAC)

Minutes Autumn 1 2025							
Date & Time	30 <sup>th</sup> September 2025		Location	Otterton C of E Primary School			
Members Present	Initials			Also Present	Initials		
Grace Chamberlain	GC			Rachael Sharpe	RS	Chief EO The Link	
Anne Pelosi	AP	Academy Head	On line	Charlotte Roe	CR	Governance professional	
Peter Halford	PH	Director of Improvement	On Line				
Louise Jacques	LJ	Foundation Gov	On Line				
Martin Jacques	MJ	Work Commitments	On line				
Corinna Tigg	CT	Chair/Foundation Gov	On Line				

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
Nicola Weeks	NW	Work Commitments	Andy Keay	AK	
Claire Appleby	CA	Work Commitments	Robert Pickering	RP	
Peter Halford		Work Commitments			
Natalie Clark		Work Commitments			
Sam Butler		Work Commitments			
Rev'd Lewis Eden		Diary Clash			

In Attendance	Initials	Capacity	Minutes to
F Mills	FM	Clerk	All

Ref item	Main meeting agenda item, comment & decision	Action Owner & deadline
1.	<b>Welcome:</b> Rachel Sharpe new Chief Executive. Rachael was warmly welcomed and gave a short introduction. Grace Chamberlain – trustee appointed governor. Grace also introduced herself to the LAC & received a warm welcome.	Chair
2.	<b>Declarations of interest.</b> There were no declarations of interest.	Chair
3.	<b>Election of Chair and Vice-Chair.</b> Corinna Tigg was elected as Chair of the LAC for the coming academic year. <b>Vice Chair:</b> Due to the small number of people at the meeting it was challenging to find a vice chair. Rev'd Martin agreed to continue as an interim Vice Chair until the next meeting when a more meaningful election could be held.	Clerk
4.	<b>Approval of meeting minutes from 30<sup>th</sup> June 2025. The minutes were agreed.</b>	Chair
5.	Matters arising: <b>Sharepoint for documents.</b> GP will chase up Matt Matthews on the creation of a 'SharePoint' as a repository for papers & schedules. Link academy emails continue to cause a concern for various Governors despite some intervention. GP has kindly offered to chase this up to aid communication within the LAC.	Chair
6.	<b>Clerk Update</b> <b>5.1 Appointments/nominations</b> <b>5.2 Training</b> - Update on training 5.2.1 Governors reminded they must complete L2 Safeguarding (Please send	Clerk

Meeting of the Otterton Parish Council

minutes

Signed .....

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	<p>certificates to the Clerk). All attendees at the meeting had received safeguarding training &amp; read KCSiE parts 1 &amp; 2</p> <p>Available dates for Safeguarding Training</p> <p><i>Tues 30th Sept 2pm/7pm</i></p> <p><i>Tues 20th Jan 2pm/7pm</i></p> <p><i>Tues 28<sup>th</sup> April 2pm/7pm</i></p> <p><i>Action Clerk to chase governors not in attendance &amp; to forward training dates.</i></p> <p><i>Clerk to send confirmation of compliance sheet to HR.</i></p> <p>5.2.2 Governors reminded about Annual Compliance Form</p> <p><b>Action Clerk to chase governors not in attendance &amp; to forward training dates.</b></p> <p><b>Clerk to send confirmation of compliance sheet to HR.</b></p> <p>5.2.3 Annual 'Housekeeping' Tasks.</p> <p><b>5.3 Clerk to Local Board Committee to update the governors on any local or national issues.</b></p> <p>New OFSTED framework now in place which will inform the Governor visit for Autumn</p> <p>New Governor visit form will be sent to all members with minutes and governors were asked to contact heads to make appointments to visit asap.</p> <p>Children &amp; Wellbeing plan will now replace ECHP. A paper outlining the changes will follow.</p> <p>GP has offered to arrange a meeting with Grace Chamberlain &amp; Andy Keahy. <b>Action GP</b></p>	
7.	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>Meeting to review Terms of Reference to ensure compliance in line with the Scheme of Delegation for approval by S&amp;C. For review.</li> </ul> <p>GP invited suggestions for improvement of the Terms of Reference as attached.</p>	Chair
8.	<p><b>Standards and Curriculum Committee Focus: Analysis and evaluation of pupil outcomes and targets for the year</b> (Visit Note Autumn 1 attached) Feedback from governors on their focus visits.</p> <p>A lengthy discussion took place regarding the disappointing number of Governor visit notes received in time for the meeting.</p> <p>It was agreed that Clerk will write to all Academy Heads and seeking their support in sending a self completed Visit note if it has not been possible to arrange a visit with their parent Governor. In the meantime it was agreed that Louise Jacques would arrange to visit Peter Halford at Drakes School for the Autumn 2 visit &amp; Grace Chamberlain would visit Littleham school for the Autumn 2 visit when her recruitment process is complete.</p> <p>Clerk to seek notes for Autumn 1 to ensure that S&amp;C receive a full picture from the East Devon LAC.</p> <p>Anne Pelosi was congratulated on completing her Governor visit note in conjunction with newly appointed parent governor Sam Briant Evans</p> <p><b>Due to the lack of reports minute references for agenda items 9,10 &amp; 12 have not been supplied.</b></p>	Clerk
9.	<p><b>Standards and Curriculum Committee Focus: Academy Improvement Planning/CPD Plan</b> Feedback from governors on their focus visits</p>	Chair

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10.	<b>Standards and Curriculum Committee Focus: British Values and preparing for life in modern Britain</b> Feedback from governors on their focus visits	Chair
11.	<b>Feedback from Ethos Committees and Community Groups</b> 11.1 Feedback from Ethos Committee <ul style="list-style-type: none"> <li>Rev'd Martin Jacques completed an Ethos Group visit at Otterton school where he interviewed 4 children interviewed and discussed the following with them. Can you explain the term courageous advocacy to us?</li> </ul> <p>Rev'd Jacques noted that the children were confident to speak about their beliefs and felt encouraged to be heard. They also felt encouraged to take an interest in their community. The Local Church of England Open the book Team regularly visits Otterton School where the children take part in a whole school collective worship and enjoy listening and participating in Bible Stories.</p> <p>Rev'd Martin also visits both Otterton &amp; Drakes School on a weekly basis to lead Collective Worship &amp; any services for Festivals such as the Harvest Festival which was being celebrated later this week.</p> <p>Rev'd Jacques also met with Mrs Martin &amp; Mrs Pigeon senior TAs in the school. Both champion the Christian Distinctiveness within the school &amp; uphold the school values through teaching and taking part in community activities. Both teachers suggested that they are currently working at full capacity but that moral is good and that they feel listened to.</p> <p>AP reported that Otterton School partners with the local Lions Club to take part in Litter Pickups in the community &amp; on the beach.</p> <p>Otterton School also partners with the local church for fundraising activities recently holding a joint Summer Fayre on the village green.</p> <p>AP also occasionally attends the local Parish Council meetings to ensure the school has a voice in the parish and regularly send reports through the Council representative to the meetings.</p>	Foundation Governor
12.	<b>Successes and Sharing of Good Practice</b> <ul style="list-style-type: none"> <li>Any positive news to share or examples of good practice that could be shared within the LAC/across the Trust.</li> </ul>	Chair
13.	<b>School Updates: As seen on individual sheets. The following notes apply to Otterton.</b> Governors to receive/give either verbal update on any successes or concerns to include: PAN (to include pupils joined/left) Pupil workload <b>Staff wellbeing and workload.</b> Otterton always strong due to good relationships which is evidenced by continuity of staff. The disproportionately high number of children with SEND means that teachers are often working at	Governors/ Academy Head

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	<p>capacity, however everyone is encouraged to talk through concerns and to give mutual support. AP maintains a door open policy.</p> <p><b>Staff sickness levels are low &amp; continuity is high.</b></p> <p>Time given for development in addition to PPA.</p> <p>AP ensures that collective worship/spiritual development &amp; time for 'pause for thought' is taken collectively &amp; that this time is protected.</p> <p>Attendance/Safeguarding: Attendance remains high with just once family continuing to give cause for concern. AP works closely with family &amp; support to improve outcomes for these children.</p> <p>Suspensions and permanent exclusions None</p>	
14.	<p><b>Standards and Curriculum Trustees Meeting</b></p> <ul style="list-style-type: none"> <li>Response to <b>draft</b> minutes (please be aware the minutes are draft and remain confidential until approved)</li> </ul> <p>Feedback on any issues raised from local board Chairs in S&amp;C Meeting. None</p>	Chair/ Governance Professional
15.	<p><b>Next S&amp;C Focus:</b></p> <ul style="list-style-type: none"> <li><b>Personal Development/Wellbeing – Relationship Education, PHSE &amp; RHSE</b></li> <li><b>SEF Overview – Academy Head's overview of accuracy and effectiveness of their school self-evaluation</b></li> <li><b>Christian distinctiveness/SIAMS</b> (Visit Note Autumn 2 attached)</li> </ul> <p>Meeting to discuss the next S&amp;C Focus. Governors to share best practice and raise any questions for clarification.</p>	Chair
16.	<p><b>Key Accountability Questions</b></p> <p>1. Are children safe? Do they feel safe?</p> <p>2. Are children attending? Are the places of education fit for purpose?</p> <p>3. Are children achieving? Are we providing the opportunities and support they need to achieve</p> <p>4. How are our staff feeling?</p>	Chair
17.	<p><b>Summary of Questions to be raised at LAC level</b></p> <p><b>Emails/sharepoint</b></p>	Clerk/Chair
18.	<p><b>Summary of Questions to be raised at S&amp;C level</b></p>	Clerk/Chair

The meeting finished at 17.00