

The Link Academy Trust
Meeting of the Woodleigh Local Board – Monday 4 July 2022
Hybrid: Yeoford Primary School / Microsoft Teams

Name	Role/Type of Governor	School		Sch/ Teams
Jo Carter (JC)	Chair - Co-opted/Community		P	Teams
Alice Moseley (AM)	Vice Chair - Parent Governor	Yeoford	P	Teams
Robin Scott (RS)	Academy Head	Cheriton Bishop	P	School
Karen Fletcher (KF)	Staff Governor	Cheriton Bishop	P	Teams
David Pike (DP)	Parent Governor	Cheriton Bishop	Ap	
Chris Sargeant (CS)	Academy Head	Morchard Bishop	P	Teams
Amber Reed (AR)	Staff Governor	Morchard Bishop	P	Teams
Joanna (Biddy) Hooper (BH)	Foundation Governor	Morchard Bishop	P	Teams
Sherrin Neenan (SN)	Foundation Governor	Morchard Bishop	P	Teams
Andy Keay (AK)	Academy Head	Tedburn St Mary	P	Teams
Andrew Lee (AL)	Staff Governor	Tedburn St Mary	P	Teams
Rachael Smaldon (RSm)	Parent Governor	Tedburn St Mary	P	Teams
Vicki Gillon (VG)	Academy Head	Yeoford	P	School
Kristina Wright (KW)	Staff Governor	Yeoford	P	School
Max Thomas (MT)	Community Governor	Yeoford	Ap	
Vacancy	Co-opted/Community Governor	Cheriton Bishop		
Pam Down	Clerk	Woodleigh LB	P	Teams
Also in Attendance				
Sam Butler (SB)	Academy Head at Morchard Bishop from September 2022		P	Teams

Present/ Apologies/ Absent

Declaration of Business Interests:	None
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JC welcomed everyone, particularly Mr Sam Butler, to this introductory meeting in preparation for his new role as Academy Headteacher at Morchard Bishop from September 2022. JC thanked CS and VG for attending their last Woodleigh LB meeting. EC, Co-opted/Community Governor (and Safeguarding Lead Governor), had stepped down from the role on 19 June 2022 (see item 5:d 2)

		ACTION
1	MINUTES (PART 1 & PART 2) FROM THE PREVIOUS MEETING HELD ON 16 MAY 2022 The P1 Minutes were approved and will be signed electronically by JC, then forwarded to HR. JC had agreed the P2 Minutes – the Clerk will check with HR & Clerk to the Trust where these need to be stored.	JC/Clerk
2	SCHOOL UPDATES – JC thanked the Academy Heads for completing the reports which had been uploaded to SharePoint prior to the meeting. Cheriton Bishop: <ul style="list-style-type: none"> ▪ JC referred to ‘awareness around learning intention and clarity of what is being learnt versus the activity being completed’. She asked if this was falling into place through CPD. RS commented it would take time to work on this. An informal support package is available for staff as appropriate, together with general CPD. RS, members of staff from other schools, plus 	

<ul style="list-style-type: none"> ▪ SATs data will shortly be available following which AK will be working on the numbers to provide the data which will be shared between Local Boards. AM understood that KS1 results were not being published; she asked the position re KS2 SATs results. AK confirmed it was the same – there would be no ranking. Results will be relayed to parents and publicised within the school. ▪ AM stated it was good to see the Sports activities with the older children helping the younger ones. She added she was sorry about the Ofsted experience but stated the school had done well in spite of this. AK acknowledged staff were disappointed with the team and their approach; it was different to experiences other local schools had encountered. There was no chance to respond, particularly to one misconception, which was disappointing. <p>Morchard Bishop:</p> <ul style="list-style-type: none"> ▪ The Spiritual Garden project is close to finishing. It has been supported strongly by children, parents and the community. ▪ An activity week included Sports Day, a village walk, an overnight camp and a KS1 Castle Adventure Trail. ▪ Children are currently preparing for a whole school Eco musical production. ▪ Open Evenings had taken place for the School and Pre-School, with Pre-School numbers increasing. ▪ Attendance remains lower than usual at 94+% rather than 96% - close to 97%. ▪ A number of staffing changes from September with the retirement of CS, HJ and RA. A newly appointed NCT will teach Y5&6. There is still a vacancy for the senior teacher post although interim arrangements are in place. CS relayed his frustration in what he felt was a delay in advertising this post. The impending vacancy had been known for a very long time and if it had been advertised before Easter there would have been time to re-advertise if necessary. JC will raise this point with the S&C Committee. ▪ Self Evaluation: CS is currently writing the SIAMS self-evaluation which is slightly different to the other SEF and a lot longer. JC asked to be copied into the sharing of the document. She knew JH an SN were involved and active via the Ethos Committee but she wanted to ensure she was also informed. CS wants to get the documents up to date to pass on to SB for him to develop. The Ethos Committee had mapped out a skeleton plan for the year. <p>JC asked if there were any questions relating to any of the schools.</p> <p>AM raised a query about the colour coding on the RAG rating. JC’s understanding is that this is updated each term which explains the varying colours. AK confirmed this is the case with the aim of trying to get to green – or rolling items on. AM thanked JC and AK for clarifying. The RAG rating should be complete and shared within the Academy via Local Boards. JC advised the final governor visits of the year should be in relation to the ASIPs for this past year and what the priorities for the next year are.</p> <p>JC informed SB about the annual cycle of focussed visits across the Trust. The aim is that all visits should be meaningful and satisfy strategic governance as well as class visit needs. Tweaks will be required to the cycle to incorporate</p>	<p>JC to raise with S&C the need to advertise vacancies early to allow time to re-advertise if needed.</p> <p>CS to email a copy of the SIAMS self-evaluation to JC</p>
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	looking at the whole curriculum from Pre-School to Y6 – an Ofsted requirement. The Local Board Working Group has an away day planned and tweaking the annual visit cycle is one of the agenda items (the day may be postponed due to Covid absence).	
2:1	Ofsted Inspections: Cheriton Bishop on 10 May 2022 – feedback previously discussed Tedburn St Mary - unable to discuss as yet Yeoford - unable to discuss as yet	JC to circulate questions asked by Ofsted
3	STRATEGIC GOVERNANCE	All visit reports to be uploaded to SharePoint or emailed to the Clerk
3:a	Curriculum update on the curriculum being delivered – from Academy Heads It was agreed this had been covered within item 2.	
3:b	ASIP update to be reviewed by governors during visits this term.	
3:c	Data As mentioned in item 2, AK will be working on this following receipt of the SATs results.	
3:d	Websites: <i>do they cover everything they should?</i> SH had recently undertaken an audit so it was assumed that everything should be up to date. JC asked if anyone had any questions. There were none.	
4	STAFFING (other than covered in the Academy Headteachers' Reports)	
4:a	Current staffing – covered within item 2	
4:b	Staff wellbeing and workload JC was concerned about long term sickness and staff resignations. She emphasised the need to know if anyone is struggling and encouraged honest answers about staff wellbeing. Morchurch Bishop: CS commented that approaching the end of the summer term people have shorter fuses. It is about how best this can be managed. The 'Give Back' days are popular with staff and help positivity. AR admitted staff had been nervous about the significant staff changes with CS, HJ and RA all retiring at the same time. However, with SB visiting and meeting with staff and parents this had helped to settle and reassure everyone. There is now excitement and a buzz about September. She believes SB will make changes but will get to know the school and staff before introducing the changes and will not bombard staff from September. JH agreed that SB's presentation to parents had been good and positive feedback had been received. SB stated it was good that parents are feeling more settled; he is looking forward to getting started. There are a few things to work on but he wants to get to know the school before implementing too much change. Yeoford: KW acknowledged it had been a rocky year at Yeoford. There had been significant catching up of SENDCo paperwork, staff shortages and some challenging behaviours which had meant an increase in workload for staff. Regarding resignations, she believes this reflected more widely than on the school itself, rather it included staff reflecting on their own well-being. It had been a hard year but support had matched this with even more support from the Trust post Ofsted. Tedburn St Mary: AL advised that staff are shattered post-Ofsted, not helped by the frustration. All are aware of the strengths and where support is needed.	

<p>5:a</p>	<p>PROCEDURAL</p> <p>Safeguarding: EC had been Woodleigh LB’s governor with responsibility for Safeguarding. JC advised discussion has been taking place at the S&C Committee regarding this role on Local Boards and it is likely not to be needed. The reason is this will be undertaken by a Safeguarding Trustee as the role is increasingly developing so in addition to completion of L2/L3 training, experience in a safeguarding background is the ideal. All governors will, of course, continue to undergo L2 Safeguarding training and sign agreement to the annual KCSiE document. JC will keep everyone updated. AM remarked that during the Yeoford Ofsted, the inspector had been keen to know there was a Safeguarding Lead governor. However, this role was EC’s and she had the knowledge and background experience in Safeguarding in addition to training. This would not be the position for all governors tasked with a Safeguarding lead role. AM believed having a Safeguarding Trustee could work providing governors checked schools were still completing their annual audit. JC will endeavour to get a list of Safeguarding questions used by EC when visiting and share these with the Board.</p> <p>Morichard Bishop - CS reported one child on the periphery and a CIN meeting – ongoing. Sarah Clarke is supporting with an issue, including funding, and will be in school tomorrow.</p> <p>Safeguarding Audit: JC and the Clerk will check that all Audit Action Plans have been completed and uploaded to SharePoint.</p>	<p>JC to ask EC for the list of Safeguarding questions she used while making governor visits</p> <p>JC & Clerk to check all S/G Audit Action plans are uploaded to SharePoint</p>
<p>5:b</p>	<p>SEND</p> <p>An additional appointment has been made within the Link Academy which should provide extra support. CS remarked that at MB the SENDCo’s workload had increased dramatically. JC commented that SENDCo workload is discussed at every S&C Committee meeting; she is happy to continue nagging and highlighting the problem. It is believed the Trust is looking at expanding the Inclusion Hub and employing another person. CS had thought there was discussion about employing a SENDCo for the Woodleigh Hub. JH commented that in her experience, a SENDCo covering a number of schools is not particularly effective. It means a lot of communication and form filling between teachers and the SENDCo as the SENDCo does not actually know the children. JH believed it better to have a specific person in a school who knows the children and who is given cover time to undertake the role. CS confirmed he gave additional time to the SENDCo to ensure she could fulfil her role. AK noted the difficulty in the varying workload in each school and gave Yeoford as an example of how this can suddenly spiral. On such occasion, time and expertise is required. JC stressed the need for SENDCos/Academy Heads to inform her of workload problems as this needs to be raised with the S&C/Trustees. A three pronged approach from Heads, SENDCos and Hubs to evidence this is needed. CS will email JC outlining the SENDCo workload. JC acknowledged the workload/role can be variable but in the long run, need is rising; there is a definite upward trajectory. RS stated that within Yeoford and Cheriton Bishop, this matter is on its way to being resolved. Things are on track to be in a better position. AM added this is a National problem with 800 parents in Devon expressing dissatisfaction with SEND provision.</p>	<p>CS to email JC re SENDCo workload</p>

<p>5:c</p>	<p>Pupil Premium, Looked After Children & Service Children and Greater Depth – updates: Covered in previous meetings – this standing agenda item will remain but there was nothing further to add at the present time unless anyone had any questions.</p> <ul style="list-style-type: none"> ▪ AM referred to the cost of living crisis and asked how schools are managing with families in poverty: was any high level of need being reported? AK was not aware of any particular situation being raised. CS advised a holiday club would be running for two weeks during the summer break for up to twenty local children. There may potentially be transport support. AM believed this sounded a great idea – transport costs for getting children to school is a problem. ▪ JC asked if anything further is yet happening about Morchard Bishop providing meals to other Trust schools. CS advised MM had visited and looked at the kitchen. Work/training needed would indicate this is more likely to happen in January 23 than from September 22. JC was pleased to hear plans continue to progress. The provision of at least one good meal a day should help a lot of children. CS highlighted the significant increase in costs from regular food suppliers – prices exceed those in major supermarkets. CS has raised this with MM in the hope that alternative suppliers may be more cost effective. 	
<p>5:d</p>	<p>Governance:</p> <p>1) Nomination of Chair and Vice Chair of the Woodleigh LB for the next academic year: JC had self-nominated for either post at the previous LB meeting (16.05.22). She believes this will then be her last year in this role. AM offered to continue as Vice Chair but her term of office expires in early February 2023 so encouraged governors to seriously consider succession planning. The post of Chair is a big responsibility and a lot of time is needed. The role of Vice Chair is not as onerous but time to give commitment is important – bearing in mind all governors are volunteers! Governors unanimously agreed the appointments. The Clerk will inform HR and the Clerk to the Trust should approval be needed. On behalf of the governors, the Clerk thanked JC and AM for the commitment given and for volunteering to continue.</p> <p>2) Governor Resignation: Elaine Clark had resigned on 19.06.22. JC stated EC had been a huge strength for many years and she will be much missed. In her role as Safeguarding governor she had asked many challenging questions. It is hoped her presence within the School will continue in roles such as supporting the Diwali festival. JC had gifted EC with a bottle of gin in recognition of gratitude for what she had done.</p> <p>3) Vacancy/plan to fill the Co-opted/Community Governor role JC had been in contact with a potential candidate but has not yet had any response.</p> <p>4) Co-opted/Community Governor for Tedburn St Mary AK will make enquiries about potential candidates. He stated there is a good support network around the school. JC outlined the need for this not to be a parent in order to maintain a balanced Board.</p> <p>5) Expiry of term of office 16/10/2022: Parent Governor, RSm. RSm has decided not to self-nominate for a further term. She has offered to write a positive blog outlining the huge benefits to parents/carers in learning more about the school in the parent governor role. The Clerk encouraged highlighting the vacancy as early as possible as this had previously proven beneficial in the succession planning process. HR will liaise with the school administrator and provide further information re advertising</p>	<p>Clerk to inform HR and the Clerk to the Trust about the reappointment of JC and AM as Chair & Vice.</p> <p>JC & AK will pursue candidates for the Co-opted Community Governor vacancies</p> <p>Early mention of the forthcoming Parent Governor vacancy to be shared with parents. HR to liaise</p>

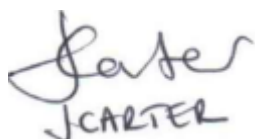
	<p>the role and the process. All parents and carers must be made aware of the role, given the eligibility criteria and be invited to apply. Should more than one person apply, there would be an election with a secret ballot.</p> <p>4) AM Parent Governor role – expiry confirmed as 08.02.23</p> <p>5:e Governor training:</p> <ul style="list-style-type: none"> ▪ DP had been unable to attend the Babcock Governor Induction webinar due to work commitments. ▪ Training opportunities are regularly emailed. Anyone wishing to book, please email the clerk who will liaise with Sue Howard, HR. <p>5:f Health & Safety:</p> <p>JC asked Academy Heads if fire and invacuation drills are being held termly. Claire Slee is now the Trust’s Health & Safety Coordinator and will be ensuring processes are in place. H&S actions following the H&S Audits have been sent to Claire rather than being uploaded to SharePoint as she will be responsible for some of the actions/processes to be carried out Trust-wide.</p> <p>5:g Sports Premium Grant</p> <p>No updates to report.</p> <p>5:h Communication with parents:</p> <p>Yeoford: AM commented on the positive feedback following the parents’ meeting with RS.</p> <p>Morchard Bishop: CS/AR commented the same following the parents’ meeting with Sam Butler.</p> <p>JC asked whether there were any areas of concern/complaint. RS advised there was some concern at Cheriton Bishop but as mentioned above (item 2) parents will be informed further at the end of the term.</p> <p>5:j Update on Pre-Schools:</p> <p>Tedburn St Mary: AK stated numbers are good this year and next and links with the school stronger than they have ever been. A lot of transition opportunities are in action.</p> <p>Yeoford VG highlighted that in addition to the school Pre-School there is also alternative provision within the village. A focus going into next year will be to work alongside the village provider; trying to ensure no direct competition – they have a lot to offer. The school Pre-School is being decorated with money also being spent on appropriate resources and staffing. More numbers are needed at the Pre-School which helps to protect the future of the school. JC reminded governors the Link Academy Trust lowered the age of child entry to the school as at that time the village Pre-School had closed. Suddenly, the village Pre-School became popular with a big increase in numbers. The Trust recognises the situation and is working to strengthen the setting by making it more appealing. RS stated that as with any business, positive word of mouth feedback will help it become more established. VG advised the village Pre-School is only open three days a week and is a pop-up type of provision. They currently meet in the village hall but have to pack things away after each session – they are looking at using a different venue.</p> <p>Morchard Bishop AR, Senior Practitioner, stated things were going well with numbers increasing slightly higher than expected following a successful Open Day. There will be new starters in Dec, Jan and April. AR hopes the Pre-School will evolve further and integrate more with the school. AR is due to qualify as</p>	<p>with admin re advertising/processes to be followed.</p>
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	<p>an Early Years' teacher this week and has introduced phonic changes she has explored as part of her training. The children are loving it and engaging well. AR plans a bigger focus on Maths.</p> <p>JC noted that governor visits should include progression from Pre-School to Year 6. BH and SN agreed 100% - AR and SB will be working on this.</p>	
5:j	<p>Trustees Standards & Curriculum Committee JC reported during a recent meeting there was a lot of discussion on amalgamating policies to work with governor visits. It seemed there was a high expectation about the work/role of the Local Boards' Working Group. One of the Trustees is producing a handbook. JC had cut and pasted some information from the websites but personal bios may be needed. JC will forward the minutes of the Committee when they are received. JC reiterated the need for governors to raise any concerns as she is happy to take them to be discussed at this Committee. The Committee is unable to act upon things they know nothing about.</p>	JC to forward S&C C'tee Minutes when available
5:k	<p>Local Board Working Group – update JC advised the group has planned an Away Day as there is so much to discuss and organise. However, due to Covid, this may need to be postponed. One of the things to be discussed is updating the annual visit cycle to meet the progressive curriculum.</p>	
6	<p>GOVERNOR FOCUSED VISITS/LEARNING WALKS JC reminded governors the LB annual cycle of visits is on SharePoint with suggested questions coloured green. Focus for the next visits include Teaching & Learning and individual school priorities. JC reminded governors to upload visit reports to SharePoint.</p>	Governors to upload visit notes to SharePoint
7	<p>ETHOS COMMITTEE UPDATE FROM MORCHARD BISHOP/COMMUNITY UPDATE FROM NON-CHURCH SCHOOLS</p> <p>Mainly covered in the Academy Headteachers' reports.</p> <p>Morchard Bishop CS reported the Ethos Committee had met last week to look at the key points from the SIAMS Inspection. Focussed visits are planned for next year. The next meeting will be held in October.</p>	
8	<p>DATES OF FUTURE LOCAL BOARD MEETINGS – hybrid? Starting at 5 pm</p> <p>Monday 17 Oct 2022 Monday 28 Nov 2022 Mon 20 Feb 2023 Mon 15 May 2023 Mon 3 July 2023</p>	

Meeting closed at 6.28 with JC thanking everyone and wishing them a fantastic summer and a well-earned rest. All wished CS a happy retirement and sent best wishes to VG.

Next meeting: Monday, 17 October 2022

Signed as approved copy by Chair, Jo Carter



J. CARTER

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