

**Link Academy**  
**Local Board meeting**  
**Raleigh Hub – Otterton & Drakes School.**

Meeting Part I Minutes							
Date & Time	7/12//21 14.00		Location	At Otterton			
Governors Present	Initials			Governors Present	Initials		
Mr P Halford	PH	Headteacher		Anne Pelosi	AP	Teacher Governor	
Christine Channon	CC	Foundation Gov.		Claire Lister	CL	Parent Gov.	
Corinna Tigg	CT	Foundation Governor	Chair	Nicole Cookson	NC	Parent Gov	
Rev'd Martin Jacques	MJ	Ex Officio		Louise Jacques	LJ	Foundation Gov	

Apologies	Initials	Reason for Absence (Category of Governor)
Anthony Alexander	AA	
Claire Appleby	CA	Teacher Governor

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
F Mills	FM	Clerk

Minutes to
All Governors

	The meeting opened in prayer Action or Decision	Action Owner & deadline
1	Apologies as detailed above:	All Govs to provide by 19.11.21
2	Pecuniary interests register: No pecuniary interests of items on the agenda were registered	
3	Minutes from last meeting: It was agreed that the minutes of the meeting held on the 19 <sup>th</sup> October.21 were an accurate record & were signed accordingly.	
4	<b>Head Teachers Report.</b> <b>Value Added</b> IT coming on – new IPADS available but need to focus on using them. Microsoft SWAY used to gather evidence for OFSTED especially useful for sport. Also good for allowing visitors ot see what is going on in the classroom. Keyboard skills taught to all children especially key for those with concerns re writing. Maths staff training for all teachers, leaders to meet later week. <b>SIP</b> COVID data drop submitted – progress looking good but need remains for further interventions to fill gaps and still work to do. Numbers of COVID cases minimal in both schools but with small numbers more disrupting  Lighting scheme to be explained in next meeting and is an area for development.	PH
5	<b>Visions &amp; Values.</b> For next meeting.	FM

Local Board Minutes dated

Signed .....

Dated.....

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<b>6</b>	<p>Feedback from Safeguarding visit. (CT, NC, CL)  SCR checked by Govs. And found to be up to date.  Fire safety records checked, now kept on line and checked. (on line checking system used with central  <b>Action:</b> Prevent training for staff. PH has issued keynote reminders to all staff a system which has been adopted across the academy.  Emergency planning taking place to cover all eventualities. (Ready for anything)  Safeguarding audit completed. 6 actions which will be covered in staff meetings.  CT completed level 3 Safeguarding training.  Website scrutinised by CT &amp; NC. Query re historic information e.g. sports funding &amp; pupil premium. Challenge: Who is information intended for OFSTED/Parents. Legislative requirements for the website to cover.  Request for paperwork prior to visit. Q cards available with suggested questions for visits.  FM to investigate source of these.  SEN visit – sheet provided with 19<sup>th</sup> January 9.30 – 10.30 @ Otterton. Govs to advise PH if available. CT, CL, NC &amp; CC to attend.  Current issues: Niggle form introduced. Attendance an area to watch.</p>	
<b>7</b>	<p><b>OFSTED Prep.</b> Mock inspectors' deep dives being provided by LINK.  Otterton – positive day &amp; beneficial, close look at children's books. Ideas for improvement and objectives for training.  Children also spoke to inspectors which they enjoyed.  Deep dive questions also practiced and teachers appreciated opportunity to prepare.  Early reading &amp; phonics deep dive with Emma  Humanities – Lucy Alcock.  Safeguarding – All Staff areas for scrutiny.  Positive feedback with areas highlighted being fed back to other staff.  Maths mastery: guidance given with marking. Books scrutinised and both schools rated as good and have been congratulated by Nicky Dunsford.  Satisfaction from Govs re assessment. Thanks for hard work.  CT reported how thorough.  All Govs have read KCiS. PH to send prompt sheet to Govs for visits..  Parent Groups: No attendance at Drakes, 2 parents only at Otterton.</p>	
<b>8</b>	<p><b>Ethos Group in each school.</b>  Shoe box appeal. For local community.  Children in need fits with compassionate theme of values. Theo  Survey re values from children – enjoy leading collective worship. Children have a voice.  Advent current focus.</p>	CT to find out input
<b>9</b>	<p><b>COVID</b>  CO2 monitors in all classrooms, masks being worn in communal areas with parents requested to wear masks at pick up &amp; drop off.  Christmas productions downsized &amp; ticket only.  Pantomime trip cancelled but children to watch online.</p>	
<b>10</b>	<p><b>Safeguarding update.</b>  Low level incident at Drakes which has been dealt with  CC queried the sharing of information in transition to other schools. PH confirmed that nothing is shared electronically.  Peer on peer abuse the focus for OFSTED.</p>	
<b>11</b>	<p>AOB – Nothing raised time of meetings to be considered.</p>	
<b>12</b>	<p>Close. The meeting closed at 15.15</p>	