

The Link Academy Trust

Meeting of the Woodleigh Local Board – Monday 16 May 2022

Hybrid: Cheriton Bishop Primary School / Microsoft Teams

Name	Role/Type of Governor	School		Sch/ Teams
Jo Carter (JC)	Chair - Co-opted/Community		P	School
Alice Moseley (AM)	Vice Chair - Parent Governor	Yeoford	P	School
Elaine Clark (EC)	Safeguarding Governor - Co-opted/Community	Cheriton Bishop	P	School
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	P	School
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	Ap	
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	P	Teams
Pam Down	Clerk	Woodleigh LB	P	Teams

Present/ Apologies/ Absent

Declaration of Business Interests:	BH teaches at Copplestone Primary and has links with Morchard Bishop Primary
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Jo welcomed everyone attending at the School and via Teams. She thanked team Woodleigh for everything done recently to support the SATs process and the Ofsted at Cheriton Bishop.

		ACTION
1	MINUTES FROM THE PREVIOUS MEETING HELD ON 14 FEBRUARY 2022 The Minutes were approved and will be signed electronically by JC and then forwarded to HR.	JC/Clerk
2	SCHOOL UPDATES – JC thanked the four Academy Heads for completing the reports which had been uploaded to SharePoint prior to the meeting. Tedburn St Mary: AK stated the School is expecting an Ofsted inspection at any time. He feels fairly well prepared and had met with RS for feedback following Cheriton Bishop’s recent Ofsted. The Spring Term was probably the hardest he had experienced in ensuring the School was sufficiently staffed due to Covid absence. Every member of staff had it and about 80 children - with 37 absent on one day. Staff are busy hitting the gaps children have (eg fractions). Progress is good, the children are doing well, are engaged and learning. JC asked that when gaps are identified, does the teacher go over the whole area again or is this covered by intervention. AK stated both. JC imagined back-tracking would take time from some other area. AK agreed but the realisation is it will take time. Teachers have to go back and fill in the gaps. It is harder with the younger children; the gaps for the older children are easier	

to close.
 RS referred to the term 'cumulative dysfluency' mentioned during the recent Ofsted and how to make sure gaps are closed. RS supported the whole school approach with all children moving forward together with strategies in place to support them. JC recognised the matter of time management.

Morichard Bishop:

- CS takes a similar approach with intervention/pre-teach, depending on the subject area. The key focus is underpinning Mental Health with intervention to build resilience and regulation.
- This term there had been a big Covid and Chicken Pox outbreak leading to attendance dropping from 95 to just under 94%.
- Sam Butler has been appointed to the role of Academy Head from September 2022 and is contactable on a Link Academy email address. CS suggested SB is invited to the July Woodleigh Local Board meeting. JC will make contact with him to say hello. SB will be at Morichard at the end of next week. The clerk will ensure he receives the July agenda.
- AK confirmed the clash with the multi skills event and KS1 interviews being held at MB on 8 June 2022. CS will speak with Sarah Clarke (Academy Trust School Improvement Lead) to request interviews are held before half term due to notice periods for serving teachers.

Yeoford: VG referred to the resignation of herself and a teacher from September 2022. Things will be very different in September with Robin Scott Academy Head for Cheriton Bishop and Yeoford. VG and RS are working closely together planning transition.

- Staff - Year 3 & 4 teacher interviews to take place next Friday (ND, AM and Lizzie Lethbridge (Academy Trust School Standards & Educational Outcomes Lead))
- Staff – 1:2 TA appointment recently made
- SATs had been intense with a large cohort with SEND. A lot of SEND work had taken place particularly around the relational approach.
- Safeguarding – a robust plan is in place with ND, AM and JC working on a whole school approach. RS referred to good external support from the Inclusion Hub and SEMT. VG is reinforcing with parents the importance of information being shared with the right people via the correct channels. KW emphasised the mantra at Yeoford that it is the job of staff to keep children safe and how seriously the role of in loco parentis is taken.
- Premises – lots of work planned to take place during the summer break.

Cheriton Bishop:

- Ofsted (See item 2:1)
- Attendance – 92% with resistant parents – Catherine Thompson, Attendance Officer, involved
- Parental feedback – none since the last LB meeting other than reports had gone out and there had been positive feedback
- Swimming plans: A six week block has been booked at the Riverside, Exeter using Sports Premium funding. This will include a swimming and badminton session to maximise the experience to make the best use of the cost of travelling to and from the venue. Some negative feedback had been received from parents questioning why they need to pay for lessons when their child/children had already had them elsewhere. RS believes it

JC to make contact with SB – the Clerk will send him the July agenda

	<p>will allow everyone to access swimming and it is the role of teaching staff to challenge and stretch.</p> <ul style="list-style-type: none"> ▪ ASC really successful – staff temporary or on ad hoc hours and have been for a year. ▪ Pre-School – 1 contracted staff member (plus additional ad hoc hours) / 2 staff with ad hoc hours ▪ RS is meeting with SH, Human Resources, to look at hours and the budget. The Link Academy approach is for staff to claim ad hoc hours before sustainability is ensured. RS hopes to be able to offer staff more security. ▪ JC asked how the situation regarding temporary contracts/hours works: does SH alert Academy Heads? She noted the Local Board does not monitor this. RS advised SH holds all staffing information and sends 3 and 6 month probationary reports for completion. JC referred to an Ofsted question (not from Chertion Bishop’s Ofsted) about whether governors/trustees do an equality audit. AK advised SH does this; she has it all in hand and keeps a tight rein on all temporary contracts. 	
2:1	<p>Ofsted Inspection at Cheriton Bishop on 10 May 2022 – Resolved to move to P2 Business</p> <p>JC stated that LL and SC were keen to get feedback. She will circulate questions asked in order that these can be shared with Governing Boards and Trustees. They will be informed of the outcome as soon as possible. Other schools within the Trust are expecting Ofsted Inspections so sharing of information should be helpful.</p> <p>JC had expected a Link Academy Trust Trustee may have been present – she confirmed this was not the case. RS stated ND was the representative Trustee.</p> <p>Staffing and class structures from September 2022 and communication with parents – agreed this had already been covered</p>	JC to circulate feedback from Local Board’s perspective
3	<p>STRATEGIC GOVERNANCE</p>	
3:a	<p>Curriculum update on the curriculum being delivered – from Academy Heads</p> <p>RS gave a brief overview. Governors will know there are Academy Head Curriculum Leads. Their role is to get external updates and cascade information within the Trust (ie updating the skills progression document). We are moving away from the older style of teaching and throwing away schemes of work used previously. RS gave the example of Science in Year 3. Rather than a teaching activity, pupils will need to know the skill of making scientific observations. We are all on a journey with skills progression. To consider: how is the curriculum designed? How do you know the impact? Show me. What is being done for children who are not understanding (ie interventions).</p>	
3:b	<p>ASIP update</p> <p>AK explained next year’s ASIPS will be different. He will be meeting with Lizzie Lethbridge to discuss how the ASIP will look. It will be a three year plan broken down to a part each year. RS commented the Trust had realised the current process is unwieldy with support limitations (ie RSE with three strands – schools are able to buy into a support scheme).</p>	

<p>3:c</p> <p>3:d</p>	<p>JC asked how the changes tie in with staff wellbeing. Embracing the new is interesting but do some people want to dig their heels in? AK replied the challenge is how best to draw out what is needed. KW added pedagogy is built up over time with key threads running through. On the ground, it should be easier. JC stated governor visits will need to look at the progressive curriculum. The Local Board Working Group will be meeting to work on and review the annual cycle of visits to accommodate this.</p> <p>JC thanked the Academy Heads for uploading the RAG related ASIPS. If governors had further questions, she directed them to ask the Academy Heads and log the conversation/reply as a governor visit.</p> <p>Data visits had taken place and reports had been uploaded to SharePoint. JC asked everyone to ensure all governor visit reports had been uploaded.</p> <p>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.</p>	<p>All visit reports to be uploaded to SharePoint or emailed to the Clerk</p>
<p>4</p> <p>4:a/b</p>	<p>STAFFING (other than covered in the Academy Headteachers' Reports)</p> <p>Current staffing/wellbeing and workload:</p> <p>Cheriton Bishop – wellbeing and workload: KF had spoken with Cheriton Bishop staff following a not normal, quite stressful week due to the Ofsted Inspection. She reported staff are feeling pressure but not too onerous with a bit of capacity available as a TA is able to cover as HLTA when needed. This eases the situation when one person is absent but should there be two people absent it is really hard and has an impact on mental health. Everyone had said how well the team at Cheriton Bishop work together.</p> <p>Morcharad Bishop: AR had sent staff an email asking about work and wellbeing. In general, staff were happy particularly that a new Head has been appointed and the process to secure new teachers is in hand.</p> <p>Tedburn St Mary: AL had checked in with people. The Spring Term had been crazy due to the amount of absence. AK confirmed last week was the first time all staff were in. AK added the school team work strongly together and the school is fortunate that TAs are able to step up to the role of HLTA when required. AL confirmed Tedburn St Mary staff were a good team.</p> <p>Yeoford: KW acknowledged it had definitely been a hard year with lots of SEND and Safeguarding challenges combined with staff shortages. However, she believed all was positive and proactive with big plans for the children. The Link's Executive Improvement Team (EIT) was visible and on site – no quick fixes but everyone knows how to move forward. EIT visits had provided a morsel of hope which has led to a cohesive approach; it was thought help was coming quicker. JC stated any concerns can also be reported to the S&C Committee in order to escalate solutions.</p> <p>JC reminded everyone that if there is ever a case of a staff member wishing to talk to anyone it could take place within this forum, even with Academy Heads present, or staff could speak to her in confidence.</p>	
<p>5</p> <p>5:a</p>	<p>PROCEDURAL</p> <p>Safeguarding:</p> <p>Yeoford – being dealt with in a robust fashion.</p> <p>Morcharad Bishop - CS reported a child conference – a social worker visits every ten days.</p>	

	<p>AM asked if people felt there was enough support in Devon. RS suggested that if people do not agree with a decision then a discussion needs to be held.</p> <p>Safeguarding Audit: Audits had taken place during the second half of the Autumn Term and Action Plans had been uploaded to SharePoint (within individual school folders or in the Safeguarding folder).</p> <p>5:b SEND Updates contained within the Academy Headteacher Reports.</p> <p>It was noted that Devon SEND support had been through special measures twice. JC acknowledged the workload – there is not enough external support. This was an ongoing observation discussed at the S&C Committee. A new person will be joining the Inclusion Hub which may be extended further in the future.</p> <p>Yeoford: KW informed governors the Link Academy Trust had bridged the financial gap in providing TA funding while awaiting an outcome. This had been a great support.</p> <p>5:c Pupil Premium, Looked After Children & Service Children and Greater Depth – updates: Covered in previous meetings – ‘levelling up’ being reviewed by the G&T Lead, Alice Eeles.</p> <p>5:d Governance:</p> <p>1) Expiry of term of office 28/02/2022: Co-opted/Community Governors JC & EC. JC and EC had both kindly agreed to continue. Governors voted unanimously re retrospective continuation for a further four-year term (governors do not have to complete a full term). The Clerk will advise the Clerk to the Trust as the Full Board will need to approve at their meeting on 23.05.2022.</p> <p>2) Expiry of term of office 16/10/2022: Parent Governor, RSm. RSm is aware and has decided not to self-nominate for a further term. However she offered to write a positive blog outlining the huge benefits of the parent governor role which helps parents learn more about education, the National Curriculum and what the school does. RSm was thanked for offering to do this; it was thought very useful. AK will start to mention the upcoming vacancy after half term. JC will also provide some information to allow AK to begin drip-feeding regarding the impending vacancy. The Clerk encouraged starting as early as possible as this had previously proven beneficial in the succession planning process. HR will liaise with the school administrator in September 2022 and provide further information re advertising the role and the process.</p> <p>3) Annual self-nomination for the roles of Chair and Vice Chair for the Woodleigh Local Board. Nominations to be received in advance of the July 2022 meeting ready for the new academic year. JC has offered to continue as Chair or support as Vice Chair if needed. All were asked to consider.</p> <p>4) AM believed her term of office as Parent Governor was due to expire in the Autumn Term. The Clerk held different information so will check. AM is aware of two potential parents who may be interested in this role.</p> <p>5:e Governor training:</p> <ul style="list-style-type: none"> ▪ AW had watched Gemma Martin's L2 safeguarding video which was 	<p>Clerk to liaise with the Clerk to the Trust for Full Board approval of governor reappointments</p> <p>All asked to consider self-nominating re Chair/Vice-Chair for the Woodleigh LB – July agenda</p> <p>Clerk to check AM’s term of expiry date</p>
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	<p>produced in Oct 2021. HR has been informed that training has taken place.</p> <ul style="list-style-type: none"> ▪ KW had attended New Governor Induction training ▪ The Clerk had attended the Clerks’ Update webinar delivered by the Governance Consultancy Team which is always useful ▪ AR will be attending the New Governor Induction webinar on 24 May 2022 <p>JC referred to the training outlined in various email communication. All training to be booked by emailing Sue Howard, HR Officer: hr@thelink.academy</p>	
<p>5:f</p>	<p>Health & Safety: H&S Audit</p> <p>RS outlined what was included in the recent audit: everything from training/RA competency/pest control – it was robust! He was supported by Claire Slee, The Trust’s H&S Coordinator. He will upload feedback and a list of actions to SharePoint.</p> <p>VG added that it had been agreed that some things sit higher than Academy Heads and are to be referred to MM. RS added this had been the case with the fire risk register – Claire Slee will arrange for an external body to action.</p>	<p>Academy Heads to upload H&S Audit feedback/actions to SharePoint</p>
<p>5:g</p>	<p>Sports Premium Grant</p> <p>JC asked if all the schools were planning swimming sessions. AK stated TSM had not booked swimming but were looking at funding a way to provide lessons for the pupils unable to swim 25 metres. Perhaps ten sessions to help them swim by Y6. CS advised MB is taking the same approach – looking to concentrate on children (starting from Y 3&4) who need support. JC was enquiring as Ofsted ask if we are meeting the brief. EC asked what evidence pupils would need to prove they are able to swim 25 metres. AK mentioned various factors; knowing who is having lessons, swimming certificates, etc. In response to Ofsted, it would be stressed the school had tried to support the 25 metre achievement (difficult with lack of swimming bath availability and transport costs). VG has booked a two week intensive block for KS2 which will establish who is able to swim 25 metres. Thereafter, it will be known who to target for support in Y 3&4.</p> <p>AK advised he had organised various enrichment activity visits including fencing/archery/dance and hopefully martial arts.</p> <p>The Sports Premium statement will be drafted by the Trust PE Lead to enable the impact statement to be uploaded to individual schools’ websites.</p>	
<p>5:h</p>	<p>Communication with parents:</p> <p>Cheriton Bishop About 30% of parents had completed the Ofsted Parent View questionnaire. Further Parent Forums are planned.</p> <p>Tedburn St Mary AK reported the parents’ forum had met just before Easter when plans to redevelop the old swimming area had been discussed. A fundraising 2022 initiative (£20.22) had been established which has already raised £2.5K! RSm stated the Busy Bee Challenge is relentless. A recent pop-up restaurant generated a profit of £300 and provided extremely positive social media interest with local (Whitstone) sponsorship.</p> <p>Morchard Bishop CS confirmed parent forum meetings had not been held in the past but one is in the process of being planned which the new Academy Head will attend. An Open Evening for parents will take place in June.</p>	


<p>5:i</p>	<p>JC asked whether there were any areas of concern/complaint. RS advised there had been parental concern regarding VG leaving. Parents are being kept well informed.</p> <p>Update on Pre-Schools: Morchart Bishop CS reported this was going from strength to strength – largely due to AR as Senior Practitioner. Cheriton Bishop RS advised there are 31 on roll with 16/18 in the building most days (Mon-Friday) plus wrap around provision. Yeoford VG stated there are 3/6 children attending Pre-School – this is an area to improve. She is keen to keep relationships intact and progress with careful consideration. The Pre-School is held in the Village Hall.</p>	
<p>5:j</p>	<p>Trustees Standards & Curriculum Committee JC reported the main focus has been SEND and the request for more capacity for SENDCOs. The Trust is in a Management Partnership with another school in Newton Abbot and there are further expansion plans. The question was asked: at what point would the Trust say, 'this is it'. ND has stated she would not want to say no to a small school joining. The S&C Committee Minutes will be available shortly. JC informed governors the NGA is currently undertaking a Trust-wide audit which is looking at the Trust's structure, including Local Boards, and how best practice is shared. The NGA audit team is looking at all agendas, minutes and visit reports.</p>	
<p>5:k</p>	<p>Local Board Working Group – update JC stated the Working Group will be meeting for an away day as there is much to discuss and organise including a policy system, determining the roles of staff and parent governors and reviewing the Scheme of Delegation. AM asked if Trust staff would be attending. JC advised Hub Chairs (and anyone else who would like to join) and Sarah Clarke will be in attendance. JC will provide an update at the next meeting.</p>	
<p>6</p>	<p>GOVERNOR FOCUSED VISITS/LEARNING WALKS JC reminded governors to upload visit reports to SharePoint. VG had uploaded a data report including questions and a summary.</p>	<p>Governors to upload visit notes to SharePoint</p>
<p>7</p>	<p>ETHOS COMMITTEE UPDATE FROM MORCHARD BISHOP/COMMUNITY UPDATE FROM NON-CHURCH SCHOOLS Mainly covered in the Academy Headteachers' reports. Morchart Bishop CS stated there had been no further Ethos Committee meetings. The Vicar is in circulation so CS will liaise with BH and SN to arrange a meeting date. Community working parties had continued with another planned in the coming week to do some planting. JC commented how amazing the vegetable garden is. The Kitchen Manager uses the produce for the school meals. Tedburn St Mary AK reported the Parent Working Party meeting had been delayed due to nesting birds. Yeoford VG informed governors the school would be hosting a Jubilee Cream Tea and the Parish Council will be planting a tree and children will be singing in a concert. The PTA will be supporting the event. The Working Party consists of just one family but there are still plans for 'Love your School'. Conversation had taken place with the Highway Agency re speed limits but VG had been informed requests need to be directed to the Parish Council. Cheriton Bishop will be holding a Jubilee Celebration. Income had been received into the school budget in connection with a new housing</p>	

	development. JC advised she had attended a PC meeting, representing the school, when she had provided numbers, etc.	
8	DATES OF FUTURE LOCAL BOARD MEETINGS – hybrid? Starting at 5 pm Monday, 4 July 2022 Dates for the academic year 2022/2023 Monday 17 Oct 2022 Monday 28 Nov 2022 Mon 20 Feb 2023 Mon 15 May 2023 Mon 3 July 2023	

Meeting closed at 6.49 with JC thanking everyone and wishing schools that may have an Ofsted good luck!

Next meeting: Monday, 4 July 2022

Signed as approved copy by Chair, Jo Carter



JCARTER

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