

## The Link Academy Trust

### Meeting of the Woodleigh Local Board - Wednesday 16th October 2019

Present	Apologies
Jo Carter, Chair	Joanna Tripp, Staff Governor
Alice Moseley, Vice Chair	Rachel Smaldon, Parent Governor
Elaine Clark, Community Governor	
<b>In Attendance:</b>	
Alex Waterman, Executive Academy Head	
Andy Keay, Academy Head	
Max Thomas, potential LB governor	

	ACTION
Minutes from previous meeting held on 10/07/19 These were approved by JC.	
Matters Arising - None.	
<p><b>Staffing update</b>  <b>Cheriton Bishop</b> - LB returned from Maternity leave.            TA - JM - retiring at half term, LC to increase hours as TA  <b>Yeoford</b> - LB leaving, AW interviewing for 2 term temporary contract.  <b>Tedburn St Mary</b> - LW returning in New Year from maternity leave.            Class 2 teacher appointed recently to start after half term.            AK - planned appointment for 0.2 in near future but would prefer 0.4 due to Data role for the Link.</p>	JC - register and complete - Safer Recruitment course online
<p><b>Procedural</b>            1. Safeguarding            CB/Y - all staff Level 2 trained            Y staff member - VG Level 3 training due in Nov 19 (although has done this in the past, prior to maternity leave)            TSM - Staff training - Level 2 - January, 2020 Inset. One member of staff – KD - has just completed L3</p> <p>AW confirmed new Safeguarding partner arrangements in place as at Sept 19. This is the Devon Children and Families Partnership – a collaboration between Devon &amp; Cornwall Police, the NHS in Devon and Devon County Council            Website: <a href="https://www.dcfp.org.uk/">https://www.dcfp.org.uk/</a></p> <p>2. Governor training - MT/RS to attend Level 2 Safeguarding Training at TSM if possible.            Discussion around online training which is very good and readily available.            All LB govs to have trained in Prevent</p> <p>3..SEND - CB/Y/TSM - TAF meetings in progress this term            Quality First Teaching - <b>AM Challenged</b> - How are all children included in extracurricular provision? AW – provision maps for each class.            Y - an additional TA is available to support PP pupils wishing to attend</p>	<p>Govs - check Pod casts for Safeguarding training</p> <p>RS / MT to complete L2 safeguarding ASAP</p> <p>All LB govs – Prevent training</p>

	<p>extracurricula activities.  CB/Y – Extracurricular participation encouraged if deemed appropriate.  CB/Y/TSM- whole school participation in sports activities - QE sports Partnership.</p> <p>Curriculum - All schools - 2 year rolling program  Subjects - DT, Science, Art, MFL. Science is a focus for the Academy this year, CB/Y - have introduced Spanish this year which has been very well received by parents and pupils.</p> <p><b>JC Challenged</b> – why isn't TSM teaching an MFL or using CB/Y Spanish package. AK replied that there is not currently enough space in the curriculum but this will be addressed as it is a rolling 2 year curriculum.</p> <p><b>EC Challenged</b> - Could a specialist subject teacher e.g. for MFL, be employed across the Link? JC to raise with S&amp;C committee.</p> <p>Discussion around the new Ofsted Framework. The School Curriculum planner can be used by governors as a tool for 'deep dive' when visiting schools.</p>	<p>JC- S&amp;C meeting</p>
	<p><b>Health &amp; Safety</b>  CS (Yeoford) coordinates H&amp;S across The Link and reports back to Directors.  CB - Concern expressed that site is very open, Public footpath runs through grounds. This has been discussed several times in the past but cost to re-route was prohibited.  <b>JC Challenged</b> – are all proposed housing planning applications being checked for S106 money – this is dealt with by Link central office.</p> <p><b>Lockdown -</b>  CB/Y - procedures in place  TSM - procedures not finalised  Various procedures were discussed, concern that pupils must not be panicked but should understand the difference between a fire drill/evacuation and the necessity to stay inside the school.  CB - Has a specific whole school emergency procedure for a current pupil and AW is conscious that Lockdown will be a different scenario to address.  <b>Fire drills</b> - Fire drills completed in all schools and dated on Fire Alarm Log  <b>General Maintenance</b> - AK - expressed concern at difficulty maintaining buildings. TSM has a local handy man for small maintenance situations  CB - Plans for a Preschool/Foundation unit have been drawn up and were discussed. This facility would greatly enhance the school and free up space for current and future pupils. The school is working at capacity and cannot accommodate any more pupils. The Foundation class are working closely with the Preschool housed in the old school</p>	<p>JC - Report concern to Directors</p> <p>JC - raise with LB working group to see what other schools do</p>

	<p>Hall run by CG. Currently any new building is too expensive. TSM – planned building for a foundation stage unit still too expensive to be a viable option.</p>	
	<p><b>Strategic</b> <b>Local Board Working Group Meeting</b> - Ofsted checklist circulated to all governors. 2 year rolling curriculum - This is working well in all schools and is available on the school websites. Governors can use these documents to cross check delivery in classrooms via displays or book checks. AW - mentioned that these are working documents and current affairs, incidents may see variations e.g. Brexit. <b>AM Challenge</b> - What evidence is there that pupils reading is progressing? AW - Accelerated Reading scheme operational in all schools, and proving popular with pupils and staff. There are various reports available within Accelerated Reader to show progress. <b>EC Challenge</b> - Following Yeoford Learning walk, have the issues with availability of books for Owl class been addressed? Currently some pupils have to visit Fox for books which is not ideal. AW - This issue is being addressed by VG. AW - more books need to be purchased to enhance current scheme. This could possibly be a PTA fund raiser  <b>SATs</b> - all data on SIMS. enabling comparisons across the Academy. AK has been working on this as Data lead for the Link.  <b>Communication</b> - All three schools held/plan Parent Forums this term, Minutes on website. Parent attendance Y - 5, CB -10, TSM – to be held in November  All schools have held their Parents Evenings and also keep parents informed through Facebook, eschools and in Yeoford and Cheriton Bishop, the monthly village newsletter.  <b>Attendance</b> - Discussion on attendance certificates which are used at TSM but no longer at the other two schools. A new policy on attendance is due to be circulated to all parents in the near future. CB/Y – not great attendance so far this year. TSM – good attendance so far this year.  <b>Pre-school</b> - CB - this is working well with pupils, parents and staff. CG and her staff have attended Inset training and there are some joint playtimes and they take part in the Tuesday welly walks. SS (CB) links with EM at Yeoford strengthening links and sharing good practise. TSM work closely with local pre-school (this is a privately owned business).  <b>Complaints</b> - CB /Y - none TSM - one ongoing complaint</p>	<p>Ask PTAs for donations towards new books</p>

	<p><b>Focussed visits</b> - Reports from governors have been circulated in advance of the meeting and were discussed. Pupil Premium and Curriculum updates. The Curriculum overviews were detailed and a very useful tool for governor visits, especially with 'deep dive' focus.</p>	
	<p><b>New Governor</b> - Max Thomas - proposed as a Community Governor by JC, seconded by AM. MT was welcomed to the Governing body by all members.  MT has read the KCSiE document and has received various induction documentation. Further information to be provided to the Link central team.</p> <p><b>Governor Resignation</b> – Brenda Jones has handed in her resignation. We would like to thank Brenda for all her help over the years.</p>	

**Meeting closed at 6.45 pm**

**Next meeting:**

Weds 4<sup>th</sup> December, Cheriton Bishop, 5pm

Signed as approved copy by Chair, Jo Carter

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4<sup>th</sup> December 2019