

Woodleigh Local Board

Minutes: 6 March 2019

Present: Mrs Alexis Saffin (Chair)
Mrs Jo Carter (Vice Chair)
Mrs Rachael Smaldon
Mrs Joanna Tripp

In attendance: Mrs Alex Waterman – Executive Academy Head
Mr Andy Keay – Academy Head

Welcome and Apologies for Absence

Apologies were received from Elaine Clark, Alice Moseley and Brenda Jones

Declaration of Business Interests

There were no declarations of interest declared for this meeting

1. Minutes of the previous meeting

Minutes of 12 December 2018, Part I and II were approved.

2. Matters Arising

46.18 L2 Safeguarding Training

JC to forward the short Babcock guides to all LB governors plus Gemma Martin's monthly safeguarding presentations.

LB governors to attend L2 safeguarding plus Prevent training either at one of the school's inset days or via online courses (**AW and RS to look into online courses**). (Specific to AS, RS, AM and BJ.)

3. Staffing

AS had requested that a staffing update be included as a standing item on the agenda. The Local Board is no longer responsible for overall staffing but it is important for the LB to be aware of staffing, any changes, problem areas and how staff are generally getting on.

Tedburn staffing – AK confirmed that KD covers Early Years, not years 1&2 as shown on the staffing structure update including in the papers for this meeting.

One teacher is on maternity leave and a new, cover teacher is in place.

Yeoford staffing – One teacher is leaving at Easter, a replacement will be in place. Large KS2 class from September – should Yeoford increase to 3 classes? This probably cannot happen until it reaches at least 60 pupils on roll.

Cheriton Bishop staffing – JC asked whether the NQT teachers and new teachers across CB and Yeoford are getting enough support/training/mentoring. AW confirmed that internal and external support is in place.

4. Procedural

.1 Safeguarding

AK advised that Tedburn has recently had its Safeguarding Audit and came out well. JC advised that over the recent 4 Ofsted inspections that have been undertaken across the MAT, safeguarding has come out well in all cases.

Tedburn has also had a health and safety audit which came out at 90%. This was due to the 5 year electrical test being overdue – now scheduled to be completed by the end of this month. Also a faulty TRV valve which, if this fails, could lead to a risk of scolding by hot water – this is also due to be fixed asap.

There are no current safeguarding issues at Tedburn, Yeoford or Cheriton Bishop.

.2 SEND

There are no changes regarding SEND.

Re-training has been completed at Cheriton Bishop relating to an existing SEND child.

.3 Data

AK discussed move from Pupil Tracker to SIMS and showed examples of how the reports will work. The data on these reports is straight forward and easy to read and will be a good tool for Local Board Governors.

AW advised a new SEN register is being compiled across the MAT schools to clarify SEND, EAL and G&T pupils. In time, this too can be used within the SIMS data.

4. **Strategic**

.1 Standards & Curriculum Committee

AS explained how this committee works and why, i.e. as a conduit between the Local Boards and the Directors. AS covered the main points relevant to the LB from the minutes i.e. internet and filtering, catering and Parentpay. AS has offered to assist Matt Matthews in implementing Parentpay across the MAT.

.2 Pre-School Updates

Yeoford – FSU now at 7 children.

Cheriton Bishop – consultation period has started. AW due to meet with the Pre-school once this has ended.

Tedburn – Still looking at options and trying to find a cheaper build option (current quote of £450k).

5. **Governance**

There were no issues regarding minutes of Director meetings

7. **Focussed Visits**

The annual cycle is stored on the Drive. Learning walks are taking place in accordance with the annual cycle.

Discussion around distribution of responsibilities for the Local Board Governors and it was agreed that this is currently working well especially with parent governors for each of the schools.

Governors to receive a copy of the Continuous Staff Development Annual Cycle to assist with visits. This covers pupil progress meeting dates, staff training dates, etc.

SATS – Local Board Governors to assist, where available, with the admin aspects of the SATS (but not to sit in on the actual tests). **Governors to liaise as to who can be at which school on which dates.**

8. **Other items**

Devon Norse are attending Cheriton Bishop this week – **if EC is available, could she attend this meeting?**

Recent Ofsted inspections – good practice rolled out across the MAT.

9. **Dates of Future Meetings**

22 May 2019 – Cheriton Bishop

10 July 2019 – Tedburn St Mary

Meeting closed 6.20pm