

The Link Academy Trust

Meeting of the Woodleigh Local Board - Wednesday 26th February 2020

Present	Apologies
Jo Carter, Chair (JC)	Max Thomas, Parent Governor (MT)
Alice Moseley, Vice Chair (AM)	Elaine Clark, Safeguarding Governor (EC)
Joanna Tripp, Staff Governor (JT)	
Rachel Smaldon, Parent Governor (RS)	
In Attendance:	
Alex Waterman, Executive Academy Head (AW)	
Andy Keay, Academy Head (AK)	
Rob Martin, Local Board Clerk (RM)	

		ACTION
W1.20	<p>Minutes from previous meeting held on 4th December 2019 JC went through minutes. RM – The matrices for Training and skills analysis should be send to RM who would collate them all going forward.</p> <p>All had done the Level 2 safeguarding training and the Prevent e-learning was up to date. The PTA donations to books were still ongoing, AK stated that £500 of fiction books had been bought.</p> <p>The minutes were approved, and signed by JC.</p>	Send Training & Skills matrices to Rob to collate
W2.20	<p>Strategic Governance</p> <ol style="list-style-type: none"> 1. Local Board “Deep Dive” <ol style="list-style-type: none"> a) Modern Foreign Languages b) Technology – DT and IT <p>Curriculum statements for MFL and DT/IT had been circulated. JC asked whether these met the requirements of National Curriculum and should they be on the website? AK said that they were drawn from the National Curriculum and he used them as staff documents and he did not intend to put them on the website. AW believed that she would put her’s on the website, even though there was no necessity for her to do so. Cheriton & Yeoford do Spanish as an MFL at KS2, whereas Tedburn does French</p> <ol style="list-style-type: none"> 2. Curriculum Update – two questions for AK and AW <ol style="list-style-type: none"> a) How does local board know the children in schools are getting a good deal, curriculum-wise? b) Where are we up to and how are things going with the rolling 2 year curriculum? 3. ASIP Update <p>JC started by referring to the ASIP documents RAG which had been circulated. Both AW & AK had made progress with most lines being Amber or Green.</p> <p>In a discussion around sex education it was apparent that this difficult subject was being tackled well at all three schools. An overview is to</p>	

	be sent out to parents/carers.	
W3.20	<p>Staffing</p> <p>1. Update on Current Staffing</p> <p>JC asked whether the schools were happy with training support provided by the Link Academy. AW & AK both confirmed that the support was good. AW does not cover any more for lessons as she was Head for both Cheriton Bishop and Yeoford. AK had no classroom commitment, but sometimes took classes for absent colleagues.</p> <p>The question was asked about what happens when the Headteachers are absent, who steps in to take control?</p> <p>AK said that he had no senior teacher to take this role, but they always cope. He could always call on the Cheriton/Yeoford for support, if needed.</p> <p>AW has two senior teachers – she has two schools so her job is different.</p> <p>Concern was expressed about what happens if there was a fire (or other serious incident), who takes over and ensures the safety of all? There was a need to know who is taking lead in head’s absence.</p> <p>The conclusion was this needs to be raised at Trustee level to ensure cover is in place, perhaps with extra pay for assuming the role. Other support for classroom teaching is offered by Link, and it should be the same for head teachers.</p> <p>2. Staff Wellbeing and Workload</p> <p>No issues were brought up.</p>	To be raised with Standards & Curriculum Committee
W4.20	<p>Procedural</p> <p>1. Safeguarding – nothing of note SEND – EHCPs applied for – 1 for CB, 1 for Yeoford and 1 for Tedburn</p> <p>2. Governor Training – L2 and Prevent now completed by all LB govs. Any other training needs to be logged - update Jo/Rob</p> <p>3. Health & Safety –</p> <p>H&S audits have been done at CB and Yeo with Tedburn due in a couple of weeks.</p> <p>1st Aid Training goes on central record, all H&S training should be recorded.</p> <p>Fire Drill & Lockdown updates – AK said the Tedburn had experienced burnt toast at lunchtime which set fire alarms off – all of which is recorded. Fire drills have been rehearsed and logged at all three schools.</p> <p>Lockdown procedures have been practised with reference to a fictitious stray dog on the school grounds. This will be easier to practise in the summer, when the children are outside more.</p> <p>Advice had been sent out by Public Health England and it was being passed on. The use of anti-bacterial gel was discussed and the problems it might cause were considered. All schools have soap and water and sanitiser gel available and children</p>	

	<p>are taught how to wash their hands thoroughly and being encouraged to wash their hands regularly.</p> <p>The subject of a stress policy, labelled as a staff wellbeing policy was believed by all to be best dealt with at Trustee level rather than school level.</p> <p>4. Sports Premium Grant – The grant used for a wide range of activities such as the annual residential, training teachers who then have the knowledge and experience to steer the curriculum. It is also used towards Boxhall training (mental health), Forest School, sports experiences at QE amongst other things. It was suggested that photos of events should be put on the websites with the Sports Premium Grant Statement.</p> <p>5. Communication with Parents – communication is working well and Parent Forum meetings & PTAs were continuing to provide good communication links</p> <p>6. Update on Pre-Schools – the possible extension at Tedburn looked as though it was likely to come to fruition thanks to parent participation in clearing the area and grant application/funding courses attended by the PTA It was noted that planning permission will need to be resubmitted. CB has plans drawn up but currently no money to fund this. Yeoford FSU/Pre-school is working well.</p> <p>7. Directors’ Standards & Curriculum Committee – none of the Local Board had been able to go to the last meeting but a report from the Woodleigh hub had been submitted.</p> <p>8. Local Board Working Group – a number of other Local Board governors were identified as being able to provide advice and it was hoped would be at the away day mentioned below.</p> <p>9. The Link Academy Trust Trustees & Local Board Conference/Away Day, Friday 28th February at the Dartmoor Lodge. – JC, AM & RM hoped to go and anything arising from this would be circulated.</p>	Attend the Away Day
W5.20	<p>Focussed visits</p> <ol style="list-style-type: none"> 1. SATS 2. Review of Focussed Visits to Date 3. SEND Update 4. Pupil Premium Update 5. Greater Depth Update <p>Focussed visit notes to be saved centrally on the One-Drive to be accessed whenever required.. A school visit each to be booked with a focus on the impact of teaching and learning. Local Board governors could also pick a subject to “deep dive” and talk the children and staff</p>	<p>SATs timetable for governor attendance to be co-ordinated</p> <p>Save notes to One-Drive</p>

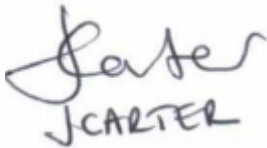
W6.20	Dates of Future Meetings 1. Wednesday 20 th May 2020 2. Wednesday 8 th July 2020 Dates for future school visits Suggestions for these would be sent out by email.	
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Meeting closed at 6.25 pm

Next meeting:

Weds 20th May 2020, Tedburn St Mary , 5pm

Signed as approved copy by Chair, Jo Carter



J. CARTER

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20th May 2020