

**The Link Academy Trust**  
**Meeting of the Woodleigh Local Board – Wednesday 10th July 2019**

<b>Present:</b>	<b>Apologies:</b>
Alexis Saffin, Chair	Brenda Jones
Jo Carter, Vice Chair	
Rachael Smaldon, Parent Governor	
Joanna Tripp, Staff Governor	
Elaine Clark, Community Governor	
Alice Moseley, Parent Governor	
<b>In Attendance:</b>	
Alex Waterman, Executive Academy Head	
Andy Keay, Academy Head	

W1.19	Minutes from previous meeting held on 6 <sup>th</sup> March 2019 These were approved by JC.
W2.19	Matters arising from previous minutes. None
W3.19	<p><b>Staffing update</b>  Updates for all schools on staffing structure have been circulated and communicated with parents.</p> <p><b>Cheriton Bishop</b> - No change.</p> <p><b>Yeoford</b> - Yeoford gained 13 children into the class with years 3,4,5,6 (from Copplestone) in the last year and will be moving up to 3 classes in Sept which is very welcome by all. A new teacher has been appointed to teach F/R/Y1, LB will be teaching Y2-4 &amp; another new teacher (VG, formerly Cheriton) teaching Y5/6. TA support at Yeoford will consequently move down to 2. AM asked whether this was enough &amp; it was noted that this is the norm for this no. of children, and that financially it is not viable to have any more with this number of pupils (each pupil brings in only £2000 per year and all staffing has to come from this income). It was noted that Yeoford has historically had better than average pupil/ teaching staff ratios. Tedburn and Cheriton have similar levels of TA support in terms of pupil/ teacher ratio to Yeoford.</p> <p><b>Tedburn</b> – one teacher moving to Raleigh Federation for career development reasons; new staff member to be interviewed in October – an experienced teacher will be sought for this post. New teacher HA in Y1/2 in Sept. One teacher on maternity leave.</p>
W4.19	<p><b>Procedural</b></p> <ol style="list-style-type: none"> <li>1. Safeguarding Safeguarding files reviewed last week for Tedburn and Cheriton. Everything that should have been logged and there have been no major incidents to report, though 1 family in 1 of the schools is having some issues which AW is aware of and everything logged etc. Tedburn had a safeguarding audit in Jan from the County. AK noted this has helped with staff &amp; governor awareness. It was noted that MASH information is on the school noticeboards at all times. JC mentioned at Hennock they are putting the MASH sticker in the window over the holidays and it would be a good idea in all our schools. AM suggested Childline Sticker too.</li> <li>2. Training – JC recently attended a course on the new Ofsted framework. JC noted that all Governors should be up-to-speed with Level 2 training. Dates for</li> </ol>

	<p>level 2 training are coming up are 1<sup>st</sup> Oct (Yeoford &amp; Cheriton) &amp; 6<sup>th</sup> Jan (Tedburn). RS will circulate Outlook Invitations.</p> <p>Boxhall training is now replacing Thrive. This is a behaviour management programme.</p> <p>3. SEND – The way SEND registers are produced across the Link has been standardised, and from Sept all schools in the Link will use a common register which list all children and why they are on it. Discussion of how it is decided when children should be on it. There is a Statutory Code of Practice which is clear about eligibility. Teachers assess pupils against a common set of standardised codes. The Link Academy has a Quality First Teaching Flow Chart which also helps you assess SEND. JC passed round a copy of this. QF framework helps identify &amp; improve issues that can be rectified without requiring a specialist (eg Ed Pscyh or Speech Therapist).</p> <p>SEND needs documented through individual Provision Maps for each child in Cheriton, Yeoford &amp; Tedburn schools (though not all schools in the Link yet). Alex W is working strategically to develop tools to assess whether and ensure Quality First teaching is going on. (Eg through creation of a SEND hub; Inclusion Hub offering SEND training. Monitoring of schools to ensure this is being done; Exploring funding for SEND). AH reports all this to Directors. A SEND Action Plan (MAT Level) is given to SENDCOs in each school who will look at it and assess QF teaching in each school.</p> <p>JC challenged – what would teachers do if you have a child whose speech &amp; language still hasn't improved after 3 cycles of QF teaching? At this point a referral would be made to Speech Therapist.</p> <p>AM challenged - For children achieving below expected levels, what would be done? AW explained that provision maps are used, then QF teaching process will be gone through. Critical that this process is supported by good teachers who are able to assess learning need properly and address these.</p> <p>4. It was noted the importance of ensuring all web site material is kept up-to-date as there are several statutory requirements. This is important &amp; will be checked in Ofsted inspections.</p> <p>5. It was also noted that next year early release of dates for SATs would be useful to ensure all governors aware of dates to maximise their availability for attending.</p>
W5.19	<p><b>Strategic</b>  <b>Directors Standards &amp; Curriculum Committee</b> - conduit from local boards to Directors – One Rep from each local board attends meetings.</p> <p><b>Local Board Working Group Meeting</b> – update from JC. Any Governors welcome to attend these, although they are held during the day. JC has found them a really useful way of understanding more about the school curriculum and issues surrounding teaching and different frameworks etc, eg Quality First Teaching. The meetings are where the topics for the Annual Cycle of Focussed Visits are decided. The working group met today and there was discussion around Pupil Premium. Becky Humphries</p>

	<p>from the Inclusion Hub will come and talk to the group in Jan to outline how the PP money is being spent. Becky has written a report and produced a spreadsheet of PP children. Soon all PP &amp; ‘Ever 6’ children (those who have ever been receiving PP money over past 6 years) will be included in this. The spreadsheet maps out their needs and the support that they have had, &amp; it shows progress of each child.</p> <p><b>New Ofsted Inspection Framework</b> – update from JC – JC has circulated powerpoint slides. There is a stronger emphasis in the new framework on reducing the attainment gap between children on lower incomes and others. Big emphasis on Closing the Gap; the Whole Child; Ensuring Progress of children; Quality First Teaching helps deliver all do this. <b>Action (governors):</b> All governors should be aware of new Ofsted Framework and JC has circulated some ‘Summer reading’.</p> <p>Pupil Premium is therefore a big consideration and it is important for Governors to understand how PP money is benefiting the children that are receiving it (eg if it is spent to help fund another TA, how do they assist the PP children specifically?) <b>(Action: All Governors)</b>. Currently for this academic year 2018-19 the no. of pupil premium children in each school is Tedburn = 4; Cheriton = 10; Yeoford = 2.</p> <p>A common issue across all schools is that parents don’t claim PP it even if they are entitled. AS noted some schools offer an incentive for parents to take it up. It is worth around £1200 per pupil. However it is a sensitive issue, and not all parents who are entitled want to take it up due to stigmatisation/ pride. It was suggested a sentence goes out in the School Newsletters, stressing that claiming the money helps everyone and the school as a whole.</p> <p>Every school needs to have a Pupil Premium statement on the website, something Ofsted will check and we should all know where it is. The main ‘core offer’ that all PP children get will soon be advertised on the website for all schools in the Link as part of this Statement.</p>
W6.19	<p><b>Governance</b></p> <p><b>1. Update on SATs.</b> Discussed set of results for each school and the commentary written by the Head/ Executive Head in each case. AM asked what the expectations would typically be at KS1 and KS2 levels; At Greater Depth rarely seen at KS1 to allow progression to this stage at KS2. Reporting of results was discussed. It was noted that it would be inappropriate to report SATs results to parents in a form which would make it possible to identify individual pupils due to very small cohorts in some classes. Governors questioned why Working Below Expected Level pupils were not given their own distinct row in the table at KS2. It was explained this was because for national reporting only Expected &amp; Greater Depth are reported. The key to interpreting the data is look at % at Expected Standard’. This is the key figure. Some of those at Expected Standard are also flagged as ‘At Greater Depth’. RS asked if Tedburn’s headline SATs data could have the same commentary as Cheriton and Yeoford as it is then easier for govts to understand the reasons behind the numbers and to reflect back on this.</p> <p><b>2. Election of Chair</b> – AS stood down as Chair of Woodleigh Local Board. JC nominated by EC, seconded by AM.</p> <p><b>Election of Vice Chair.</b> JC has been doing this and is now Chair so stood down from this role. AM nominated by JC and seconded by RS.</p> <p>We now have a parent Governor for each school. A new Community Governor is needed, ideally someone without direct links to any particular school (a prior parent</p>

	would be ok). Would need to be someone with enough time to commit to the role. <b>Action:</b> to be advertised in local newsletters & school newsletter, and word spread through parents, teachers & school staff etc.
W7.19	<b>Focused visits</b> All Governor reports from focused visits over the past year have been uploaded onto the Shared Outlook drive, each under the relevant School's folder. There have been recent visits (June/ July) across all the schools, focused on Evaluating the School Improvement Plans and discussing next year's focus.
W8.19	<b>Office 365 Training</b> RS explained how Office 365 works and the apps for teams where we are now storing shared files. Everyone has been added to the group. There is also an app for Group Messages/Chat. Separate 'Channels' have been set up for each school. Look under Files for folders containing Minutes, Governor Focused Visits etc.
W9.19	<b>Dates of future meetings</b> Wed 16 <sup>th</sup> Oct (Autumn term, before half term break) Wed 4 <sup>th</sup> Dec Wed 26 <sup>th</sup> Feb (week after half term break) Wed 20 <sup>th</sup> May (after SATs, before half term break) Wed 8 <sup>th</sup> July (last meeting before Summer break)
W10.19	<b>AOB</b> Alexis Saffin was thanked by all present for her tireless efforts during her time as Chair of Woodleigh Board which was an important time of transition for the Schools moving into the Link Academy Trust. It was discussed that to date experience of this move has been very positive. This was commented on both by parent governors and staff governors. There will be a social occasion to say thanks & goodbye to AS. Proposed date: <b>Fri Sept 27?</b> , The Duck, Yeoford

**Meeting closed at 7.00 pm**

**Next meeting:**

16<sup>th</sup> Oct, Tedburn, 5pm

Signed as approved copy by Chair, Jo Carter

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16<sup>th</sup> Oct 2019