

Alumnis Multi Academy Trust

Local Schools Community Council Minutes

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Date:	29/04/2025	Venue:	Online
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Minute Taker:	Sukkeena King	Chair	Sharon Beckwith
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Start:	16.10	End:	17.05
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Members Present	Initials	Category	Agenda
Sally Akam	SA	Foundation	<ol style="list-style-type: none"> Opening Reflections Welcome and Apologies Confidentiality Reminder Declaration of Business/Pecuniary Business Interests Consider and Approve minutes Matters arising from previous minutes Safeguarding update Review Policies Review RAG rated SIP Receive Visit Reports Agree LSC monitoring cycle and arrangement for visits Items to go to the board Items to go the LSC Record of Training and feedback Identify committee members training needs Committee member recruitment and succession plan Items brought forward Closing reflection Date and time of next meeting
Sarah Walton	SW	Staff - St Helens	
Gail Morris	GM	Foundation	
Julie Harris	JHS	Foundation	
Sharon Beckwith (Chair)	SB	Co-opted	
Jonathan Nichol	JN	Community	
Dee Seddon	DS	Headteacher - CMPS	
Gail Holmes	GH	Headteacher - WS	
Samantha Simpson	SS	Staf - WS	
Holly Tanton	HT	Parent - WS	
Louise Dwyer-Boyes	LDB	Parent - CMPS	
Mike Dean	MD	Community	
Also Present			
Rachael Sharpe	RS	Director of Education	

Sukkeena King	SK	Clerk	
Sian Jenkins (Joined until point 3)	SJ	Director	

Item	Minutes
1	Opening Reflections
2	<p>Welcome and Apologies</p> <p>Welcome</p> <p>Samantha Simpson Holly Tanton Louise Dwyer-Boyes Mike Dean</p> <p>Apologies</p> <p>Elise Powell - GCSE Speaking exams Jac Robilliard - another meeting Rebecca Northcott - sent apologies</p> <p>Rachael Sharpe joining later</p> <p>Decision: The Committee unanimously accepted the apologies.</p> <p>SJ - Joined the meeting and asked for questions.</p> <p>SA - Queries raised are all from the governor visits and all the inquiries raised are not being dealt with. Classroom ventilation and woodwork and staffing. Putting in lots of IT requests for example. Just to let you know that we have concerns at Trust level.</p> <p>SJ - On the agenda you now have a point which is items that you can take to the board. Likewise, I have added on to the agenda items from the board to the LSC. Items that you want brought quickly to our attention. I have started a monthly chat with Chairs of the LSC and we were trying to look at dates and I hope that everyone will be able to come to the LSC Day next week.</p> <p>After every board meeting I will have a meeting with the chairs.</p>



	<p>SB - Thank you for coming today and sharing the letter and letting us know what is happening at Trust level and we may need time to digest it. As the chair if you would like to get in touch with me please do. I am going to go into WPS and CMPS on Friday and will talk to teachers and staff at St Helens during this week. I will give feedback to the board directly.</p> <p>How do you think the changes will affect governance?</p> <p>SJ - The Trust continues. A FAQ will go out to all staff and I have agreed what is being put together and RS will be at the meeting to chat. The Trust continues at this point and the LSC's and we are meeting next week which is a chance to get together and work out how the LSC's are going to work. LSC's will continue to work and grow.</p> <p>SB - Have all the LSC members been made aware of the meeting next Thursday?</p> <p>SK - Yes everyone is invited.</p> <p>SJ - A chance for everyone to chat with myself and some other directors about how we move forward. Even though we are looking at a new trust they all work similarly so the LSC will look pretty much the same.</p>
3	<p>Confidentiality Reminder</p> <p>Committee Members are reminded that any information provided and/or discussions undertaken/advice given in the course of the meeting under Part II conditions must remain strictly confidential.</p> <p>They are also advised that an audio recording of the meeting may be taken, this recording will be used to verify the accuracy of the minutes and will be deleted once they have been approved. The clerk confirmed that the meeting would be recorded on this occasion.</p> <div style="background-color: #e0e0e0; padding: 10px; border: 1px solid #ccc;"> <p>Decision:</p> <p>All in attendance agreed to the recording of the meeting.</p> </div>
4	<p>Declaration of Business / Pecuniary Business Interests</p> <p>Members were reminded that they should declare any conflict of interest which becomes apparent during the meeting.</p> <p>None declared.</p>



5	<p>Consider and approve the minutes from the meeting dated 14.01.2025</p> <p><u>Draft Minutes 14.01.2025</u></p> <div style="background-color: #0000FF; color: white; padding: 10px; border: 1px solid black;"> <p>Decision: The Committee unanimously agreed that the Minutes were an accurate recording</p> </div>
6	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> • Questions to the Chair of the Board <u>Questions and Answers</u> • Vice Chair or representative for each school. - This was brought up and it was not really discussed and to take over to the next meeting. SB said as chair it is sometimes difficult to drop everything and it would be really nice to have a representative for each school.
7	<p>Receive Safeguarding Update</p> <p><i>Have there been any new appointments made at either voluntary / school or LSC level since the last meeting?</i></p> <p>CM - 2 LSC Members as already volunteers checked all info on SCR is up to date</p> <p>WS - Yes - LSC - yes - LSC member still going through checks at the moment.</p> <p>St Helens - 1 new member of staff, change of job role - no new voluntary positions</p> <p><i>Have all pre-employment checks for these individuals been completed prior to them starting?</i></p> <p>CM - N/A</p> <p>WS - Yes</p> <p>St Helens - Yes</p> <p><i>Can the Headteacher confirm that the SCR has been reviewed and there are no gaps?</i></p> <p>CM - Yes, no gaps</p> <p>WS - Yes</p> <p>St Helens - Gemma Fidler doesn't have access but we have been able to check via school admin there are no any gaps</p> <p><i>Is the Headteacher aware of any near misses or other incidents that have occurred in the interim period?</i></p> <p>CM - We have had some reception children with Send needs leaving through the fire exit in class. Trust safeguarding and behaviour lead have been in to advise and instances of this have reduced</p>



	<p>WS - No</p> <p>St Helens - None to Gemma Fidler knowledge</p> <p><i>Have there been any permanent exclusions?</i></p> <p>CM - No</p> <p>WS - No</p> <p>St Helens - No</p> <p><i>Have there been any fixed term exclusions?</i></p> <p>CM - Yes- One child, 3 suspensions, 4 days total</p> <p>WS - Yes - we have met as a coastal cluster to look at our fixed term exclusions and what we can do to reduce them</p> <p>St Helens - No</p> <p><i>Are there any part time timetables and when were they last reviewed?</i></p> <p>CM - Yes, BM- Increasing, reviewed 28.3.25</p> <p>BB- Increasing, reviewed 21.3.25</p> <p>WS - Yes - they are regularly reviewed and we are gradually increasing children's time in school</p> <p>St Helens - No</p> <p>GH - Safeguarding update for the schools.</p> <p>DS - Some of our children with SEN needs are opening the fire exit which unfortunately is in the toilet. It is only occasionally and we do know when they have left and it is a concern across the school and we are receiving support.</p> <p>RS Joined the meeting.</p>
8	<p>Ensure the following documents are in place and have been reviewed:</p> <ul style="list-style-type: none"> • Handwriting • Jewellery • PSHE <p><u>Handwriting Policy</u></p> <p><u>Jewellery Policy</u></p> <p><u>PSHE Policy</u></p>



	<div>Decision:</div> <div>Reviewed by the committee.</div>
9	<p>Receive RAG rated SIP</p> <p>Combe Martin SIP - Note - updated 15/01/2025 to reflect ofsted areas of development and RAG rated for Autumn Term.</p> <p>Woolacombe SIP</p> <p>St Helens SIP</p> <p>No Questions from the committee</p>
10	<p>Receive reports from Committee Members following LSC Monitoring visits and respond to any questions raised</p> <p>Visit Note Curriculum Spring St Helens GM</p> <p>Visit Note Curriculum CMPS JN</p> <p>Visit Note SEND St Helens SA</p> <p>Visit Note PP ST Helens SW Added 29/4/2025</p> <p>SA - My report has key points at the bottom and should go to the board. Please can you copy across.</p> <p>SB - Would you like to discuss anything here?</p> <p>SA - Staffing has been difficult and challenging and the staff are admirable with working in different roles, there is some urgency for some contacts with SENDCo and Jody in terms of his PE and I think that funding has run out.</p> <p>GM - I visited on Friday to follow up on my visit report, I raised points with Sian and they are on a similar track to you. I have posted some staff comments with her and I was concerned with staff morale and they are doing a fantastic job with keeping balls in the air.</p> <p>SB - What I take from your report is things that were raised on the last report and they are still there and in the Autumn report things were kept going and children were not noticing and now it is having an impact.</p> <p>SA - The staff I spoke to including SW , staff think the critical point is the SEN TA from the hub which has gone.</p> <p>SW - Having trouble with her microphone.</p> <p>RS - I completely understand that it has been a really challenging time at St Helens and the staff which is supporting are paid on the scale. One positive is the head teacher will be returning next week on a phased return.</p> <p>GM - Some staff said they were working and not getting a break during the day and I am not sure why that is happening. Maybe not enough feet on the ground.</p>



	<p>RS - I am supporting the transition back in and we will be looking at the staff structure and timetabling and they will be continued in September and we will be looking at those contracts.</p> <p>SW - The lack of staff has been a challenge and we have been working tirelessly and we are all looking forward to having RN back.</p> <p>SB - New Staff and non staff members are you happy to go in for visits or would you like to shadow me for support. Overlaps the next question and about the visits.</p> <p>Staff are required to do visit reports as well.</p> <p>JN - Brief visit and I would like to go in a little later and look at some other things.</p> <p>SB - I found the visit report a little confusing.</p> <p>SA - I found the Spring and Summer report template had not been filled out properly and the Autumn report was well written and useful and detailed. Spring and Summer are not useful.</p> <p>SS - SATS in May and the focus will be on this.</p>
11	<p>LSC Monitoring Cycle and arrangements for visits</p> <p>Leave until after the SATS. If new members would like support please contact SB.</p>
12	<p>Items/Information to go to Board</p> <p>From visit notes</p> <p>St Helens</p> <ul style="list-style-type: none"> Many staff are working more than their contractual directed time. Some are coming into school on weekends. The feedback I received was that they don't get time for a proper break during the day as they are expected to cover for Breakfast Clubs, Interventions, Lunch Duty, After School Clubs etc, as well as the pressure of maintaining and providing high quality teaching and classroom environment. This is a concern as it can only lead to illness and absence. 1.Staffing:the teachers continue to work in very stressful circumstances, without a full time Headteacher and the Maths SIL now on Maternity Leave. All staff are stepping up and taking on new and additional roles, with no 'quid pro quo'. Increased staff work hours and responsibilities and an ongoing absence of cover or supply teachers to plug the gaps is taking its toll on their enthusiasm and mental health. They are doing a sterling job!! 2. Staff Contracts: The SENDCo's yearly contract expires at the end of this term. Clarity about the essential continuation of this role isb sought urgently. In addition the contract for the member of staff responsible for PDA is also needing review as funding from the PE Premium finishes at the end of this term. Current staff absences means that Jody is needed to cover classroom teaching so that individual teachers now are taking their own classes PDA. This is likely to be to the detriment of DPA and healthy children. It was good to see children engaging with the Bikeability course during my visit. 3.The loss of the SEND TA working in the Den has been very keenly felt and has been highlighted as of the greatest concern. Funding for this crucial resource from the SEMH partnership with DCC ended at Easter 2025. Please can this be reviewed by the Trust with urgency



	<p>Good News!! I met a parent whose child had transferred to St Helens in January having not settled at her previous setting. Her child has had a smile on her face from the very first day. The parent is extremely grateful for making her child's transfer so smooth and successful. The parent was glowing in her praise for St Helens and Mrs Bolton. Communication regarding her child's progress has been frequent and celebrated.</p> <ul style="list-style-type: none"> Concerns over staffing levels for conduct, staffing levels are tight - there is no one to send children to if needed as all members of staff are teaching full time. There are no 'extra' members of staff. Staffing - there has been little support when it comes to staffing concerns at St Helen's this past year. Staff are working tirelessly to ensure the school is a happy place to learn, but the limited number of people on the ground has been felt tenfold. When support was promised those peoples roles and responsibilities have also changed/shifted and we are no further forward. Our School - We have 2 classrooms who are unable to open their Velux windows (for one room this is the only ventilation they have). IT has been like this now for around a term and today 28th April the temperature within the room was 28 degrees. Teachers and children should not be expected to work in these conditions and as the warmer weather starts this issue should be a priority to resolve. This week the class teacher is taking her lessons outdoors. Condemned woodwork outside - during an inspection a large number of areas within our wilderness were condemned. We have a very capable caretaker, why is he unable to carry out the repair work, so these areas are safe and usable. We were also told to remove all tires from our site and put them in a pile for collection - months later these have not been collected, so we have taken it upon ourselves to use them as planters or bug hotels. Cleaning does seem to be more settled, but concerns are still raised. We have gone through a number of cleaners, we are on cleaner 6 and 7 since this Channel FM have taken on the school contract. This high level of staff turnover means we have had delays in staff being recruited, training having to take place, which does mean areas of cleaning do get missed. We will be welcoming Bex back to school soon, we are all looking forward to seeing her and having our headteacher back. Staff have raised concerns and anxieties about being taken over by a new MAT. We have raised questions with Jac, as mentioned in the letter. The waiting game feels and sense of limbo feels very strange. <ul style="list-style-type: none"> Look at the summer visit report as it needs tweaking.
13	Items/information to go to LSCs
14	<p>Record of any training undertaken and feedback from training</p> <p>SK - Asked for PREVENT training to be done and forward the certificates to me.</p>



15	<p>Identify Committee Member training needs</p> <p>Training Matrix</p> <p>DES Governance Courses</p> <p><i>You can register via your Alumnis email on the following sites for up to date information, training opportunities and support with your role.</i></p> <p>Register / DES (Devon Education Services)</p> <p>Governance / DES</p> <p>https://cstuk.org.uk/register</p> <p>Register with DAG - Devon Association of Governance</p> <p>Register - Governors for Schools</p>
16	<p>Committee Member Recruitment and Succession Planning</p> <ul style="list-style-type: none"> Recruitment drive has been successful so far and we welcomed new members.
17	<p>Items brought forward at the discretion of the Chair</p> <p>None</p>
18	<p>Closing Reflection</p> <p>We are all here and it is a time where there is going to be change and it is a key time to come aboard and hopefully everyone will support and we will keep moving upwards.</p>
19	<p>Date and time of next meeting</p> <p>LSC Day 8th May 9.30 - 13.00</p>



Summary of Decisions taken by the Local Schools Committee

Item	Decision	Action Points

Recommendations to be considered by the Board of Directors

Item	Recommendation	Response from Board

Minutes shared with xxxxx on xxxxxxxx

