

Alumnis Multi Academy Trust

Local Schools Community Council Minutes

[Link to Governor Hub](#)

Date:	14/01/2025	Venue:	Teams - online
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Minute Taker:	Sukkeena King	Chair	Sharon Beckwith
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Start:	16.05	End:	17.43
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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 Elect a Vice Chair Consider and Approve minutes Matters arising from previous minutes Safeguarding update Review documents LSC monitoring cycle and arrangement for visits 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	
Elise Powell	EP	Foundation	
Gail Morris	GM	Foundation	
Sharon Beckwith (Chair)	SB	Co-opted	
Jonathan Nichol	JN	Community	
Jeremy Guyler	JG	Staff	
Dee Seddon	DS	Headteacher - CMPS	
Gail Holmes	GH	Headteacher - WS	
Rachael Sharpe	RS	Director of Education	
Also Present			
Sukkeena King	SK	Clerk	
Sian Jenkins	SJ	Chair of Directors	

Item	Minutes
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1	Opening Reflections
2	<p>Welcome and Apologies</p> <p>Apologies Julie Harris - in London Rachael Sharpe - another meeting Rebecca Northcott - unavailable</p> <p>Welcome to SJ Chair of the Board of Directors.</p> <p>SJ wanted to let the committee know that you are vital to the board and you help us set the direction of the board and how you help us with our strategic decisions. We are unpaid volunteers the same as you. We have to assure and ensure that we are meeting our main objective which is to provide children with the best education that we can and that to make sure that we are using public money effectively.</p> <p>We have a good board of directors, we are given reports from the executive team. LSC comes in and triangulates the voice of the children and the voice of the staff. We need to hear that voice.</p> <p>What you are being asked to do is important. You are vital to the board and you are part of the board and reading the reports some staff did not know who the board are and that they are removed from the schools and we do not know what is going on. The board is strategic and not operational and we cannot get involved in day to day stuff. But we hear it and know what is going on.</p> <p>You are the board and they have contact with you. I am very grateful for your time. We cannot do it with you. Thank you.</p> <p>Questions and Answers for the Board</p> <div style="background-color: #800080; color: white; padding: 10px;"> <p>Decision: The Committee unanimously accepted the apologies.</p> </div>
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</p>



	<p>they have been approved. The clerk confirmed that the meeting would be recorded on this occasion.</p> <p>Decision:</p> <p>All in attendance agreed to the recording of the meeting.</p>
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>Elect a vice chair</p> <p>No candidates came forward.</p> <p>Action:</p> <p>Add to the next meeting.</p>
6	<p>Consider and approve the minutes from the meeting dated 17/09/2024</p> <p>Also St Helens dated 17/5/2024 & 05/07/2024</p> <p>Draft Minutes 17.9.2024</p> <p>St Helens Draft Minutes 17.5.2024</p> <p>St Helens Draft minutes 05.07.2024</p> <p>Decision:</p> <p>The Committee unanimously agreed that the Minutes of 17.9.2024, 17.05.2024 and 05.07.2024 were an accurate recording</p>
7	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> • Name of the committee to stay the same.



	<ul style="list-style-type: none"> • In the minutes the roles of the committee members have changed and the minutes are an accurate record. The roles are SW is PP, and SA is SEND. • Need clarity on the roles. • Asked for full names and what job they do in the minutes. • EP would like to put herself forward as a parent.
8	<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>No</p> <p><i>Yes 2 new SEND LSA's</i></p> <p><i>Have all pre-employment checks for these individuals been completed prior to them starting?</i></p> <p>N/A</p> <p><i>Pre -Employment checks currently being done before they start</i></p> <p><i>Can the Headteacher confirm that the SCR has been reviewed and there are no gaps?</i></p> <p>Yes</p> <p><i>Yes - it has been reviewed - we have chased some contractors letters of assurance before allowing on site</i></p> <p><i>Is the Headteacher aware of any near misses or other incidents that have occurred in the interim period?</i></p> <p>None</p> <p><i>Some low level concerns have been addressed linked with a staff member</i></p> <p><i>Internal review of safe spaces has taken place after a parental complaint linked to use of tents in the classroom</i></p> <p><i>Have there been any permanent exclusions?</i></p> <p>No</p> <p><i>No</i></p> <p><i>Have there been any fixed term exclusions?</i></p> <p>Yes, 3 children.</p> <p>1 x 0.5 days</p> <p>2 x 0.5 days</p> <p>4 fixed term exclusions totalling 3.5 days</p> <p><i>Yes - 2.5 days</i></p> <p><i>Are there any part time timetables and when were they last reviewed?</i></p>



1 part time timetable, reviewed 6.1.25

Yes - part-time timetables have been reviewed and increased

SB - What is happening with the headship at St Helens?

SW - I extended an invitation to visit the school and the offer is open, it would be lovely to see you and for you to see the school.

There was a discussion about a visit note regarding who is in leadership with the absence of the headteacher at St Helen. Information was given to SB to take to the ELS day.

Praise for the staff as the children are none the wiser, but worried as staff were exhausted. Staff are phenomenal.

SB - Rachael is looking at the SCR but there are other questions which have not been answered.

SB - Have children settled back in from exclusion.

DS - Yes they are settling in and we are being careful with the part time timetable.

SB - Low level concerns staff.

GH - All being dealt with and the Trust has looked at low level concerns. Important to have awareness. Suspension for a child and again last term and I have met with parents yesterday and we are putting together an EHCP. Our SEN inclusion is working well for our children and the children who are at risk from exclusion.

9

Ensure the following documents are in place and have been reviewed:

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- **Accessibility Plan**
- **First Aid**
- **Healthy Eating**

[Combe Martin Accessibility Plan](#)

[St Helens Accessibility Plan](#)

[Woolacombe Accessibility Plan](#)

[Combe Martin First Aid Policy](#)

[St Helens First Aid Policy](#)

[Woolacombe First Aid Policy](#)

[Healthy Eating Policy](#)

Decision:

It was decided that St Helens members would review the policies for St Helens and the rest reviewed by the committee.



10	<p>LSC Monitoring Cycle and arrangements for visits</p> <p>Visit Note St Helens GM 18.10.2024</p> <p>Visit Note St Helens SW 12/01/2025</p> <p>Visit Note St Helens SA 10.12.2024</p> <p>SA - Funding for the SEND hub is ending at the end of this term and the funding for the SENCo comes to the end at the end of this term too. We do not know what is going to happen. I know SW has some great proposals and has given them to RS.</p> <p>SW - The hub funding ends, the SENCo funding ends and the TA funding ends. This is a risk.</p> <p>SA - I have shared my visit report with SJ with regards to this and also had a telephone conversation with SJ following the visit.</p> <p>GM - Visit report at the beginning of the term and I wanted to look at the preschool and the transition. It was a robust start and I will go back in a couple of weeks and look at the development points, look at the transition from reception to year 1.</p> <p>EP - I did a visit and I have not sent a note through.</p> <p>SW - As SENCo I am happy to do a visit note when I visit the other schools. I do not mind taking on the SEND point of view.</p>
11	<p>Record of any training undertaken and feedback from training</p> <p>JN - Training Governance booked 28/01/2025</p> <p>SA - Attended the Governance Forum 22/12/2024 feedback on SIAMS and the new agreed RE syllabus and curriculum.</p> <p>EP - Update training on suspension and permanent exclusion.</p> <p>All have done safeguarding.</p>
12	<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>



13	<p>Committee Member Recruitment and Succession Planning</p> <ul style="list-style-type: none"> ● Staff member for Woolacombe 2 applicants. ● Parent for Woolacombe. ● Parent for Combe Martin. <p>SB - Amber said she was waiting to hear from SK/JR.</p> <p>EP - Would like to put forward from community to parent as no one came forward after advertising.</p> <p>GH - One parent came forward and asked for more information. Resent the staff advert out.</p>
14	<p>Items brought forward at the discretion of the Chair</p> <ul style="list-style-type: none"> ● Apologies for not making the Combe Martin Ofsted inspection. ● Combe Martin team has worked exceptionally hard and the team would really like an email from people congratulating us and from a morale point of view we know that we have things to work on. Some of the team have really shone and this is not included in the report. <p>SA - A lot in the report about intent and curriculum being ambitious does the curriculum need tweaking.</p> <p>DS - Our curriculum is mapped out really well and it is ambitious for our pupils and the delivery is inconsistent for some subjects. We have a range of teachers with different levels of experience. Some of our teachers have some really difficult cohorts and limited funding. We do not have all the funding but EHCP's have been written and we are waiting for the funding to come through.</p> <p>SA - One of the recommendations is to the Trust. What support are you receiving?</p> <p>SD - When it refers to the Trust, they mean I have the responsibility as well at the Trust.</p> <p>SA - Are you receiving support from everybody?</p> <p>DS - I work really closely with RS and the other heads.</p> <p>SW - I did send an email of support to the SENDCo. I understand that your hub had to close, and it needed to be re-evaluated and looked at. Despite that all the SEND children are being really looked after.</p> <p>DS - We have taken the hub away, looked at it and we are in the process of reinstating it. Tiddler team came out strong and this is not shown in the report as it is all together as all of the Early Years.</p> <p>GH - Although some of the grading was not where you wanted them to be there were some good things in the report. Teachers are adapting and that was a strength and the impact.</p>



	<p>SA - Letter to parents was excellent and really positive.</p> <p>DS - Positive relationships with parents in person, I haven't had one comment either way from parents. I expected something but I suppose parents read a report in a different way to people in education.</p> <p>SB - Not quite sure as the report has changed how to read it.</p>
15	<p>Closing Reflection</p> <p>Quite like the meetings like this and we are talking more about the important things from our visits. We do need more committee members to be able to do more visits. It has been really informative this meeting.</p>
16	<p>Date and time of next meeting</p> <p>29/04/2025 Online</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

