

# Alumnis Multi Academy Trust

## Local Schools Committee Minutes

### [Link to Newsletters](#)

|              |            |               |        |
|--------------|------------|---------------|--------|
| <b>Date:</b> | 16.09.2025 | <b>Venue:</b> | Online |
|--------------|------------|---------------|--------|

|                      |               |              |  |
|----------------------|---------------|--------------|--|
| <b>Minute Taker:</b> | Sukkeena King | <b>Chair</b> |  |
|----------------------|---------------|--------------|--|

|               |       |             |       |
|---------------|-------|-------------|-------|
| <b>Start:</b> | 16.15 | <b>End:</b> | 17.00 |
|---------------|-------|-------------|-------|

| Members Present    | Initials | Category           | Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|----------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sharon Beckwith    | SB       | Co-opted           | <ol style="list-style-type: none"><li>Opening Reflections</li><li>Welcome and Apologies</li><li>Confidentiality Reminder</li><li>Declaration of Business/Pecuniary Business Interests</li><li>Elect a Chair and Vice Chair</li><li>Annual Paperwork and Housekeeping</li><li>Consider and Approve minutes</li><li>Matters arising from previous minutes</li><li>Planning 25/26</li><li>Agree LSC monitoring cycle and arrangement for visits</li><li>Items to go to the Board</li><li>Items to go to the LSC</li><li>Record of Training and feedback</li><li>Identify committee members training needs</li><li>Committee member recruitment and succession plan</li><li>Items brought forward</li><li>Date and time of next meeting</li></ol> |
| Louise Dwyer-Boyes | LDB      | Parent             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Jeremy Guyler      | JG       | Staff              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Samantha Simpson   | SS       | Staff              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Dee Seddon         | DS       | Headteacher - CMPS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Gail Holmes        | GH       | Headteacher - WS   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Also Present       |          |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Sukkeena King      | SK       | Clerk              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Mark Blackman      | MB       | Trust Lead         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Item | Minutes               |
|------|-----------------------|
| 1    | Opening Reflections   |
| 2    | Welcome and Apologies |



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|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p>Apologies</p> <p>Jonathan Nicholl - another commitment<br/>Mike Dean - Technology problems</p> <p><b>Decision:</b><br/>The Committee unanimously accepted the apologies.</p>                                                                                                                                                                                                                                                                                                                                                          |
| <b>3</b> | <p><b>Confidentiality Reminder</b></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 <b>may</b> 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 not be recorded on this occasion.</p> |
| <b>4</b> | <p><b>Declaration of Business / Pecuniary Business Interests</b></p> <p>Members were reminded that they should declare any conflict of interest which becomes apparent during the meeting.</p> <p>None Declared.</p>                                                                                                                                                                                                                                                                                                                     |
| <b>5</b> | <p><b>Elect a Chair and vice chair</b></p> <p>No nominations held over to the next meeting.</p> <p>DS and SS - Joined the meeting</p>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>6</b> | <p><b>Annual Paperwork and Housekeeping</b></p> <p><a href="#">25 26 Declaration of Business Interests form</a></p> <p><i>Please complete the governor code of conduct.</i></p> <p><a href="#">Governor Code of Conduct 25-26</a></p> <p>Reminder paperwork needs to be completed.</p>                                                                                                                                                                                                                                                   |
| <b>7</b> | <p><b>Consider and approve the minutes from the meeting dated 29.04.2025</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



[Draft Minutes Coastal 29.4.25](#)

**Decision:**

The Committee unanimously agreed that the Minutes were an accurate recording

**8**

**Matters arising from previous minutes**

None

Update from MB

I was asked to step in with the departure of RS. I will be leading the Trust from hereon. I have a colleague Jo who will be working with us and the other Trusts ACE and LAP.

We are running on a reduced level of service, we are looking at moving the schools to other Trusts and the support from ACE and LAP is invaluable. We have juggled the LSC committees to support which schools will be going to ACE and LAP.

We have a reduced central team and we are running a lower level of service but we are paying less for it.

GH - Safeguarding policies.

SK - JC is working on them and will have them to me at the end of September.

**9**

**Planning 2025/26**

Receive and approve SEND Information Report for 2025/26

[Combe Martin SEND Information Report](#)

[Woolacombe SEND Information Report](#)

Receive Admissions Nursery and School

[Combe Martin Admissions data](#)

[Woolacombe Admissions Data](#)

Receive and approve School SEF

[Combe Martin SEF](#)

[Woolacombe SEF](#)

Approve School SIP



[Combe Martin SIP](#)

[Woolacombe SIP](#)

Receive PE

[PE and Sports Grant Combe Martin](#)

[PE and Sports expenditure Combe Martin](#)

[PE and Sports Woolacombe](#)

Receive PP

[PP Combe Martin](#)

[PP Woolacombe](#)

GH - SEND info report is for parents and mainly to inform of what we are delivering. For parents how we are delivering and implementing the practice. Who's who and basic information. We use the same format across the Trust schools.

DS - SEF is a school evaluation form and when we do an audit we pick up what we need to work on and my areas are Ofsted. The SEF then informs the SIP and these marry up nicely and then the PP and PE plans.

DS - This year I will be prioritising the SIP and sharing with the school staff. This shows our intent and what we want to focus on for the year. Mine is phonics and this will be a big focus this year. Early years and checks for learning.

GH - SIP focus is implementing the curriculum vision and there are key areas we are focusing on which are writing, maths and SEND.

SB - They do look much more focused and an easier document to get a view off. There was a lot of content before and it was hard to read.

DS - As heads we are using a format which suits us this year.

PE - New way of reporting expenditure this year and we had to complete and send it to SJ for approval and we didn't have to create a PE plan to put on the website. It is now done electronically after the year and we have to submit our spending online and approved by the board.

PP - We still need to put together a PP Plan.

SB - Combe Martin PE from one answer you said the spending did help with disadvantaged children and later it said that it did not help disadvantaged children.

DS - Where it has no impact I have put no impact, we did not have any opportunities to integrate and do activities as there was not a lot going on. We are hoping they will fulfil what is promised and we will have more events and activities. There was no increased engagement from PP children taking activities.



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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Children are taking up lunch time activities such as choir. Children are happy to do this club at lunch time rather than after school.</p> <div> <p><b>Decision:</b></p> <p>Approved SEND Information Reports, SEF, SIP.<br/>Received PE/PP and Admissions data.</p> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10 | <p><b>Agree LSC Monitoring Cycle and arrangements for visits</b></p> <p><a href="#">W Master LSC Visit Report.docx</a></p> <p>DS - I would like to focus on as a team to get you into school a bit more and I will send an informal invite out and get you up to speed where the school is and what is happening as MD and LDB are new, JN said he would also like some support.</p> <p>GH - I will speak to HT and she was going to come into school and do a visit. As we are in a state of change hopefully by October we will know the direction of travel we can ask for support in focus and visits.</p> <p>GH - No nomination for chair, what do we do moving forward.</p> <p>SK - It leaves us until the next meeting, there is a good online course done for visits and I shared the checklist out and it is on there. Staff need to do visits as well and they can do it in their everyday job. Another member of staff did a visit to something not in her area.</p> <p>DS - Are we going to have governors linked to an area, assign roles. We do not want everyone doing safeguarding.</p> <p>SK - St Helens picked their focus and confirmed which area they are interested in.</p> <p>GH - Set up visits with the LSC members for the next term.</p> |
| 11 | <p><b>Items/Information to go to Board</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12 | <p><b>Items/information to go to LSCs</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13 | <p><b>Record of any training undertaken and feedback from training</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 14 | <p><b>Identify Committee Member training needs</b></p> <p><a href="#">Training Matrix</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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|    | <p>You can register via your Alumnis email on the following sites for up to date information, training opportunities and support with your role.</p> <p><a href="#">Register / DES</a> (Devon Education Services)</p> <p><a href="#">Governance / DES</a></p> <p><a href="https://cstuk.org.uk/register">https://cstuk.org.uk/register</a></p> <p><a href="#">Register with DAG - Devon Association of Governance</a></p> <p><a href="#">Register - Governors for Schools</a></p> |
| 15 | <p><b>Committee Member Recruitment and Succession Planning</b></p> <p>SB - Is standing down as chair and as a member due to other commitments.</p> <p>DS - I have Amber Cranham who would like to apply for the LSC. Please can I have the application form for her.</p> <div style="background-color: red; color: white; padding: 10px; margin-top: 10px;"> <p><b>Action:</b></p> <p>SK email application form to DS for a community member.</p> </div>                          |
| 16 | <p><b>Items brought forward at the discretion of the Chair</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                    |
| 17 | <p><b>Date and time of next meeting</b></p> <p>20/01/2026 16.00 Online</p> <p>Discussion was had around bringing the meeting back into the schools and SK just virtual. Heads will confirm with SK.</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

