

Alumnis Multi Academy Trust

Local Schools Community Council Minutes

[Link to Governor Hub](#)

Date:	17/09/2024	Venue:	Combe Martin
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Minute Taker:	Sukkeena King	Chair	Sharon Beckwith
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Start:	16.12	End:	17.35
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Members Present	Initials	Category	Agenda
Sharon Beckwith (Virtual)	SB	Co-opted	<ol style="list-style-type: none"> Opening Reflections Welcome and Apologies Confidentiality Reminder Declaration of Business/Pecuniary Business Interests Elect a Chair and Vice Chair Annual Paperwork and Housekeeping Consider and Approve minutes Matters arising from previous minutes Planning 2024/25 Governance Training Agree 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 Date and time of next meeting
Sarah Walton (Virtual)	SW	Staff Advocate	
Rebecca Northcott (Virtual)	RN	Headteacher - St Helens	
Sally Akam (Virtual)	SA	Foundation	
Jonathan Nichol	JN	Community Advocate	
AJ Brown (Virtual)	AJB	Parent Advocate	
Jeremy Guyler	JG	Staff Advocate	
Dee Seddon	DS	Headteacher - CMPS	
Gail Holmes (Virtual)	GH	Headteacher - WS	
Rachael Sharpe	RS	Director of Education	
Gill Marlow	GM	Link Board Director	
Also Present			
Sukkeena King (Virtual)	SK	Clerk	

Jac Robilliard	JC	Governance Professional	
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Item	Minutes
1	Opening Reflections
2	<p>Welcome and Apologies</p> <p>Apologies Gail Morris - Holiday Julie Harris - Another commitment Alison Corner another commitment and accept resignation Naomi McCormick - cannot attend meetings after school time</p> <p>Decision: The Committee unanimously accepted the apologies and resignation.</p> <p>As part of the welcome JR gave an overview on the governance moving forward.</p> <ul style="list-style-type: none"> • January to start. • For each school 3 advocates - Community, Staff and Parent. • Chair will not be going into the schools; they will be collating the information from the visit notes and taking them to the ELS meetings. • 1 meeting per term. 1 visit to the school per term. • Community is the school community and will be the school you are assigned too. • Using the SIP to see what information needs to be gathered.
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>



	<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 Chair and vice chair</p> <p>Chair Elected Sharon Beckwith Vice Chair - to be elected at the next meeting. Carry forward to the next meeting.</p> <p>Decision:</p> <p>The Committee unanimously agreed the nomination.</p>
6	<p>Annual Paperwork and Housekeeping</p> <p><i>Receive a paper copy of the Declaration of Business Interests to sign. Please can these be printed and signed by all LSC, Heads and Admins and returned to the Trust Clerk at The Alumnis Offices.</i></p> <p>24 25 Declaration of Business Interests form</p> <p><i>All members will receive the following e-forms to complete via email in advance of the meeting.</i></p> <p>LSC Information Review Form</p> <ul style="list-style-type: none"> • Email sent out 11.09.2024. • Forms available at the meeting • Committee asked for the document to be sent out again. <p>Action:</p> <p>SK sent the Declaration of Business Interests form again by email on 18.09.2024 to all the committee.</p>
7	<p>Consider and approve the minutes from the meeting dated 17.5.2024, 05.07.2024 & 09.07.2024</p> <p>Draft Minutes St Helens 17.5.24</p> <p>Draft Minutes St Helens 5.7.24</p> <p>Draft Minutes North Devon 9.7.24</p>



	<p>Decision: The Committee unanimously agreed that the Minutes for North Devon 9.7.24</p> <p>Action: The committee agreed to email the committee who attended the meeting to confirm that they will approve the minutes for St Helens 17.5.24 & 5.7.24 - Email sent 19.09.24.</p>
8	<p>Matters arising from previous minutes</p> <p>None</p>
9	<p>Planning for 2024/25</p> <p>Receive and approve SEND Information Report for 2024/25</p> <p>St Helens SEND Info report 23/24</p> <p>Combe Martin send Info report</p> <p>Woolacombe SEND info report 24 25</p> <p>GH - Gave a quick overview of her report.</p> <ul style="list-style-type: none"> • New format linked to the SEND trust wide strategy. • One change - Caroline will be the named person for our medical needs. • Questions are the same as they were previously. • Links to core objectives as a Trust. • All staff know the SEND trust wide strategy. • Target from ofsted - adapting and ensuring we are meeting the precise needs of our children. • Developing support staff in areas of expertise and this week St Helens held fun fit training. <p>DS - Gave a quick overview of her report.</p> <ul style="list-style-type: none"> • No major changes <p>RN - Gave a quick overview of her report.</p> <ul style="list-style-type: none"> • New SENCo • Currently in receipt of funding to run a specialised provision. • SEN needs have not changed, a few with high complex needs. • Sarah is doing a lot of work to support staff. • Empowered teachers to be teachers of SEND in the classroom. • Team working with Sarah running Forest School, Lego and Social Stories. <p>SA - I can see clear links between the policy and the SIP.</p> <p>RS - Interventions chosen by the SENCo's so in the SEN Strategy list interventions are in our offer.</p> <p>Receive Admissions Nursery and School</p>



[St Helens Admissions Policy 26](#)

[Combe Martin Admissions Policy 26](#)

[Woolacombe Admissions Policy 26](#)

- SA - Feels that admissions may become tricky as there is a lot of housing going up and she thinks it is something that we need to think about as St Helens is oversubscribed.
- Valid point and it is something that the council will need to manage and they will set the criteria. If there are appeals the Board will review them and make the decision.

Receive Parent Code of Conduct

[Parent Code of Conduct](#)

Receive and approve School SEF

[Combe Martin SEF 24 25](#)

[St Helens SEF 24 25](#)

[Woolacombe SEF 24 25](#)

Approve School SIP

[Combe Martin SIP 24 25](#)

[St Helens SIP 24 25](#)

[Woolacombe SIP 24 25](#)

DS - Gave a brief overview.

- We are in the ofsted window.
- Looking around the assessments and foundation subjects.
- Curriculum overhaul last year and embedding this year.
- Areas of development are writing. Trust wide is Maths and we will look at that as well.
- Working closely with the nursery team.
- Adapting curriculum for SEND children.
- Starting a new emotional curriculum - Zones of education.
- Attendance - persistent absentees will be working closely with the Social Inclusion Team.
- Working towards a school of sanctuary status.
- Looking at subject leadership.
- Looking at staff development and coaching.

GH - Gave a brief overview.

- Reflects on last year and links to last years.
- Ensuring retention and retrieval of knowledge.
- Coaching and utilising and supporting impact.
- Linked the SIP with the 4 areas of the 4 Trust priority areas.
- Connections and supporting teaching.
- Focus on Maths, particularly reasoning.
- Writing is a focus, the outcomes at the end of summer writing is the area that ARE is lower.
- Maths Lead and Writing Lead will be employed across the Trust.
- Attendance and ensure we have high attendance and focus on disadvantaged and SEND.
- Subject leadership - personal development.



	<ul style="list-style-type: none"> • Staff development in early years. <p>RN - Gave a brief overview.</p> <ul style="list-style-type: none"> • Successful year last year. • Worked on this with Gemma and Amy who are the school leads. • Year 6 data was good. • Driving up the standards. • Focus on writing. • Curriculum in a good place now. • Big push on task design. Creating a bank of class design approaches so children are aware of it. • Lindsey and Catherine joined us from Clinton in the early years. Lindsey and I reviewed the SIP. • Work on outdoor provision. • Transition into and out of early years, this impacts on our phonics. <p>RS Left meeting at 16.43 and came back 16.48.</p> <p>RN - Joined the meeting at 17.10.</p> <div style="background-color: #e67e22; padding: 10px; margin-top: 10px;"> <p>Decision:</p> <p>Admissions - Approved in principle with amendment to ethos statement for Head Teachers to amend.</p> <p>Parent code of conduct - Approved with amendment to add hyperlink.</p> <p>SEF & SIP - Approved.</p> </div>
10	<p>Governance Training</p> <p>Set date for in school training and paperwork 18/11 19/11 20/11</p> <p>Tuesday 19/11 Woolacombe 13.00</p> <p>Wednesday 20/11 St Helens 10.00am</p> <p>Wednesday 20/11 Combe Martin 13.30</p> <p>Name of committee - Coastal Cluster</p>
11	<p>Agree LSC Monitoring Cycle and arrangements for visits</p> <p>Will agree after the training.</p>
12	<p>Record of any training undertaken and feedback from training</p> <p>None</p>



13	<p>Identify Committee Member training needs</p> <p>Training Matrix</p> <p>Autumn Checklist</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>
14	<p>Committee Member Recruitment and Succession Planning</p> <ul style="list-style-type: none"> • AJ Brown term ends 30.9.2024 • Jermery Guyler term ends 30.9.2024 • Naomi McCormick term ends 30.9.2024 • Update on Amber joining the LSC <p>JR - Will speak to the Head Teachers and come up with an action plan.</p>
15	<p>Items brought forward at the discretion of the Chair</p> <p>None</p>
16	<p>Date and time of next meeting</p> <p>14/01/2025 16.00 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

