Alumnis Multi Academy Trust
Local Schools Community Council Minutes

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Date:	01/05/2025	**Venue:**	**Webbers**
Minute Taker:	**Sukkeena King**	**Chair**	**Clerk chaired**
Start:	**16.05**	**End:**	**16.50**

Members Present	Initials	Category	Agenda
Carys Barnett	CB	Head Teacher (Burlescombe & Webbers)	1. Opening Reflections 2. Welcome and Apologies 3. Confidentiality Reminder 4. Declaration of Business/Pecuniary Business Interests 5. Consider and Approve minutes 6. Matters arising from previous minutes 7. Elect a Chair 8. Safeguarding update 9. Review Policies 10. Receive RAG rated SIP 11. Receive visit reports from committee members 12. LSC monitoring cycle and arrangement for visits 13. Items to go the board 14. Items to go to LSC from board 15. Record of Training and feedback 16. Identify committee members training needs 17. Committee member recruitment and succession plan 18. Items brought forward 19. Closing Reflection 20. Date and time of next meeting
Lully Newman	LN	Headteacher (Bampton)	
Rachael Ody	RO	Staff	
Hannah Smith	HS	Parent	
Dale McCutheon	DM	Staff	
Yasmin Trevelyan	YT	Foundation	
Rachael Sharpe	RS	Director of Education	
Also Present			
Sukkeena King (Virtual)	SK	Clerk	
Sian Jenkins (Joined until point 7)	SJ	Director	

Item	Minutes
1	**Opening Reflections**

2	**Welcome and Apologies** Welcome Yasmin Trevelyan Carys Barnett new head teacher for Burlescombe and Webbers. Richard Wiltshire resigned and this was accepted by the board. Apologies Jac Robilliard - another meeting Decision The Committee unanimously accepted the apologies
3	**Confidentiality Reminder** 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. 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. Decision: All in attendance agreed to the recording of the meeting.
4	**Declaration of Business / Pecuniary Business Interests** Members were reminded that they should declare any conflict of interest which becomes apparent during the meeting. Hannah Smith - Parent Webbers Yasmin Trevelyan - Parent Webbers

5	**Consider and approve the minutes from the meeting dated 16.01.2025** *Draft Minutes 16.01.2025* Decision: The Committee unanimously agreed that the Minutes are a true record of the meeting
6	**Matters arising from previous minutes** None
7	**Elect a Chair** No one came forward **Action** **Carry over to the first meeting in the new academic year.** SJ - I just wanted to ask if you have any questions about the communication that came out from the board. We have put together a sheet of FAQ's. First point of contact is JR and she will put the question to the relevant person. Please email me if you need too. We have the LSC day next week and it will be a chance to go through LSC's are going to be working and given the communications that go out there work the same wherever you are. Trying to make the communication with the board better and I will be meeting with the chair's of the LSC once a month.
8	**Receive Safeguarding Update** *Have there been any new appointments made at either voluntary / school or LSC level since the last meeting?* Bampton - Yes - Kitchen assistant and Administrator Weds to Friday Webbers/Burlescombe: Carys Barnett - Head Teacher across both Schools *Have all pre-employment checks for these individuals been completed prior to them starting?* Bampton - Yes Carys Barnett - On SCR Pre-employment checks completed but statutory training not yet completed *Can the Headteacher confirm that the SCR has been reviewed and there are no gaps*?

	Bampton - Yes No Gaps Head Teacher in post from 22/04/25 *Is the Headteacher aware of any near misses or other incidents that have occurred in the interim period?* Bampton - None *(Head Teacher not in post during incidents below):* Webbers 20/01/25 - Pupil slipped on steps at the front of School. Parents present and applied first aid. Reported on OSHENS. Outcome - yellow anti slip strips replace on steps. Burlescombe 24/02/25 - Pupil punched floor and injured hand. Parent sought medical treatment as pupil had broken her finger *Have there been any permanent exclusions?* Bampton - No None for either Webbers or Burlescombe *Have there been any fixed term exclusions?* Bampton - No None for either Webbers or Burlescombe *Are there any part time timetables and when were they last reviewed?* Bampton - Yes - 2 Reviewed at TAFs termly. VS has reduced hours to 2 hours per week as she was very distressed. We are now awaiting confirmation of a place in a Special School. CK has increased his hours and is now almost full time. This is expected to be by the beginning of year 6. None for either Webbers or Burlescombe **RS - Year 6 teacher for Webbers and will be joining in September. All in hand for the checks and we will be doing the DBS.**
9	**Ensure the following documents are in place and have been reviewed:** . • **Handwriting** • **Jewellery** • **PSHE**

	Handwriting Policy *Jewellery Policy* *PSHE Policy* Handwriting Policy is subject to change as we have an LSC member looking at. Decision All policies reviewed.
10	**Receive RAG rated SIP** *Bampton SIP* *Burlescombe and Webbers SIP* • ***Within Bampton's SIP, on target 4a "Staff consistently report high levels of support for well-being" it is RAG rated amber. What is the plan going forward to progress this to be RAG rated green in the next term?*** **Bampton has had a very high level of staff absence this year, which is why it is RAG rated Amber. These absences have been around long term sickness for cancer and for bereavement and depression. I have now RAG rated the staff questionnaire part of that target as that was sent out by the Trust. We have regular well-being events and standing agendas in our Briefing minutes. Support for absent staff has been around phased returns, gift boxes and flowers and regular contact during absence. In school the staff have competitions such as judging the best mince pie or hot cross bun, and playing darts competitions. Our ECT does a 3 hour round trip to come to school as she lives in Shebbear. She wants to stay at Bampton regardless of that but until May 31st I do not want to RAG rate Green.** • ***Within Webbers and Burlescombe SIP, the quality of education targets are all RAG rated amber other than attendance levels. What is the priority for this term to work towards these targets? Are any of them realistically achievable in the next term?*** ***The priority for the first summer half term is to focus on consistent positive learning behaviours expectations, across the schools, with an added focus on effective relational practices . This will then lead into a focus on what constitutes quality first teaching, with a focus on effectively using assessment (teachers checking pupils understanding) , to carefully identify next steps (identification of misconceptions and accurately addressing these through feedback and teaching, in a timely manner)*** • ***Also, within Webber's and Burlescombe's SIP, the behaviours and attitudes target stating "children make a positive and tangible contribution to the life of the school" is RAG rated amber. What is it that hasn't been achieved for the target to be RAG rated amber?*** ***Whilst the***

	school has School Council representatives and Playground Leaders, these roles have yet to be embedded into our consistent practice. Whilst we are also focussing on embedding consistent positive learning behaviour across the schools, this would also be a contributing factor to this being a RAG of amber. **LN - Key vulnerabilities are World Religion which is amber. This is something that came up in the ofsted and we had booked a muslin champion to come in and talk unfortunately this did not happen but will happen after half term.** **Use of assessment we are moderating across the school but it is not happening regularly enough and I am not getting the outcomes I would want. This is why this is amber.** **Foundation curriculum we are still changing things a lot to suit the children and work with what we have at the moment, this is amber.** **Attendance is amber and we are below national average. I talked to HG today and I have asked her if there is a way to take out the part time timetables and she will look at that.** **Fortnightly scrutiny has not happened yet it is something I need to get on top of. I have spoken to parents, one family continually going on holiday and they said it is for medical reasons for their older child. I have not fined them but I have authorised the holiday. I have spoken to the DCC Attendance officer. The family has assured me it is the last time they are going as treatment is ending.** **RS - What we really want CB to do is to unpick where it believes the schools are. Key areas are getting consistency and expectations of behaviour and there is some school improvement work happening with ACE in regards to key priorities in the quality of education and the learning environment in general. Positive learning and independence. Teachers take the scheme and run with it and do not look at it and adapt the learning journey.** **CB - First half term embedding those expectations and embedding with the adults first and come together as a team and then support the children with the expectation of learning. Then really understanding the assessment and making sure the teachers are well supported to understand what the children need.** **RS - One thing that ACE is doing next friday will be doing a new head teacher review and what is useful for CB to say what she is seeing and then come up with a plan.**
11	**Receive reports from Committee Members following LSC Monitoring visits and respond to any questions raised** *Visit Report PP Burlescombe RW* *Visit Report PP Webbers RW* *Visit Report PP Bampton RW*

	Curriculum visit report Burlescombe HS *Curriculum visit report Webbers HS*
12	**LSC Monitoring Cycle and arrangements for visits**
13	**Items/Information to go to Board**
14	**items/information to go to LSCs**
15	**Record of any training undertaken and feedback from training** *Prevent training* *HS - Ofsted what the board should expect and how to prepare 11/6/2025*
16	**Identify Committee Member training needs** Training Matrix DES Governance Courses *You can register via your Alumnis email on the following sites for up to date information, training opportunities and support with your role.* *Register | DES (Devon Education Services)* *Governance | DES* *https://cstuk.org.uk/register* *Register with DAG - Devon Association of Governance* *Register - Governors for Schools*
17	**Committee Member Recruitment and Succession Planning** • *A Parent Advert was sent to Bampton and was included on the facebook page.* • *Community Bampton Vicky Barrett - LN will reach out.* • *CB is meeting with the new vicar.*
18	**Items brought forward at the discretion of the Chair** None

19	**Closing Reflection**
20	**Date and time of next meeting** LSC Day 8th May 9.30 - 13.00

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 xxxxxxx