

Alumnis Multi Academy Trust

Local Schools Community Council Minutes

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Date:	16/01/2025	Venue:	Burlescombe
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Minute Taker:	Sukkeena King	Chair	Rev Kevin Chandra
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Start:	16.14	End:	17.06
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Members Present	Initials	Category	Agenda
Lully Newman	LN	Headteacher (Bampton)	<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 Document Review 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 Closing Reflection Date and time of next meeting
Rev. Kevin Chandra	KC	Community	
Richard Wiltshire	RW	Community	
Rachael Ody	RO	Staff	
Rachael Sharpe	RS	Director of Education	
Hannah Smith	HS	Parent	
Dale McCutcheon	DM	Staff	
Also Present			
Sukkeena King (Virtual)	SK	Clerk	
Jac Robbilliard	JR	Governance Professional	

Item	Minutes
1	Opening Reflections

2	<p>Welcome and Apologies</p> <p>Welcome Hannah Smith Dale McCutcheon</p> <p>Apologies Jac Robilliard - unwell Neil Moir - unavailable Rebecca Northcott - unavailable</p> <p>Decision The Committee unanimously accepted the apologies</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> <p>Decision: 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>Hannah Smith - parent of Webbers</p>
5	<p>Consider and approve the minutes from the meeting dated 03/10/2024</p> <p><u>Draft Minutes 03.10.2024</u></p> <p>Decision: The Committee unanimously agreed that the Minutes are a true record of the</p>



	meeting
6	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> Name of the committee will remain as Local Schools Committee
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>Bampton - Yes, volunteers - Mr and Mrs Hedley come in to read with the children each week.</p> <p><i>BPS & WPS - Teaching assistant at Burlescombe that is too replace a member of staff who has been promoted to HLTA. We originally advertised for a teacher and had no applicants.</i></p> <p><i>Have all pre-employment checks for these individuals been completed prior to them starting?</i></p> <p>Bampton - Yes</p> <p><i>BPS - Not all checks had come back before she started but she wa a volunteer before and we had already done the check.</i></p> <p><i>Can the Headteacher confirm that the SCR has been reviewed and there are no gaps?</i></p> <p>Bampton - No gaps</p> <p><i>BPS & WPS - SCR has been reviewed and there are no gaps, there are some historical and we are plugging them.</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>Bampton - Yes - a parent was locked into the school after the gate was closed in the morning. He climbed out over the fence. I have spoken to him regarding this as he was in a part of the school that he shouldn't have been in.</p> <p><i>BPS & WPS - No</i></p> <p><i>Have there been any permanent exclusions?</i></p> <p>Bampton - No</p> <p><i>BPS & WPS - No</i></p> <p><i>Have there been any fixed term exclusions?</i></p> <p>Bampton - No</p> <p><i>BPS & WPS - No</i></p>



	<p><i>Are there any part time timetables and when were they last reviewed?</i></p> <p>Bampton - Yes.</p> <p>VS in yr 2 comes in for 1 hour on Monday, Wednesday and Friday. We have not been able to extend this time as her grandparents (guardians) have to stay on site for her. Many agencies are involved and we are working towards her being comfortable for grandparents leaving site before extending the time she has in school.</p> <p>CK in yr 5 comes in 3 days per week and has a 1:1 while in school. Discussions have been had with parents regarding increasing this but they would prefer to take it slowly - they are keen to flexi school him but I have explained this is not possible. We are working with parents to increase their confidence as well as his.</p> <p>BPS & WPS - None</p> <p>RS - Webbers and Burlescombe, both schools are in the ofsted window and I have been using staff across the Trust to support in deep dives for various different things to make sure we are ofsted ready. I have had CM come in as the safeguarding lead for the both schools and she did a safeguarding deep dive for Burlescombe and will be doing one at Webbers. One thing noted was that some of the outbuildings are unlocked throughout the day, potential risk so Monday I am meeting with NM and CM to do a learning walk and see what we can lock down. Children are safe in classes and they have enough adults, we are looking at pinch points in the day.</p>
8	<p>Ensure the following documents are in place and have been reviewed:</p> <ul style="list-style-type: none"> • Accessibility Plan • First Aid • Healthy Eating <p>Burlescombe Accessibility Plan</p> <p>Webbers Accessibility Plan</p> <p>Bampton Accessibility Plan</p> <p>Bampton First Aid Policy</p> <p>Healthy Eating Policy</p> <p>First Aid Policies for Burlescombe and Webbers were handed out as paper copies in the meeting by RS.</p>



	<p>RS - I have highlighted on the back the names of people that were first aid trained. We realised that we did not have enough staff and we are getting first aid training implemented as quickly as possible.</p> <p>HS - One thing I noted is that Bampton has more detail in the accessibility plan compared to Burlescombe and Webbers.</p> <p>RS - Bampton is an usual one as Bampton has a very experienced SENCo and it is one we can all inspire too. I have spoken with the SENCo and she worked really hard on this.</p> <div data-bbox="347 472 1469 618" style="background-color: #e0e0ff; border: 1px solid black; padding: 5px;"> <p>Decision</p> <p>All policies reviewed.</p> </div>
9	<p>LSC Monitoring Cycle and arrangements for visits</p> <p><u>Visit Note RW B&W 15.01.2025</u></p> <p>KC - I struggled to find a visit report and gave it to Lully.</p> <p>LN - Rev Kev came in yesterday. It is a long document. Do you need to fill it all in? When I am going to show someone around the school I am going to show all the good bits.</p> <p>RS - I am going to go through it. JR with NM and SJ looked at how the governance worked and they did not feel the flow of information from LSC to board was as it should be. The board would get information from the heads and us but there was no triangulation. So there is a staff, parent and community members and there is a visit note which is like a scorecard and on there is an autumn, spring and summer section. I wrote the questions with the information the board wants in mind.</p> <p>This is the visit note from Tritons and it is from a staff member, you do not have to ask all the questions, these are just to guide you. RAG rate and put the notes underneath. Section on Ethos and Christian Distinctiveness and a section on PP and ring fenced funding. This was interesting as she knew about PP, but she did not know the impact of the PP spend from last year.</p> <p>You may come back from the visit with different answers, you will discuss in the meeting and the chair will bring it to the board with the head teacher.</p> <p>One for PP, Curriculum and SEND these are the areas the board would like you to look at. You do not need to meet the head teacher and if you have booked in your time. You have this template you can just move around the school, you do not need to be shown around by the head headteacher.</p> <p>To note training for the head teachers.</p> <p>KC - When we have a visit and we have different things to put down we have to wade through the whole report to find what we want.</p>



	<p>RS - When you are a LSC member you should focus on a particular subject. At Webbers and Burlescombe we are really focusing on reading, writing, maths, geography and history. If a governor went and did a walk and started talking about music this is not what we want.</p> <p>KC - It seems harder to map it out and to get the best evidence. My visit seems very thin and there was lots of good stuff to report on and if there was a part at the end in which you can add in.</p> <p>Take forward that we may need to split the report into autumn, spring, summer. make the box bigger to encourage you to write about the visit.</p>
10	<p>Record of any training undertaken and feedback from training</p> <p>None</p>
11	<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>
12	<p>Committee Member Recruitment and Succession Planning</p> <p><i>Receive update on recruitment</i></p> <ul style="list-style-type: none"> • New Governor for Webbers <p><i>Parent election update</i></p> <ul style="list-style-type: none"> • Require Parent for Bampton <p><i>Raise any support needed or challenges</i></p> <ul style="list-style-type: none"> • Adverts placed in the Bampton Library and various areas around Webbers School local area.
13	<p>Items brought forward at the discretion of the Chair</p> <ul style="list-style-type: none"> • Goodbye to Rev Kev. • Premises stepping lights at Bampton - A few are propped up and some around the back I counted about 9. Premises need to look at this. • ELS Day - 28th January virtual RW will go in place of the chair.



	<p>RS explained the ELS Day and the committees such as ARR. This day will be virtual and each cluster will come in for the meeting. The head teacher will give data. feedback and together objectives for the Spring term.</p> <p>A huge thank you from all of us to Rev Kev and I have had the pleasure of working with you since 2018 and I have gotten to know you more since 2020, your dedication and passion for the school will be greatly missed. I know the children at Bampton will miss you. The Trust will miss you.</p>
14	Closing Reflection
15	<p>Date and time of next meeting</p> <p>01/05/2025 Webbers 16.00</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

