# Alumnis Multi Academy Trust
# Local Schools Committee Minutes

**Link to Newsletters**

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| **Date:** | 18.09.2025 | **Venue:** | **Online** |
| **Minute Taker:** | **Sukkeena King** | **Chair** | **Hannah Smith/Yasmin Trevelyan** |
| **Start:** | **16.10** | **End:** | **17.10** |

| **Members Present** | **Initials** | **Category** |
|---|---|---|
| Carys Barnett | CB | Executive Head Teacher (WPS & BPS) |
| Lully Newman | LN | Headteacher (Bampton) |
| Hannah Smith (Co-Chair) | HS | Parent |
| Yasmin Trevelyan (Co-Chair) | YT | Foundation |
| Rachael Ody | RO | Staff |
| Dale McCutcheon | DM | Staff |
| **Also Present** | | |
| Sukkeena King | SK | Clerk |
| Mark Blackman | MB | Trust Lead |
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**Agenda**

1. Opening Reflections
2. Welcome and Apologies
3. Confidentiality Reminder
4. Declaration of Business/Pecuniary Business Interests
5. Elect a Chair and Vice Chair
6. Annual Paperwork and Housekeeping
7. Consider and Approve minutes
8. Matters arising from previous minutes
9. Planning 25/26
10. Agree LSC monitoring cycle and arrangement for visits
11. Items to go to the board
12. Items to go to the LSC
13. Record of Training and feedback
14. Identify committee members training needs
15. Committee member recruitment and succession plan
16. Items brought forward
17. Date and time of next meeting

| **Item** | **Minutes** |
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| **1** | **Opening Reflections** |

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| **2** | **Welcome and Apologies** |
| **3** | **Confidentiality Reminder**<br><br>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.<br><br>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 not be recorded on this occasion. |
| **4** | **Declaration of Business / Pecuniary Business Interests**<br><br>Members were reminded that they should declare any conflict of interest which becomes apparent during the meeting. |
| **5** | **Elect a Chair and vice chair**<br><br>Co-Chairs Elected - Hannah Smith and Yasmin Trevelyan<br><br>Decision:<br><br>The Committee unanimously agreed to the nominations. |
| **6** | **Annual Paperwork and Housekeeping***Please complete the Governor Code of Conduct google form.*<br><br>*25 26 Declaration of Business Interests form*<br><br>*Please complete the Governor Code of Conduct google form.*<br><br>*Governor Code of Conduct 25-26*<br><br>Reminder forms need to be done. |
| **7** | **Consider and approve the minutes from the meeting dated 01/05/2025**<br><br>*Draft Minutes 01.05.2025*<br><br>Decision: |

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| | The Committee unanimously agreed that the Minutes are a true record of the meeting |
| **8** | **Matters arising from previous minutes**<br><br>● CB - Meeting with ACE and hopefully be on the planning board for October. |
| **9** | **Planning 2025/26**<br><br>Receive and approve SEND Information Report for 2025/26<br><br>Bampton SEND Information Report<br><br>Burlecombe SEND Information Report<br><br>Webbers SEND Information Report<br><br>**Can I have some clarification on the number of SEND students at both Burlescombe and Webbers, as the figures appear lower than national averages/expected. Are there currently any pupils with EHCPs in any of the schools? There are 13 at Webber's and 4 at Burlescombe. There are currently 1 EHCPS. Joined in the last week at Webber's.**<br><br>**Bampton - 4 ECHPS.**<br><br>**Bampton - On the SEND report, it refers to the social inclusion officer supporting families and children. Is there someone now assigned this role or has it become a role all are responsible for? This is a role that I will mainly hold, however James Creek has agreed to act as SIO across the Trust when needed. He supported our Safeguarding Training at the beginning of term and sends updates of things like HAF funding. He does not have direct communication with parents.**<br><br>**BPS & WPS - On both SEND information reports it states parents will be formally notified when their child is put on the SEND register- what does this look like in practice? We have a face to face meeting with the parents. The meeting would be minuted and documented and stored on the file.**<br><br>**BPE & WPS - On the SEND information report, it states the SENDCo is having support from the trust SEND lead and the other SENDCo's across the trust. How has this looked over the last year? What support has there been? Last year we had SEND meetings which were half termly and were lead by RS. I was able to speak with CD and she would support me. We have a SEND leaders group which support each other and I have started the SENDCo training.**<br><br>Receive Admissions Nursery and School<br><br>**Bampton - 11 children in reception and we have got 30 on roll in Nursery. The local childminder has told parents she is stopping at christmas so this will increase our** |

**numbers. I am concerned about next year as it looks like only 5 children will be there for reception. We are full for the year 2 ratio. 1 from out of school area move is delayed for Year 3 but will attend.**

**Webber's we have 8 reception children started and Burlescombe we have 3. We had some in year applications and we have had 2 join in Yr 6 and we have just received another application for another year 6 at Burlescombe and we do have space for them. I have a meeting with the parents as the child has been out of school for a time.**

Receive and approve School SEF

Bampton School SEF

Burlescombe School SEF

Webbers SEF

**Could you also let me know Bampton's overall school attendance figures as not included in the SEF? 93.9%**

**On Webber's and Burlescombe SEF it states that the curriculum has undergone necessary changes to ensure development towards a coherent planned and sequenced progression of skills and knowledge. What does the curriculum now look like? Is there a long term plan/ rolling program at all? There is a long term rolling programme which ensures coverage and progression. There is still work to do and schemes in place. We are locating to a different trust and they have a robust curriculum.**

**- On the SEF it states that the pastoral support in place across both schools is a strength. How will this now look with no social inclusion officer in place? This is through our relational and restorative approach. There is JC and he is working across all of the schools, he would not come into and work with the children but we are embedding a restorative approach.**

**Bampton - I am doing the early health referrals. We did not an SIO before and I cut down my teaching for this term in order to take on this role.**

Approve School SIP

Bampton School SIP

Burlescombe and Webbers SIP

**Bampton - On the SIP it mentions a central hub room will be set up. What do you envisage this to look like and how will ensure all curriculum needs are met alongside?**

**This has been set up as 'The Hive'. The activities available are all based on maths or english or games that support children's regulation. There is an HLTA who works out of there for small group intervention work or pastoral support. Breakfast and After School Club are based in this room. High needs in Year ¾ she comes and collects the children and takes them to the Hive.**

**QUESTION FOR MARK- How do we envisage the LSC SIP target being met with lack of LSC uptake for Bampton and no visits being made?**

MB - The local contact and standing next to someone in the playground is the best way to do that. The Trust is not the place to find that. The Trust is trying to help where it can but not to take responsibility away from the headteachers.

**Bampton - I do keep putting out the advert and we do have a really good PTA and no one wants to take on more or another role.**

**Bampton - We have spoken to the church community and they do not have capability, we have a new vicar and I will go out and see him before he gets another role placed on him.**

Receive PP

Bampton PP

Webbers PP

Burlescombe PP

Receive PE

Bampton PE

Burlescombe PE

Webbers PE

**Sports Funding,**

**There are some significant differences between schools. For example, Bampton's internal extracurricular activities spending was recorded as £3,200, while Burlescombe and Webbers were both shown as £0. Are students at Burlescombe and Webbers being provided with an enriched extracurricular offer in other ways or funded in other ways? The majority of money was spent on staffing we cannot report on that so it was looking at which staff had had CPD. In both my schools very little money was spent on that. The Sports Grant for 2025/2026 is now being used for Premier Education to ensure enrichment opportunities.**

**Within the PE grant spending document. Webbers and Burlescombe amounts are quite different. Can this be explained when they work so closely? Eg: Burlescombe spent 5943.80 on online training / resource development but webbers only £593.78 The PE Lead last year was employed at BPS which is why the CPD for the PE lead came from BPS**

**What is the schools' response to the recent Wraparound Care funding opportunity from Devon CC.**

**Bampton will be applying for an extension to hours and age range so that Nursery children can attend Breakfast and After School Club and After School Club can be extended to 5.00pm rather than the current 4.30pm. In the mornings we have got 10 - 12 children and we have got someone in place who has the right qualifications to admit a child and I ask parents to give me notice so I have someone else in the room, for nappy changes. After school is a little different as we offer as much enrichment as possible, we have something on every night apart from Tuesday's. The uptake of after school clubs is lower but this accommodates siblings if a child is in a year group club. I was asked to charge and I declined as I feel it is important to offer this enrichment. I have been in touch with the early years advisor extending the hours.**

**For WPS and BPS we have met with Premier Education who can offer to run this at no cost to the schools and the next stage is to begin consultations with the school communities. Last week I went for a meeting with Premier Education and they will run a breakfast club and after school clubs. They can offer 7.30 to 6pm. They cover everything including insurance. We will start consultation and send out surveys. This may need to run on one site. We applied for a sports grant so we can obtain a mini bus which would be helpful for both schools. This is a long term plan.**

**How will you make sure parents fill in the surveys?**

**What works for us is standing on the school gates and ensuring we are surveying at the open day. We will also sent out by Arbor and we can also telephone parents.**

**Finally, will we have access to the SATs results for summer 2025? Are the schools performing in line with national averages, and could you provide any breakdowns for vulnerable or disadvantaged groups (SEND, FSM, EAL, etc.)**

**Bampton**

| | Whole cohort | PP | SEND |
|---|---|---|---|
| Reading | 9/10 90% | 3/4 75% | 0/1 |
| Writing | 7/10 70% | ¼ 25% | 0/1 |
| Maths | 7/10 70% | 1/4 25% | 0/1 |
| Combined | 6/10 60% | 0/4 | 0/1 |

**If we could have a bit more detail as this does not make sense to me.**

**One child with SEND and he did not achieve expectations in Writing and Maths.**

Mark joined the meeting.

Thank you for sharing the Governance role. RS has departed the Trust I am holding the Trust for the next few months, the Trustees are reflecting on the future of the

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| | Trust we have ACE and LAP supporting the Trust. Small central team and there has been a shift in how we are operating the Trust and we returned the money to the schools and accountability to the schools. Heads now can make decisions about their school and empower the school leaders. We will continue to give support and we will keep the support for the school leaders. We are looking at what the best thing is for the Trust. The current financial position is better than it was. When I first arrived we had no pennies and we had pay freezes. We want people to be heads in the truest sense with governing bodies and take control of their school. Please do not feel that you cannot make contact. We are here if things concern you.<br><br>Decision:<br><br>SEND Information - Approved Bampton, waiting for Burlescombe and Webber's.<br><br>SEF & SIP - Approved. |
| **10** | **Agree LSC Monitoring Cycle and arrangements for visits**<br><br>BPS & WPS Visit Note HS 15.7.25<br><br>- How was the teaching and learning policy received by staff?<br><br>**CB - Well received.**<br><br>- What initial impact has the teaching and learning policy had on the school routines and teachers practice so far?<br><br>**CB - Initially from various conversations I was nervous about asking teaching staff for planning, I checked with the union and they said it was ok to do this. I wanted them to think about the learning and what we want the outcome to be. I wanted them to think about scaffolding and the TA's are now called LSA's and support getting the resources ready. Having lesson planning if there is going to be an unplanned absence so we are not doing a holding activity and we know where they are. Schedule of monitoring and regular learning walks and a booklet. I have not had any negative feedback.** |
| **11** | **Items/Information to go to Board**<br><br>ELS next week and no visits to Bampton. SK emailed the board.<br><br>DC has been away and he will reply once he is back. |
| **12** | **Items/information to go to LSCs**<br><br>None |
| **13** | **Record of any training undertaken and feedback from training**<br><br>Courses online:<br>HS - Visiting your school |

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| | Intro to school governance in a trust (11/11)<br>Governance update (16/10)<br>YT - Developing your governing skills<br>Intro to school governance in a Trust<br>Visiting your school |
| **14** | **Identify Committee Member training needs**<br><br>Training Matrix<br><br>*You can register via your Alumnis email on the following sites for up to date information, training opportunities and support with your role.*<br><br>*Register \| DES (Devon Education Services)*<br><br>*Governance \| DES*<br><br>*https://cstuk.org.uk/register*<br><br>*Register with DAG - Devon Association of Governance*<br><br>*Register - Governors for Schools*<br><br>Safeguarding training:<br><br>HS - Due 21st October<br><br>YT - Due February |
| **15** | **Committee Member Recruitment and Succession Planning**<br><br>Look into recruitment for Bampton. |
| **16** | **Items brought forward at the discretion of the Chair**<br><br>None |
| **17** | **Date and time of next meeting**<br><br>22.01.2026 Online |

| Summary of Decisions taken by the Local Schools Committee | | |
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| **Item** | **Decision** | **Action Points** |
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| **Recommendations to be considered by the Board of Directors** | | |
| **Item** | **Recommendation** | **Response from Board** |
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Minutes shared with xxxxx on xxxxxxx