Alumnis Multi Academy Trust
Local Schools Community Council Minutes

Link to Governor Hub

Date:	03/10/2024	**Venue:**	**Bampton**
Minute Taker:	**Sukkeena King**	**Chair**	**Rev. Kevin Chandra**
Start:	**16.17**	**End:**	**17.03**

Members Present	Initials	Category
Rebecca Northcott	RN	Executive Head Teacher
Lully Newman	LN	Headteacher (Bampton)
Rev. Kevin Chandra	KC	Community Advocate
Richard Wiltshire	RW	Community Advocate
Rachael Ody (Virtual)	RO	Staff Advocate
Also Present		
Sukkeena King (Virtual)	SK	Clerk
Jac Robilliard (Virtual)	JR	Governance Professional

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 2024/25
10. Governance Training
11. Agree LSC monitoring cycle and arrangement for visits
12. Record of Training and feedback
13. Identify committee members training needs
14. Committee member recruitment and succession plan
15. Items brought forward
16. Date and time of next meeting

Item	Minutes
1	**Opening Reflections** “Breathe and empty your thoughts for a bit and just pause”

2	**Welcome and Apologies** Accept Rachel King resignation Apologies Rachael Sharpe - another commitment Neil Noir - another commitment Decision The Committee unanimously accepted the apologies and Rachel King resignation.
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 not 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. None
5	**Elect a Chair and vice chair** Chair Elected - Rev. Kevin Chandra Decision: The Committee unanimously agreed to the nomination.

6	**Annual Paperwork and Housekeeping** *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.* *24 25 Declaration of Business Interests form* *If members are attending virtually they will need to fill in the form provided.* *All members will receive the following e-forms to complete via email in advance of the meeting.* *LSC Information Review Form*
7	**Consider and approve the minutes from the meeting dated 15/07/2024** *Draft Minutes 15.7.24* Decision: The Committee unanimously agreed that the Minutes are a true record of the meeting
8	**Matters arising from previous minutes 15/07/2024** None
9	**Planning for 2024/25** Receive and approve SEND Information Report for 2024/25 Burlescombe SEND info report Webbers SEND info report Bampton SEND info report **LN - Gave a brief overview.** • **Universal provision for our SEN children and additional external provision for children that have not moved forward, we have the Education Psychologist in for a package of visits he has come in a couple of times and done staff training as well.** • **We have 2 ECHP and sent another 2 and applied for another 1.** **RN - Gave a brief overview.** • **Rachel Ody is SENCo across the 2 schools.** • **No EHCP's, one that we will put in place for a reception child.** • **Looking at Ordinary Available Inclusion Provision with some targeted provision, one child with a specific need is vision impairment and this is ongoing with special pens and rulers and technology.**

Receive Admissions Nursery and School

Bampton Admissions Policy 26

Burlescombe Admissions Policy 26

Webbers Admissions Policy 26

Changes submitted for the Admissions policies are:

- **Bampton - Logo**
- **Burlescombe and Webber's - change of head teacher**
- **Burlescombe change the Ethos**

Receive Parent Code of Conduct

Parent Code of Conduct

KC - When do parents receive the code of conduct?

RN - Parents will have it sent after there has been a harassment of a member of staff, and prior to any further communication they will be sent the code of conduct by RS.

KC - Are the parents aware of the code of conduct and do they receive it before the incident occurs.

RN/LN - Parents are aware and it is on the website however, it is not in the welcome pack and this may be a good idea so parents know what it is expected of them.

RN - If placed in the welcome pack and a tick box to say they have received it.

KC - Good idea to put in the welcome pack.

Receive and approve School SEF

Draft WPS BPS SEF 24 25

Bampton SEF 24 25

Approve School SIP

BPS WPS SIP 24 25

Bampton SIP 24 25

RN - Gave a brief overview.

- **It says a draft and it is not a draft it is as good a SEF as I can get it. Ofsted is due soon.**
- **If we had the call this week, I would have some concerns about some areas, but also some areas are really strong, behaviour and attitudes and personal areas.**
- **Early years are ok.**
- **All areas would not be a strong good and I hope we have a few months before we get that call.**
- **Good progress in the first 4 weeks - thanks to SD and the team from Dolton and we have aligned our curriculum to Dolton and Clinton as they have the same structure we have.**
- **We have the curriculum in place and have a 4 year rolling programme and aligned two key stage 2 classes at Webbers with the one at Burlescombe.**
- **Not fully staffed yet. Excellent member of staff starting on Monday she is a former SENCo.**

	• **SEND is a weakness so it will bring stability. Quality of Education and SEN.** • **Great teacher RUBIK being used.** **LN - Gave a brief overview.** • **Wrote the SEF on ofsted criteria and the areas for development reported on our ofsted inspection.** • **SIP again has a lot of outcomes, quality of teaching. We have two new teachers who have joined the school. One is very good and a great asset and one is an ECT and has made a strong start at Bampton.** • **Great Teacher RUBIK and coaching training. A lot of training going on.** • **A large class in Year 4 with a ECT teacher and we have an advert out for a three day a week teacher to be able to split the class with her as the class size is 38 children. Parents are starting to grumble.** • **Impact on our outcome we have significant support staff who are off sick and one may not come back next month and one is having treatment and may be back after christmas. Impact on the rest of the school and I am teaching full time.** • **We also have a student TA and that is really helpful and she is great and doing level 3 and slotted in well, and made a strong start.** **KC - Welcome to the new staff.** **KC - Concerned that the head teacher is teaching and not doing the role of head teacher.** **LN - I am covering as we are doing a lot of training and I cover illnesses, as supply cover is ridiculously expensive.** **KC - LN commitment is brilliant and given previous head teachers and parents opinions on staffing will keep you standing in good stead.** **LN - Need to get someone in post before we have very unhappy parents.** **Decision:** **Admissions - Approved in principle with amendments to the ethos statement for Head Teachers. Also Bampton Logo and Head Teacher name changed on Webbers and Burlescombe.** **Parent code of conduct - Approved.** **SEF & SIP - Approved.**
10	**Governance Training** Set date for in school training and paperwork **Thursday 14 November - Burlescombe 10am**
11	**Agree LSC Monitoring Cycle and arrangements for visits** This will be agreed when you do the governor training.

12	**Record of any training undertaken and feedback from training** SK - Safeguarding level 2 needs to be completed and I will send out the recording when I have received it from Caroline Merritt.
13	**Identify Committee Member training needs** Training Matrix Autumn Checklist *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*
14	**Committee Member Recruitment and Succession Planning** • Adverts SK has sent to the schools • Possible parent from Bampton • Possible parent from Webbers
15	**Items brought forward at the discretion of the Chair** None
16	**Date and time of next meeting** **16/01/2025 16.00 School - Burlescombe** **01/05/2025 16.00 School?**

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