Alumnis Multi Academy Trust
Local Schools Committee Minutes

Alumnis
Multi-Academy Trust

Alumnis Portal

Date:	05/07/2024	**Venue:**	**St Helens**
Minute Taker:	**Sukkeena King**	**Chair**	**Sally Akam**
Start:	**15.45**	**End:**	**17.10**

Members Present	**Initials**	**Category**
Sally Akam	SA	Foundation
Rebecca Northcott	RN	Headteacher
Elise Powell	EP	Foundation
Rachael Sharpe	RS	Director of Education
Jac Robilliard (Virtual)	JR	Governance Professional
Also Present		
Sukkeena King (Virtual)	SK	Clerk

Agenda

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. Safeguarding update
8. Governance 2024/25
9. Review progress of SIP
10. Receive and evaluation of PP Plan
11. Receive and evaluation of PE Plan
12. Review progress the school year - recognise and celebrate
13. Receive reports from the committee member following LSC monitoring visits
14. Record of Training and feedback
15. Identify committee members training needs
16. Committee member recruitment and succession plan
17. Items brought forward
18. Closing Reflection
19. Date and time of next meeting

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

2	**Welcome and Apologies** Jon Hardy - accept resignation? Apologies Gail Morris - another commitment Gill Marlow - another commitment Gemma Fidler - has decided to resign from 08/07/2024 Decision: The Committee unanimously accepted the apologies and resignation Action SK to email Gemma for her resignation - confirmed
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. None Declared
5	**Consider and approve the minutes from the meeting dated 17/05/2024**

	Draft Minutes St Helens 17.5.2024 - Google Docs.pdf Action: Could not approve the minutes as the meeting was not quorate. For the next meeting.
6	**Matters arising from previous minutes** • Approach JH to see if he wanted to continue and he has now offered his resignation and this has been accepted. Advertising for the parent member. • Sarah Walton is going to replace Gemma on the LSC and she has not received any formal confirmation of the role. Sarah is the only one who has put her name forward.
7	**Receive Safeguarding Update** ***Have there been any new appointments made at either voluntary / school or LSC level since the last meeting? Rachel Humphreys (SEND TA)*** ***Have all pre-employment checks for these individuals been completed prior to them starting? Yes*** ***Can the Headteacher confirm that the SCR has been reviewed and there are no gaps? Yes*** ***Is the Headteacher aware of any near misses or other incidents that have occurred in the interim period? No*** ***Have there been any permanent exclusions? No*** ***Have there been any fixed term exclusions? Yes one - 2 days*** ***Are there any part time timetables and when were they last reviewed No*** ***https://alumnismatorg-my.sharepoint.com/:x:/g/personal/d_railston_alumnismat_com/EaYNd8JC2W1KjojTC8L8UgoBXZE5GsflZpCRIjk2YJpaCQ?rtime=G6xnCjOU3Eg*** SA - Issues that were raised as near misses last time have been dealt with. RN - Since answering this there has been another recruitment but starting in September.
8	**Governance 2024-25 - JR Led** ACC Presentation.pdf Thank you for your time. The Board has asked me to consult with you and get your feedback regarding governance. Clarity around the roles and responsibility of the LSC. This year we looked at other Trusts and reviewed governance, we had a review and this review highlighted that we need to look at the local layer of governance and to make it meaningful. Consulted with Dartmoor and Anthem Trust. Share with you and get feedback.

Governance design is putting aside the traditional meetings and thinking about if that could be done in a different way and have a more community based role rather than sit down and receive a lot of paperwork and feel what purpose it is looking at the paperwork and what does the committee communicate to the Board of Directors.

- We are looking at stakeholder voice
- Not duplicating reports
- Using experts to review the SCR
- Community Councils hear the voice of the stakeholders parents, pupils and communities
- 3 Community Councils - Torridge, Mid Devon and North Devon merge St Helens and Tritons
- Champions - Parent, Community, Staff each will be assigned to a school
- At least 3 Champions that will be reporting up to the Board
- As chair of each of the Community Council - friend to the headteacher and bringing the information together to report to the Board and this will be done through the ELS day.
- Documentation will be reduced.
- One formal meeting of the Community Council per term.
- Free up time to go in and visit the school and will we replace this with a report. Suggested questions and suggested list of people that you will talk to.
- Decide what area you will need to look at that term via the SIP and what the headteacher has told you.

SA - Need to get my head around it and I am slightly wary about different things to champion, it is difficult to separate voices of stakeholders. Champion roles are difficult and there would be some issues getting to know the parents. I would not be prepared to travel to the Tritons to visit their schools. It is a significant change and it is a lot to take in.

JR - We will have a parent elected champion and staff elected champion and community elected champion and it is not limited to that group that they come from. I don't think the champion title would only limit them to that champion.

RS - Focus will be on the school improvement plan. You will be given the priority for the term and will be looking at what is the main focus. You will be given questions and then will have the term to look at that area and talk collectively as a group and the Chair will collate the findings and take to the ELS meeting.

JR - My initial thought was the chair won't necessarily be conducting visits. The chairs responsibility will be to draw the information together and take it to the ELS.

SA - I am committed here and this school and I do attend the ELS meeting but I do find them tedious as a member of an LSC St Helens my focus is 100% on St Helens. I do not attend all day because the issues at Dolton are very different to what is happening at St Helens, maybe I need to visit these schools and engage with those school communities.

JR - I think it is really important that we do collaborate with the other schools, and host at each school the meeting and we can also do the meeting virtually if travel is an issue.

A discussion was had around the articles changing and around having a church representative. Also around safeguarding and would there be questions about christian ethos.

SA - Raised a point about having questions prepared and having a script, she would like to approach the school as an independent and are they just being asked to ask questions to get the answers that the board wants to hear? not independent thinking and she likes to spring a question to the headteacher.

SA - An area I think we need to improve on is parental engagement and it would be good to focus on that and in the last couple of years it was mentioned, we were asked if we are using the parent view. As an LSC member and not being a parent, I find parental engagement is needed. I did once come to the parents' evening and no one wanted to talk to me even with my governor hat on.

	Feedback to take to the board (summarised) ● St Helens is standalone and will this continue? ● Not keen on a specific thing to champion. JR - Not limited to the group that it is from. ● Champion roles are difficult - getting to know the community. ● Travel to the Tritons - reimburse petrol and time ● Will we all be writing reports? JR - Chair will not be conducting visits, the chair will draw together the information for the cluster. ● Issue SA has not visited the other schools and wants to support the head teacher at St Helens. ● Champion confusing term discussed as a representative. ● Church representative, will we still need one? ● Guidance concerned about the questions being leading, needing to maintain the independence of the schools. Could this be the trust guiding us with what they want to hear. ● Need to improve on Parental engagement. ● Will this be acceptable to Ofsted? JR - Any feedback, questions or other governance that you think would work please contact me or SK. JR - Left the meeting at 16.28
9	**Review progress of School Improvement Plan and discuss areas of focus for next academic year** 2023-2024 SIP St Helen's (1) (1).pdf RN - Performance targets are extremely strong and lots of children have made incredible progress. We had children who went from Autumn low to 31. Two children who are SEN have made real progress. Inclusivity that we offer means it will hit our data hard and we do have children with complex needs, 3 children in year 2 and 4 children in year 4 and a new one in year 3. People are much more aware of the no excuse culture and the children are making great progress. Ordinary available inclusive provision, Sarah has been writing the new SEN strategy for September. One of the things we can do is evidence the children in SEN, tracking progress with children with complex needs. SA - In terms of RAG rated blocks and I find this a really blunt tool, for example if you take 1c which is amber what we do not know is it, is professional learning on Rosenshine? RN - It is the professional learning on Rosenshine. SA - It is not immediately obvious which one is red, green and amber. SA - Taking the SIP for example in some governing boards when you go on training it is said that governing boards should be included in the writing of this. Going back to what JR said when you say you should know what your responsibilities are and some governing boards are really involved in that and when I am asked I say we just monitor the progress. RS - In September you can review the SIP and speak with RN and say that you do not agree with this or that. Also has a nod to the Trust wide one.
10	**Receive an evaluation of the impact of PP Plan** **PP Strategy Statement St Helens RAG 2023-2024 (2).pdf** SA - Double check dates I think it should not be July 2023.

	RN - It was changed on the website and when we work on it we go back to the original. SA - We have some dates July 2025 and March 2024. Please confirm dates. RN - Jody does work with the children in year 6. Targets will change and in September we will be using a trust wide one.
11	**Receive an evaluation of the impact of the PE Premium Plan** **Sports Premium St Helen's 23-24 .docx - Google Docs.pdf** SA - Double check dates. RN - Same as before. SA - Final 2 sections have not been RAG rated. Can you mention this to Jody? RN - Yes and sports day was great and it had the competitive element in the morning and fun in the afternoon and they were all out on the field at some point even if they were just watching.
12	**Review progress the school which has made during the year - recognise and celebrate** Pick three or four points to recognise and celebrate and rank your top three achievements 1. Year 6 data and I wish we had their year 2 data. They have been really strong and the teachers have been working hard and doing what they can with the cohort coming through. 2. Making progress to good from outstanding with the SIL's and success of your leadership and you have empowered your staff to be able to do that. To celebrate your professional development and taking on two other schools. SIL's have mapped out everything for next year. Trips organised for next year. 3. Success of the SEN hub and we do have a lot of SEN children joining us. Sarah works with those children with complex needs. Every class is full. Meeting with Simon Blissett a lot and talking with the 0-25 team every week going through our SEN cases and success and what is appropriate and what is not appropriate and we know that if we had space we could self fund resource space, we don't have space to do it and the council will not fund as there is a place in Torrington, Ilfracombe, West Brom, and Wilton. They say that we do not need one as the children can go there. Congratulations as you are getting towards the end of the year and there have been times this year where we have been concerned about you and you are working too hard, so congratulations and you need a really good break. Thank you for all that you have done and all of the achievements and you have been a great role model for the younger members of staff and you have been brilliant. Celebration of professional development for yourself.
13	**Receive reports from Committee Members following LSC Monitoring visits and respond to any questions raised** GM - Visit report June 2024.pdf

	SA - Very grateful to GM for being focused on the transition throughout the year. She did point out building strong relationships between preschool and reception; she did suggest that those that were coming from other settings have arrangements been put in place for their visits. RN - Offers have been made, visits have been made to the schools and that has been a mixture of Michelle and I know that she is not going to be their teacher in September and Lindsey has been out to visit and the home visits will happen when they are part time. RS - Thinking about transition and reception to year 1. RN - Debbie has been looking at transition from reception to year 1 and little things like the door moving and the shared area and focus on the central area in reception. SA - Gail was talking about an annual transition plan.
14	**Record of any training undertaken and feedback from training** SA - I attended a Diocese governance forum in June. Very keen on the Climate action plan in place by next year and they were suggesting most schools should at least have framework in place by September. Lots of talk about the Diocese and the Church partnership and if there was any overlap with work. Lots of examples about leadership and governance and it says that we should embed cultural changes and sustainability, changes should be in place by January and potential links with the Church who have the knowledge rich syllabus in place. The Diocese has lots of resources for planning. It was suggested that there should be a LSC lead for Climate change in September. ECO champions they gave lots of examples of ECO projects.
15	**Identify Committee Member training needs** None SA - Most valuable training is the Trust ones.
16	**Committee Member Recruitment and Succession Planning** Formally invite Sarah Walton to join the LSC. Letter has gone to parents for the parent governor post.
17	**Items brought forward at the discretion of the Chair** ● **From SK please can you set up your governor hub**. - Elise set up her governor hub in the meeting ● **If you haven't already please can you send SK your Pen Profile and photo. -** Elise will write a pen profile. ● **Are there plans to provide wrap-around child care in the holidays? -** No ● **Music development plan because the DFE expects all schools to have a plan by September. -** Katherine is the Music lead from September and she will do it, I do know that there needs to be one and I have the proforma. ● **Statement of Ordinary Available Inclusion education framework -** In the document which was shown in the last meeting.

18	**Closing Reflection** Thank you to SK for minuting the meeting. and making sense of all the talking. All have a great summer.
19	**Date and time of next meeting** W/C 16/09/2024

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