

Alumnis Multi Academy Trust

Local Schools Community Council Minutes

[Link to Governor Hub](#)

Date:	15/01/2025	Venue:	Clinton
--------------	------------	---------------	---------

Minute Taker:	Sukkeena King	Chair	Lindsey Hopper
----------------------	---------------	--------------	----------------

Start:	10.21	End:	11.47
---------------	-------	-------------	-------

Members Present	Initials	Category	Agenda
Lindsey Hopper (Chair)	LH	Parent	<ol style="list-style-type: none"> Opening Reflections Welcome and Apologies Confidentiality Reminder Declaration of Business/Pecuniary Business Interests Elect a Chair and Vice Chair Annual Paperwork and Housekeeping Consider and Approve minutes Matters arising from previous minutes Safeguarding update Review 2022/23 Planning 2023/24 Consider and approve improvement plan Reviewing documents Agree Lead roles for LSC members 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 Date and time of next meeting
Kate Ripley	KR	Community	
Martin Warren	MW	Community	
Cheryl Cottle-Hunkin	CCH	Parent	
Samantha Drew	SD	Head (Clinton / Dolton)	
Maryl Steyn	MS	Head (Clawton)	
Leanne Anstey	LA	Staff	
Rachael Sharpe	RS	Director of Education	
Also Present			
Sukkeena King (Virtual)	SK	Clerk	

Item	Minutes
------	---------

1	<p>Opening Reflections</p> <p>MW gave an opening reflection.</p> <p>All were asked if they would like to participate in a prayer.</p>
2	<p>Welcome and Apologies</p> <p>Apologies Jac Robilliard - Meeting</p> <div data-bbox="347 638 1471 745"> <p>Decision The Committee unanimously accepted the apologies.</p> </div>
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> <div data-bbox="347 1355 1471 1500"> <p>Decision:</p> <p>All in attendance agreed to the recording of the meeting.</p> </div>
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>Cheryl Cottle Hunkin - Parent and District Councillor Lindsey Hopper - Parent</p>
5	<p>Consider and approve the minutes from the meeting dated 19/09/2024</p> <p><u>Draft Minutes 19.9.2024</u></p>



	<ul style="list-style-type: none"> • Page 5 at the top change the wording does not make sense. • Point 9 - colour coding need to add context • Point 9 - Discussion around transport, context this is to encourage additional children to the school. <div style="background-color: #e0e0e0; padding: 10px; margin-top: 10px;"> <p>Decision:</p> <p>The Committee unanimously agreed that the Minutes are a true record of the meeting, with the amendments.</p> </div>
6	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> • Name of the committee will remain as Local Schools Committee • Wrap around care for Clinton - SD has spoken to Liz Carol from DCC about the process and I have the application forms to do. MS offered for SD to look at her application for guidance. • Survey to Parents about wrap around care - SD yes a survey went out and Liz said that the funding is for reception to year 6. I talked to her about some other funding I found for the Nursery and I took it as for putting a cover on the Nursery and she said it is for capital and it can be used for expanding the nursery, as we have children on the waiting list we can expand to a Monday and Tuesday with the funding and I will start the process. This is funding for 5 terms.
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>Clawton: Yes - KS2 SEND Teaching Assistant Dolton and The Clinton - Nursery Lead The Clinton - Nursery Practitioner</p> <p><i>Have all pre-employment checks for these individuals been completed prior to them starting?</i></p> <p>Clawton: Yes Dolton and The Clinton - Yes</p> <p><i>Can the Headteacher confirm that the SCR has been reviewed and there are no gaps?</i></p> <p>Clawton: Yes - there are some volunteers and our new member of staff completing the L2 safeguarding training on Friday. The new member of staff was a volunteer prior to starting so had L2 in date. Dolton and Clinton - Yes - just waiting for new staff to complete their Safeguarding Level 2 and Prevent training</p> <p><i>Is the Headteacher aware of any near misses or other incidents that have occurred in the interim period?</i></p>



Clawton - No
Dolton and Clinton - No

Have there been any permanent exclusions?

Clawton - No
Dolton and Clinton - No

Have there been any fixed term exclusions?

Clawton - No
Dolton and Clinton - No

Are there any part time timetables and when were they last reviewed?

Clawton - No
Yes 2 - reviewed 19/12 next review 17/1

SD - one of the children on a part time timetable has now had a diagnosis of ADHD and is now on medication. Much better and calmer.

The other one needs to be in Nursery, he was not able to attend nursery successfully and he has gaps.

We have had support from JC and he has been at Dolton and we have had CM here at Clinton supporting and she is the safeguarding lead.

RS - Have you noticed that there is a need and how are you as the Head are supporting this?

SD - LA is supporting and she is aware and supporting him in class. He cannot go into nursery school as they cannot be exposed to the language. We have had the conversations about how we can enable him to access the curriculum and I have had a discussion with mum about what he needs and what they need as a family. I think when EHCP comes through they may seek additional provision.

8

Ensure the following documents are in place and have been reviewed:

.

- Accessibility Plan
- First Aid
- Healthy Eating
- Intimate Care

[Clawton Accessibility Plan 2025](#)

[Dolton Accessibility Plan 2025](#)

[The Clinton Accessibility Plan 2025](#)

[Clawton First Aid Policy](#)

[Dolton First Aid Policy](#)



	<p>The Clinton First Aid Policy</p> <p>Healthy Eating Policy</p> <p>CCH - Milk subsidies on the Healthy Eating Policy. What is the cost to the school?</p> <p>MS - Parents do not see a cost for the milk, it is free until they are 5 years old.</p> <p>SD - I don't know if this has been actioned here (Clinton) and I will get GB to action this.</p> <p>MS - We have some children with milk intolerance and we as a school pay for the milk out of the school budget as we want the children to feel included.</p> <p>RS - You could raise it with the company and ask them if they can provide an alternative milk.</p> <p>Decision:</p> <p>All policies were reviewed.</p>
9	<p>LSC Monitoring Cycle and arrangements for visits</p> <p>Visit Note Clinton and Dolton MW 11.11.2024 & 27.11.2024</p> <p>Visit Note Clinton and Dolton LA 14.01.2025 L</p> <p>Visit Note Clinton KP 9.10.24</p> <p>Visit Note Clawton KP 08.10.2024</p> <p>SD spoke to JR as she wanted complete clarity to know what to do with the visits notes. Maybe a meeting before this meeting so the committee can talk through the visit notes.</p> <p>LA - I was not aware of the impact of last year's spending on the PP and spoke to parents and they are not aware of how the budget is spent. Talking to staff and they would like feedback about how the PP is spent as well.</p> <p>RS - That is really interesting and will take to the board.</p> <p>LA - Left the meeting at 11.04.</p> <p>RS - ELS is online this time and we are going to bring clusters together. How it will be is the headteacher presents the school journey and data and then the chair has an opportunity to give the feedback from the LSC committee. We will then reflect and see what we would like the LSC to look at in the next term.</p>
10	<p>Record of any training undertaken and feedback from training</p> <p>None</p> <p>MS - Will look at the training and get back to SK on booking a course.</p>



	<p>SD - Asked if head teachers should do some training.</p> <p>RS - There are a lot of good courses to support governance and yes it would be a good idea. Also I think it is really good to sit on another governance board if you have the time.</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> <ul style="list-style-type: none"> • Staff Governor for Clawton • LH Term ending 07/02/2025 would you like to start another term? LH says she would like to carry on. <p>MS - Neil Butler is still keen to join the LSC as a community member. I will contact him first and then ask him to make contact with SK.</p>
13	<p>Items brought forward at the discretion of the Chair</p> <ul style="list-style-type: none"> • Carpark - The planning has now lapsed and I am very disappointed as PF does not reply to my emails. PF has not done very much to help us with this and he is the link between the housing association and us. • MS - We are having difficulties with some of the residents and I have spoken to the housing association and they have said it is a shared use. I have given the housing numbers to the housing association and they will speak to the residents. I believe this is better than communicating to parents that they can use the shared area. • As we have started with matting etc I will contact the council and ask can we keep the planning as we have started work, the planning lapsed before christmas. <p>RS - Please take this to SJ in your next meeting with her.</p> <ul style="list-style-type: none"> • Funding for PE based activities - SD Since the last meeting the PE funding has come back to us and we as heads have both written our PE plans and these are on the website. We have brought into the secondary school GTS partnership, it was a lot of money and some may not be viable as we do not have enough children for a team. GB has approached them to reduce the cost



as we are a smaller school. Swimming is booked for the whole school for 6 weeks.

- MS we have accessed the free tennis coaching and free rugby training. Focusing on outdoor play and opportunities. I went to Holsworthy to look at Opal Play. It is a scheme and I took lots of positives from the visit. Bradworthy is visiting this afternoon for an indoor athletics festival.
- **Teacher for Clinton** - What is happening?

RS - I am aware of the situation and be assured that I have picked it up and I am dealing with it. I only found out today about the applications and SD did review the applications and there was no one suitable. I will be meeting with SJ next week.

SD - It is a temporary measure, I raised this before christmas as I reviewed the applications and no one was suitable. You need to be a really skilled teacher to deliver the curriculum to 4 year groups. Of the applications we had one trained as a teacher and qualified and then taught for 2 years and then did other things and had not taught since 2016.

KR - I am really surprised that someone else cannot fill this gap.

SD - DB is an excellent teacher and he is managing really well, the offer that the children are getting is excellent. It is a temporary solution and if it goes on longer it will need to go to consultation if we wish to change it permanently.

MW - From our last conversation we do not want to add extra pressure to staff.

CCH - With our meeting with NM we were told that a teacher would be in place as soon as possible.

RS - How are the children finding it?

SD - It is challenging for both schools but children are resilient, the children are enjoying working with peers of their own age which some did not have and the quality of teaching is excellent. They come back for lunch one day a week and have worship at Clinton.

A discussion was had about the meeting with NM and the conversations which were had in the meeting and after with parents. Also about the children that were left behind at the school and transition for year 2's.

A discussion was had about the French Residential Trip, Woolacombe have applied for a grant for funding, all PP children are funded, partial funding for SEN children and staff funding. A week residential to Normandy for year 5 and 6. 50% funded for all children as well and this is Trust wide and could become bi-annual.



14	Closing reflection
15	Date and time of next meeting 30/04/2025 Clinton 10am



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

