Alumnis Multi Academy Trust
Local Schools Community Council Minutes

Link to Governor Hub

Date:	19/09/2024	**Venue:**	**Dolton**
Minute Taker:	**Sukkeena King**	**Chair**	**Cheryl Cottle Hunkin (Vice Chair)**
Start:	**9.48**	**End:**	**11.25**

Members Present	**Initials**	**Category**
Kate Ripley	KR	Community Advocate
Martin Warren	MW	Community Advocate
Cheryl Cottle-Hunkin	CCH	Parent Advocate
Samantha Drew	SD	Head (Clinton / Dolton)
Maryl Steyn	MS	Head (Clawton)
Rachael Sharpe	RS	Director of Education
Also Present		
Sukkeena King (Virtual)	SK	Clerk
Jac Robilliard	JC	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** Reflection on ourselves, standards and character. Character - who we are and what we do Invite to immerse in the character virtues.

	James Letter "Gifts that come from above" All invited to participate in the prayer.
2	**Welcome and Apologies** Apologies Lindsey Hopper - work commitment Gill Marlow - another commitment Leanne Anstey - Teaching Decision The Committee unanimously accepted the apologies.
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. Cheryl Cottle Hunkin - Parent and District Councillor
5	**Elect a Chair and vice chair** Chair Elected Lindsey Hopper Vice Chair Elected Cheryl Cottle-Hunkin Decision: The Committee unanimously agreed on both nominations.

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* *All members will receive the following e-forms to complete via email in advance of the meeting.* *LSC Information Review Form* SK to send out email with links on again.
7	**Consider and approve the minutes from the meeting dated 10/07/2024** *Draft Minutes Tritons 10.07.24* Decision: The Committee unanimously agreed that the Minutes are a true record of the meeting.
8	**Matters arising from previous minutes** ● Arrange a visit to the SEN Hub at St Helens. ● Wrap around care on Friday's at Clawton - **MS putting out to parents to see what the uptake on Friday for the preschool would be and we have had a grant to fund wrap around care up to 6pm from the government and there is a lot of background work to do we will start after October half term. Grant is Reception to Year 6.** ● Clinton for Nursery **- SD Currently we offer a morning club which is run by staff and a after school club. I looked at the funding and it needs to have enough children and employ a member of staff to run it. Will catch up with MS to see how she is running hers. Some of the conditions are hard to meet.** ● KR would like to do a SEN review. **SD/MS will put a date in the diary.** ● LH - Would like to see the PP/PE policies - **RS Confirming the PP and PE have been written as Trust wide documents now and these will be going to the ELS for approval and when they are approved the Heads can send them to you.** Report from JR: ● Outcome of the board discussions sent out to everyone. ● Board had read the feedback and have agreed this will be implemented in January. ● Deliver a training programme. ● Feedback was 4 schools included would potentially be unmanageable, St Helens is with the North Devon Cluster.

	RS - Overview of PP/PE policies PP - SIO will be supporting our vulnerable and pupil premium. Looking at how we teach, 50% is good quality teaching and learning and 25% is intervention and 25% is other. Look at the 50% and schools need to look at pupil premium and what we can make the biggest gains in the classrooms. PE - Strategies and enabling staff, PE curriculum, Access to competitive sports and festivals, bringing PE to the forefront of everyday life, Swimming. All bridge together 2 PE leaders across the trust and they have a curriculum for staff to tap into. Organised sports events Trust wide and their work around it is ongoing. MS/SD questions: ● Is there any funds available for swimming? ● Is there any funds available for transporting children to the sports events that are happening around the trust? ● Any money to buy into secondary sports events? RS - Waiting for confirmation from the CFOO, where the money is and how we access this.
9	**Planning for 2024/25** Receive and approve SEND Information Report for 2024/25 SEND Info Report Dolton and Clinton SEND Info report Clawton **MS - Gave a brief overview.** ● **Reports are similar close working between the schools.** ● **Follows the SEN strategy.** ● **Focus on 1 EHCP in the pipeline, advised to chase it.** ● **Handover with Carla.** ● **SEN register currently stands at 11. Monitoring children we are keeping an eye on as well.** ● **My Plans are reviewed every term and parents are coming in.** ● **Employed a SEN TA and they work 16 hours a week, working with focus children.** ● **I have been focused on My Plans and going into class as a Head and SENCo and the regular drop ins work together well. Meetings with parents in the next few weeks.** **MW - Wearing both hats of Head and SENCo if there was a conflict then where would you go?** **SD - It would be RS.** **SD - Gave a brief overview.** ● **Our SEN register, Dolton is 11% and the National is 12%, we have 2 EHCP's in place and so funding for those 2 children has enabled us to employ a SEN TA for 25 hours to meet the targets of both children and then we have got a child in nursery who is under the teacher of the deck.** ● **Huge benefit of having a nursery on site can catch needs early.**

- **Focus on top of the children's needs being met but the SEN TA is giving additional focus on the children while having their needs met above what teachers are doing to support the children**
- **Clinton has 28% SEN children which is double National and 1 ECHP in place and that means that we have 10 hours SEN TA and she does 2 hours a day to work with the child.**
- **3 ECHP in progress and lots of paperwork for getting things in place. Managed to secure play therapy through the Special Guardianship Order that is funded.**

MW - Asked SD how it is all working?

SD - It has been really busy and I am using colour coding to help switch between all of my roles. It is a lot with 2 schools.

MW - Could this be taken to the board so they are aware that it may not be sustainable?

A discussion was had around school finances and how much we get for each pupil, how many teachers, support and costs. This is something that is at the forefront of our minds and can be taken to the board, but not sure how much we can do.

RS - Could we think about anything we can tap into to support the school with the transport?

A discussion was then had about raising funds for help with transport to encourage additional children to the school and other things to support the school. Talking about a bus service from Torrington to Clinton there is not one at the moment.

A discussion was also held around bringing pupils' numbers up and working on marketing also about the new housing.

Receive Admissions Nursery and School

Clawton Admissions Policy 26

Dolton Admissions Policy 26

The Clinton Admissions Policy 26

Receive Parent Code of Conduct

Parent Code of Conduct

Receive and approve School SEF

Dolton SEF 24 25

Clinton SEF 24 25

Clawton SEF 24 25

Approve School SIP

Dolton and Clinton SIP 24 25

Clawton SIP 24 25

SD - Gave a brief overview for SEF/SIP.

- **Monitoring and having a huge focus on SEND.**

	• **Focus on teaching and learning.** • **OAIP is happening in classrooms.** • **Raising the standards and children achieving at ARE and being monitored on a fortnightly basis.** • **Teachers using RUBIK to support professional development** • **Looking at areas that will have a big impact.** **MS - Gave a brief overview for SEF/SIP** • **Focus on vulnerable PP and SEN pupils as well.** • **Holding teachers to account for their data.** • **Using data to inform steps.** • **Same area of focus and teachers have identified where they are on and looking at the classroom environment and teaching for all.** • **Using Great teacher RUBIK which covers all teachers targets.** • **Using JC to focus on learning behaviours and working with one of our classes to look at character virtues.** **RS - Disadvantaged child and focus on culture around disadvantaged children and high aspirations and no excuse culture, looking at the data we still have a 20% gap between children that are not disadvantaged and children that are disadvantaged in achieving ARE 60% of children across the trust in Year 6 reached ARE but only 41% of disadvantaged children. Targets are 74% combined ARE and 55% disadvantaged.** **A discussion was had around ACES and supporting disadvantaged children and how to move forward and have unwavering positivity and to make disadvantaged children secondary school academically ready.** **Decision:** **Admissions - Approved in principle with amendment to ethos statement for Head Teachers to amend.** **Parent code of conduct - Approved with amendment to add hyperlink.** **SEF & SIP - Approved.**
10	**Governance Training** Set date for in school training and paperwork • LH cannot do Thursdays Wednesday 6th November 10.00 at Clinton
11	**Agree LSC Monitoring Cycle and arrangements for visits** Cover at the training.

12	**Record of any training undertaken and feedback from training** KR - Safeguarding level 2 Will schedule safeguarding level 2.
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** JR will chase up Neil Buckner.
15	**Items brought forward at the discretion of the Chair** • Carpark Clawton - **LH contacted a contractor to ask how much it would cost for the ground works and it was £100,000. LH has gone back to PF about asking if they can gift the land and she has not heard back.** • Clawton PTA was PTA of the month in September- **Part of Parent Kind PTA and it was on facebook.** • **Update on the shed from playworks -** SD will chase this up should be on its way. • **LH went to a workshop and funding information meeting about how to raise money and the message was go big and go to as many as possible.**
16	**Date and time of next meeting** Wednesday 15/01/2025 10.00 - Clinton

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