

Alumnis Multi Academy Trust

Local Schools Committee Minutes

Newsletters

Date:	22.01.2026	Venue:	Online
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Minute Taker:	Sukkeena King	Chair	Hannah Smith and Yasmin Trevelyan
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Start:	16.03	End:	17.07
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Members Present	Initials	Category	Agenda
Kirsty Page	KP	Interim Head Teacher (WPS & BPS)	<ol style="list-style-type: none"> Opening Reflections Welcome and Apologies Confidentiality Reminder Declaration of Business/Pecuniary Business Interests Consider and Approve minutes Matters arising from previous minutes Safeguarding update SEND update Review Policies 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 Closing Reflection Date and time of next meeting
Lully Newman	LN	Headteacher (Bampton)	
Hannah Smith	HS	Parent	
Yasmin Trevelyan	YT	Foundation	
Rachael Ody	RO	Staff	
Dale McCutcheon	DM	Staff	
Also Present			
Sukkeena King	SK	Clerk	
Jo Evans	JE	Advisor	
Mark Blackman	MB	Trust Lead	

Item	Minutes
1	Opening Reflections

2	<p>Welcome and Apologies</p> <p>Welcome Kirsty to the LSC meeting.</p>
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 not be recorded on this occasion.</p>
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>Hannah Smith - Parent of Webbers Yasmin Trevelyan - Parent of Webbers</p>
5	<p>Consider and approve the minutes from the meeting dated 18.9.2025</p> <p><u>Minutes 18.09.2025</u></p> <div data-bbox="347 1314 1469 1498" style="background-color: #800080; color: white; padding: 10px;"> <p>Decision:</p> <p>The Committee unanimously agreed that the Minutes are a true record of the meeting</p> </div>
6	<p>Matters arising from previous minutes</p> <ul style="list-style-type: none"> After school club meeting that didn't happen with Carys was happening with Kirsty for Webbers and Burlescombe, is there an update with this? Talking with premier sport about wrap around care and they are able to get some funding and this will be based at Webbers they originally thought that they could do Burlescombe as well but they cannot. I have been in contact with Devon Council who will support with a grant of £2,000 to help with costs to travel children from one school to the other meeting with her next week. Premier Sport has managed to get funding for 5 terms and will be meeting me and will start after Easter.



	<ul style="list-style-type: none"> Did we get webbers and burlescombe year 6 SATs results from 24/25 academic year sent to be added in with the Bampton results? If not, could we have them? I don't have them at the moment, I am working with people behind the scene to find data. When we moved from SIMS to Arbor there does not seem to be any data. I can get headlines and percentages data. We can share headline data. SEND information - have we now received this from Webbers and Burlescombe? Yes and should be on the websites. Safeguarding training- HS updated. SK updated SCR
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>Bampton - Kitchen Assistant, Job Share SEN TA to support year 5 and 6. Parent volunteer on Fridays. Burlescombe - Full time teaching assistant, one of the TA's handed in her notice and we wanted to appoint in the afternoons and we thought about admin and the TA position combined. Retracted her resignation and working afternoons.</p> <p><i>Have all pre-employment checks for these individuals been completed prior to them starting?</i></p> <p>Bampton - Yes Burlescombe - Yes</p> <p><i>Can the Headteacher confirm that the SCR has been reviewed and there are no gaps?</i></p> <p>Bampton - No BPS & WPS - No</p> <p><i>Is the Headteacher aware of any near misses or other incidents that have occurred in the interim period?</i></p> <p>Bampton - NO BPS & WPS - I haven't had any near misses. I am sending out online quizzes for staff for on going training for safeguarding. Devon one minute read and putting questions in.</p> <p><i>Have there been any permanent exclusions?</i></p> <p>Bampton - No BPS & WPS - No</p> <p><i>Have there been any fixed term exclusions?</i></p> <p>Bampton - No BPS & WPS - No</p> <p><i>Are there any part time timetables and when were they last reviewed?</i></p> <p>Bampton - one child on a part time timetable, existing child, parents have insisted. I have expressed my concerns, I will be meeting with parents after half term and I have asked the new inclusion partner to be present at the meeting.</p> <p>MB - Update</p> <p>We are currently in a position to work around the capital issues and we are working with the DFE colleagues. We are in discussion about TUPE and when to start that. It is great to see Kirsty on board</p>



	<p>and the close relationship within the three trusts is working well, when the transition takes place it should feel like a natural progression. Working toward the next few months. Discussions with unions and staff will start in the next month.</p> <p>LN - Just regarding the funding from DFE and emergency work that needs to be done where are with this?</p> <p>MB - First pass is done and we have seen what is eligible and we have been asked to submit three quotes and it is urgent. As we work through it we are looking at the cash flow of the trust and we can sort out the smaller jobs, we are evidencing the cash flow to the DFE today.</p> <p>LN - I sent you videos and the fabric of the building is being affected more and more.</p> <p>MB - A surveyor has been out and the DFE will be looking at this and may send out another surveyor to have a look. There is a real challenge across the landscape for work to schools.</p>
8	<p>Receive update on SEND</p> <p> Burlescombe SEND Update - Jan 2026.docx</p> <p> Webber's SEND Update - Jan 2026.docx</p> <p> Bampton school SEND update - Google Docs.pdf</p> <p><u>Burlescombe</u></p> <ol style="list-style-type: none"> 1. It states that a TA has been recruited for afternoons. There was an advert that went out for the full time position, is this instead of or additional too? <p>Additional - current TA now doing afternoons only and recruited TA full time starting after half term. When we looked at admin it is only in the morning and parents would phone and cannot get through and the TA would work in the office doing interventions and also answer the gate etc.</p> 2. What is the consistency of language and approach focussing on across the school in particular? How is this being monitored? <p>New Behaviour expectations - consistency of language. Made amendments to the behaviour policy and I noticed that we had to make changes to approach and language and I felt that staff did not have anywhere to go and escalation process. I will evaluate that at half term and I will look at CPOMS to see if incidents have decreased. You can sometimes find that it goes up and then comes down as staff are using it more. Feedback from staff is positive and they feel they have somewhere to go. Reflective measures and I have introduced booklets and all teachers and teaching assistants can use them. Teachers would take them to the head teacher and then the child would feel that they have no respect for the teacher. Shifting the culture around behaviour.</p>



When we are with ACE would we be expecting a new policy and if so how will this be shared with stakeholders?

There will be a new trust policy, however, I have made amendments using the ACE trust policy so there will not be a change. I have made something to align with the ACE policy and it is not hugely different. The policy is very similar to the Alumnis policy. Once you go across to ACE all policies will be shared. I will be sharing this with parents.

Webbers

1. The SMART targets revision mentioned, how is this being done? Is this also happening at Burlescombe as was a next step on OFSTED?

In both schools - Staff CPD session and Rachael supporting staff. I picked up in both schools that the targets are not SMART and they are too wordy and I have had a meeting with staff and we are changing this, there will be three targets and easy and clear to understand. Up until half term and then look at the targets and why they are not working. Rachael released on a Friday morning to support the teachers with additional help. Shared with parents and I have spoke to a couple of parents who requested to speak with me at parents evening.

2. Is the SEND focussed teaching assistant working across the school at Webbers taking from the two teaching assistants already there or extra?

That is a tricky one and this happens in most schools, when you have EHCP funding in this gets used for staff and we do have an EHCP child in the school at Webbers and she does have additional funding and that funding has gone into the wages of the two teaching assistants here and that is alongside the teaching assistants of SEND. I believe we are all teaching of SEND. She also supports other children and does interventions. We are looking at an EHCP for another child which would take around 9 months and should be able to get additional support for that child.

Bampton

- When looking at attainment, the KS2 achievement looks worse than that is KS1, is this due to anything in particular? Eg: KS2 curriculum requirements, inherited students etc? **We have a high level of SEND in KS2. Eg yr 5/6 have 3 EHCP plus packages, 2 PTT, 2 chn with EHCP applications in, total of 5/13 yr 6 children on SEND list. Three of the non SEND children came to us at the end of yr 4 with big gaps and are now on the cusp of expected.**

In year 4 we went from 12 to 24 children in the course of 6 weeks and some of those children have gaps and some have needs as well, we also have some that are home grown and they are SEND. Included are those children who did not have a strong start, when I started here they was not a scheme of read, write, ink and phonics and I introduced this.

- It mentions that the SENDCo attends a SENDCo group in Tiverton. Is this something through the trust or additional to? Is it with other local school



SENDCo's? Reply from SENDCo: I'm attending one online on Thursday with Tiverton Sendcos

- My Local Sendcos from Tiverton schools get together to discuss send issues and new ideas or changes to referrals etc which is very useful. This was run by Sen advisor but now just Sendcos supporting each other. All schools in different MAT teams but local support network.
- Alumnis MAT Sendcos used to meet termly but this time was taken away from them. This was a very useful and supportive group.
- I still have links with Bideford Sendcos network. They have worked with me for years and we share and support each other. Run by Ed Psych team who attended each meeting. I think these informal networks are vital in the confusing SEND world in Devon. It has been very helpful to me over the years for both professional and personal support.
- Does this happen within ACE?

Yes we have weekly sessions and local hubs, and hub leader called a cog and so they have cog leader and they have leader schools with a SENDCo that you can reach out to. If you have a particular child that you need support with and there is a school improvement group. You can go to the trust and ask to broker some support. They will give you what you need. We have a whole SEND team and they will look at availability and suitability. We have this across the whole trust. With the new schools coming in we will have as much support as we want.

- It mentions that the Education Psychologist won't be in as it isn't funded. Is this because the trust hasn't brought into it? That is correct. We had support last year but there is no funding for this year. We have had them in to do ECHP's.

We did have a Education Psychologist and we went with a forum and there was 9 hours and it went to the school with the most need. We did this the year before.

- Is it possible this year? From JE no this is not possible we are over staffing schools at the moment.
- Really helpful SEND update thank you very much. When working with external agencies you list the time limitations for ASD diagnosis, are you including Right to choose in this?
- In the Progress listed by pupils, it captures some real positives with "becoming more confident" "now coming into school with a soft start" and "behaviours improving". Is there any changes you have made that has supported these positive changes, either individually or whole school.
- We offered a breakfast club for one child who wasn't coming into school, since this he has been every day instead of one or two days a week. I am working with another parent who is trying to get her child into school. I told her that if she is not in school I will go and collect her. Spending time with the animals if a good one. Not queuing up at the front coming in through the side door. A child who shuts down and does not want to come in and she is on a reward chart for good behaviour and she loves



	<p>telling me how many stars she has and she helps clean out the guinea pigs.</p>
9	<p>Ensure the following documents are in place and have been reviewed:</p> <ul style="list-style-type: none"> • First Aid • Intimate Care <p> First Aid Policy - Bampton - Google Docs.pdf</p> <p> First Aid Policy - Burlescombe.docx - Google Docs.pdf</p> <p> First Aid Policy - Webbers.docx - Google Docs.pdf</p> <p> Intimate Care Policy 2025-26 - Google Docs.pdf</p> <p>YT - Looked at the Accessibility plan and saw that it has the LSC Health and Safety member. Who wrote the accessibility plan?</p> <p>LN - It was written by RS for all the schools.</p> <p>SK - Apologised for the websites not updated and is liaising with IT to correct the mistakes. Behaviour policy is going to the Board in February.</p> <p>YT - Makaton training was put in the Accessibility Plan. Has this happened?</p> <p>KP/RO - I didn't know anything about that.</p>
10	<p>Agree LSC Monitoring Cycle and arrangements for visits</p> <p> Visit note HS Burlescombe 12.11.25.pdf</p> <p> Visit note HS Webbers 12.11.25.pdf</p> <p> Visit Note YT Burlescombe 9.12.25.pdf</p> <p> Visit Note Webber YT 9.12.25.pdf</p> <p>HS - We will come and see Bampton, we will try and do one term each at Bampton. So they have someone to go and see them.</p> <p>JE - I will come and visit Bampton.</p>
11	<p>Record of any training undertaken and feedback from training</p> <p>HS - Governance update 16/10/2025</p> <p>KP - Governance training will be provided by ACE. The governors are called advocates. The central team will be coming into school in March to do an initial review of the schools.</p>
12	<p>Identify Committee Member training needs</p> <p>Training Matrix</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>



	Governance / DES https://cstuk.org.uk/register Register with DAG - Devon Association of Governance Register - Governors for Schools
13	Committee Member Recruitment and Succession Planning LN - New Vicar joining in March and they will hopefully come on board.
14	Items brought forward at the discretion of the Chairs None
15	Closing Reflection Thank you for all the hard work and thank you to Kirsty and Lully. Personal thank you from Kirsty to Yasmin and Hannah who have supported the stability of the school.
16	Date and time of next meeting 30.04.2025 16.00



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

