

Alumnis Multi Academy Trust

Local Schools Committee Minutes

Newsletters

Date:	21.01.2026	Venue:	Online
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Minute Taker:	Sukkeena King	Chair	Sukkeena King
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Start:	19.00	End:	19.45
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Members Present	Initials	Category	Agenda
Lindsey Hopper	LH	Parent	<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 Elect a Chaire 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
Martin Warren	MW	Community	
Anton Devereaux	AD	Acting Head (Clinton / Dolton)	
Michelle Jones	MJ	Interim Head (Clawton)	
Sally Akam	SA	Foundation	
Sarah Walton	SW	Staff	
Gail Morris	GM	Foundation	
Also Present			
Sukkeena King	SK	Clerk	

Item	Minutes
1	Opening Reflections

2	<p>Welcome and Apologies</p> <p>Apologies Bex Northcott - another committment Leanne Anstey - another committment</p> <div data-bbox="347 416 1469 562"> <p>Decision</p> <p>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 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>Lindsey Hopper - Parent Clawton</p>
5	<p>Consider and approve the minutes from the meeting dated 24.9.2025 and 30.04.2025</p> <p>Minutes 24.09.2025</p> <p>Tritons Minutes 30.04.2025</p> <div data-bbox="347 1677 1469 1823"> <p>Decisions:</p> <p>Minutes approved as an accurate record of the meeting.</p> </div>
6	<p>Matters arising from previous minutes</p> <p>None</p>



7	<p>Elect a Chair</p> <p>No nominations - hold over to the next meeting.</p>
8	<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><i>No - St H</i></p> <p><i>No - Dolton and The Clinton</i></p> <p><i>No - Clawton</i></p> <p><i>Have all pre-employment checks for these individuals been completed prior to them starting?</i></p> <p><i>N/A St H</i></p> <p><i>N/A - Dolton and The Clinton</i></p> <p><i>N/A Clawton</i></p> <p><i>Can the Headteacher confirm that the SCR has been reviewed and there are no gaps?</i></p> <p><i>Yes St H</i></p> <p><i>Yes - Dolton and The Clinton</i></p> <p><i>No - Clawton</i></p> <p><i>Is the Headteacher aware of any near misses or other incidents that have occurred in the interim period?</i></p> <p><i>No - St H</i></p> <p><i>No - Dolton and The Clinton</i></p> <p><i>No - Clawton</i></p> <p><i>Have there been any permanent exclusions?</i></p> <p><i>No - St H</i></p> <p><i>No - Dolton and The Clinton</i></p> <p><i>No - Clawton</i></p> <p><i>Have there been any fixed term exclusions?</i></p> <p><i>1.5 days St H</i></p> <p><i>No - Dolton and The Clinton</i></p> <p><i>No - Clawton (only a one day internal exclusion)</i></p> <p><i>Are there any part time timetables and when were they last reviewed?</i></p> <p><i>1 - reviewed 5/1/26 (Child not of statutory school age) St H</i></p> <p><i>1 - The Clinton (To be reviewed 12/1/26)</i></p> <p><i>2 - Clawton (1 was reviewed 10.12.25, 1 was reviewed 12.11.25)</i></p>



Receive update on SEND

 SEND Update Dolton and Clinton.pdf

 St Helen's SEND update January 2026 - Google Docs.pdf

MJ - Verbal update

SEND was an area that was seen as an area of priority, it had dropped a little and there is a lot of SEND need and looking into it to see if it was behaviour or SEND. We have put a lot of input and this has made a huge improvement and now we have the SEND in place we can see who needs support. The SEND register was not up to date and we will have a SENCo from Jacobstow who will be in one day a week. She is making sure we are compliant and SEND register up-to-date and working on referrals. We are starting to have successes. A positive picture.

MW - Please explain the time structure you are giving to Clawton, you are not there full time?

MJ - I am headteacher at Jacobstow and I have been asked to go to Clawton two days a week and I am employed by LAP and it is different days per week as I have to juggle both schools. I have been working in both schools and using my professional judgement as to where I am needed.

MW - When you are not there where does the responsibility sit?

MJ - If I am not there I am at the end of the phone and they can call me. It is 30 minutes away from Jacobstow and I can get to either school quickly. The staff are very confident while I am not there.

LH - There was an incident and we contacted you and you were on the phone very quickly.

SA - Will a permanent head be found for Clawton?

MJ - I am the interim head of Clawton and I may be asked to take over but I do not know what it looks like until the switch is made. I am invested and I will not abandon the school. We have Jake who is another head teacher in LAP and he is a flourishing school partner and he has been coming in when I am there. He will be going in one day and I will be in on two days and the SENDCo will be in one day so four days a week you will have leadership there.

SW - SENDCo at St Helens. I just filled out a quick report. I have tried to look at our SEND support with the waves that are on the SEND policies for LAP. We have 6 in progress and these are children who have joined us from another school or children who have not been in school and we are looking at children who EHCP's declined in Nursery.

We have a SEND Hub and currently this runs with 5 pupils who attend on a full time basis they do interact across the school but they have a bespoke curriculum. We originally received funding to set up the hub and we are lucky we have the EHCP's in place to sustain that. These children in the past would have attended a specialist provision and we are aware that these children would not be able to attend due to SEMH needs.

We are focusing on speech and language. I have had 3 consults last year and we cannot meet the needs of the children and we were not the preference and we have had one come through since September which was parental preference and we offered the parents to come in and visit and this was declined. A better placement was found for this child.

Time to be a SENCo, making sure everything is up to date and compliant and legal. I have 2 1/2 hours a week to do the paperwork, from that point of you hopefully moving forward there will be time allocated to make sure that SENDCo's are given time to be SENCo's.

AD - Dolton and Clinton both small schools. Dolton is below average and Clinton is above. We have one at Dolton and at Clinton a greater need. We have nine and half hours for one ECHP and nine and half hours for the other. We are looking at alternative provision for another child as we have not been able



	<p>to secure a TA for this child. We buy four hours a week a SENDCo from Bampton. This will change when Bampton goes to ACE and we are going to LAP.</p> <p>MW - Alternative provision can you elaborate on that?</p> <p>AD - We are looking at next steps, which is mentoring in Bideford, he has found it hard to do learning in school, we are looking at the teaching room or teaching at home.</p>
10	<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 2025 - Dolton.docx - Google Docs.pdf</p> <p> First Aid Policy 2025 - The Clinton.docx - Google Docs.pdf</p> <p> First Aid Policy - St Helens.docx - Google Docs.pdf</p> <p> Intimate Care Policy 2025-26 - Google Docs.pdf</p> <p>SA - No mention of the EPI pen kept within the first aid box. If there are children with allergies do they need it as a standard item in a first aid box. I was surprised to see that it was not in there and there was not a note on the training.</p> <p>SK - This is included in the Medical conditions policy.</p> <p>SW - We do have an EPI pen in the staffroom with a universal inhaler. We have had training.</p> <p>An Epi pen should be with the child at all times as well as inhalers and diabetic kits.</p> <div data-bbox="359 1209 702 1310"> <p>Decision</p> <p>All reviewed by the committee.</p> </div> <div data-bbox="359 1400 1037 1512"> <p>Action</p> <p>SK to send a copy of the medical conditions policy to SA.</p> </div>
11	<p>Agree LSC Monitoring Cycle and arrangements for visits</p> <p>Visit Note St H - GM 24.11.2025</p> <p>GM - I think the behaviour policy was due to be updated and some of the things in the policy I did not see in the classroom.</p> <p>SK - Policy reviewed by head teachers and going to the board in February.</p>



	<p>GM - Talking to the children they were all very respectful and said they treat people as you would want to be treated yourself. They knew the rules and what happens if you break the rules.</p>
12	<p>Record of any training undertaken and feedback from training</p> <p>GM - Visiting your school 18/11/2025</p> <p>SA - Diocese of Exeter governance forum about SIAMS inspections. 05/11/2025 DAG governance Network Forum looking at effective challenges. 26/11/2025</p> <p>St Helens ofsted window opens this year and SIAMS is due. Clinton - SIAMS 2026.</p>
13	<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> <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>
14	<p>Committee Member Recruitment and Succession Planning</p> <p>GM Expiry 1st Feb and has agreed to another 3 year term.</p>
15	<p>Items brought forward at the discretion of the Chair</p> <p>MW - Do we have any timescales for transition?</p> <p>SK - Please email me and I will ask the relevant questions for you.</p> <p>MJ - Two stages and the first one has been completed and the second one is ongoing and heading towards 1st April.</p>
16	<p>Closing reflection</p> <p>From Rev Warren</p> <p>Pause and reflect, conscious of all the changes and uncertainties both in staffing and ownership and direction. I was reflecting as I spoke with children at the start of term and we reflected on the star that came and led the wise men and the wisdom that comes and guides us throughout the uncertain times. We come with the gifts that we have and the insights and</p>



	as those wise men we come with gifts and offer them as they might be used and in stillness we offer our schools and we offer the way forward to lead the light that leads us. Amen
17	Date and time of next meeting 29.04.2025 look at changing the time. SA Gave apologies for next meeting



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

