

## Moorland Hub Local Advisory Committee (LAC)

Minutes: 27<sup>th</sup> September 2023  
5:30pm Online via Teams

Present: Olli Heathman (OH), Lynda Cooper (LC), Rosie Stamp (RSta), Alex Waterman (AW), Charlotte Roe – Governance Professional (GP)

Clerk – Penny Young

No	Item	Actions
1	<b>Election of Chair and Vice Chair</b> The Governors <b>agreed</b> for Oliver Heathman as Chair of the Moorland LAC and Lynda Cooper as Vice-Chair of the Moorland LAC.	
2.	<b>Welcome and apologies</b> Apologies from EZ were <b>accepted</b> . The Governors discussed the possibility to change the day/time of the meeting to encourage more governors to attend. It was <b>agreed</b> that the new Clerk would facilitate this.	New Clerk
3.	<b>Declarations of interest</b> There were no additional declarations of interest.	
4	<b>Approval of meeting minutes from 28.06.2023</b> The minutes of the LAC meeting held on 28 <sup>th</sup> June 2023 were <b>accepted</b> . The Chair agreed to sign accordingly.	
5	<b>Matters arising from minutes from 28.06.2023 (not on the agenda)</b> There were no matters arising.	
6.	<b>Clerk Update</b> <b>6.1 Appointments/nominations</b> – The meeting was advised that the Wolborough Clerk would be taking over from 1 <sup>st</sup> November 2023. The Governors thanked Penny Young for all her hard work. <b>6.2 Training</b> - Governors were reminded that they must complete L2 Safeguarding & Prevent and send the certificates to the Clerk as a central record for the LAC. <b>6.3 Clerk to Local Board Committee to update the governors on any local or national issues</b> – It was noted that regular updates were circulated. The Governors confirmed they had received the termly update from the Governance Professional. <b>6.4 LAC Terms of Reference</b> – The LAC ToR were circulated before the meeting. The Governors commented that they were pleased that some of the vocabulary had been changed around responsibilities reflecting a more accurate picture of the role of the local governor. <i>The Governors asked questions around 6.5 and how they should monitor pupil attendance.</i> It was explained that this was done in discussion with their Academy Heads. <i>Following a question about the wording under 6.4 ‘safeguarding monitoring and the “relevant legislation”</i> there was a robust discussion about how Governors could do this but still ensured that confidential information was not inappropriately shared. The GP reiterated that governors should not be looking at individual cases, but it was more around checking safeguarding signs around the school and talking to pupils about whether they felt safe. AW added that she would expect as the Trust’s safeguarding lead that the LAC governors should be checking the signing in and out of pupils, talking to them,	

	<p>asking them age-appropriate questions and site security. AW added that all schools have a safeguarding audit from DCC which could be shared with LAC governors. All schools also complete a 175 audit before Christmas, which could be shared with LAC too. The Governors had a discussion around the checking of the SCR, and it was <b>agreed</b> that AW would discuss the correct procedure with Jon Galling (Head of Safeguarding at DCC) and the GP/The Chair would raise this with the S&amp;C Trustees and the CEO. The GP added that Ofsted asked governors about the SCR during inspections. It was noted that the HROM had circulated a crib sheet to support governors when discussing the SCR on their visits.</p> <p><i>The Governors asked about the G&amp;T funding?</i> AW said that there was only PP funding.</p> <p>The Governors <b>agreed</b> for the ToR to go to S&amp;C for approval.</p>	<p>AW</p> <p>OH/GP</p>
7	<p><b>School Updates</b></p> <ul style="list-style-type: none"> <li>• PAN (to include pupils joined/left)</li> <li>• Pupil workload</li> <li>• Staff wellbeing and workload</li> <li>• Attendance</li> <li>• Suspensions and permanent exclusions</li> <li>• Feedback on any parent forum meetings/parents' evenings/PTFA</li> <li>• ASIP update</li> <li>• Risk assessments/Accident book</li> <li>• Pre-school update</li> </ul> <p><b>The information below from Hennock and Ilsington is an amalgamation of verbal feedback at the meeting and information from the Governors' visit notes attached:</b></p> <p>Hennock: LC – The new visit notes really helpful and easy to follow. Met with Sarah, new head at Hennock. Seems to be settling in well. Change to school infrastructure: new roof, getting new windows, class layout changed. Library downstairs and full EYFS unit. Preschool in the same space as YR &amp; 1&amp;2. Lots of potential but a big upheaval. School felt supported by the Trust in getting everything sorted. Pressure on the staff coming back to adjust to new class space. Head of EYFS going on maternity leave. One TA doing HLTA and another teacher one doing SEND qualification. HLTAs really valuable in small schools. Concerns about site security as After School Club is vulnerable as the gates are open - this needed to be raised. <i>LC asked about the Risk Register and what were governors allowed to see?</i> The GP explained that the process had changed – Academy Heads were now the owners of the Risk Register along with EIT and the Trustees had an oversight. The GP further explained that a risk register report would be generated for each Trustee Committee/Full Board meeting. AW reported that Every was a comprehensive system with all the H&amp;S documents as well as Risk Register information. It was noted that the Risk Register was an efficient way for governors to talk openly about H&amp;S and site issues with Academy Head and have an impact.</p> <p>Ilsington: RSt – Good progress across the school. Big push on relational approach to learning. Y6 moderated 100% pass rate. New YR child that has to have 1:1 but has no funding. This was increasingly hard for the school and <i>RSt asked what else could be done to support?</i> The Chair <b>agreed</b> to raise this at S&amp;C adding that it was not sustainable for staff and other pupils. 3 SEND children went on a welly walk each morning to "clear the air" - this takes two members of staff out, then other staff were really struggling. The Governors asked questions and discussed this issue, sharing ideas and good practice. It was noted that the problem was with 0-25 Team and that as a Trust the support was much better than for other schools/Trusts. Ilsington had run lots of workshops in school about Accelerated reading and Relational Approach etc.</p>	<p>OH</p>

	<p>AW updated the governors as follows:</p> <ul style="list-style-type: none"> <li>• All schools had completed L2, GDPR, H&amp;S on second NPD.</li> <li>• All schools had their ASIP in place. Sarah Clarke was now visiting to review them with the Academy Head.</li> <li>• SEND was a big issue across the Trust.</li> <li>• Appointing staff was an issue with lots of staff illness too.</li> <li>• Moretonhampstead was all good.</li> <li>• AW was working around all the schools in her capacity as Safeguarding Lead.</li> <li>• A member of the EIT would have been to every school in the Trust over the next week or so.</li> </ul> <p>The governors asked about how the parents were settling in across the LAC. It was noted that due to the changes over the holidays it was unsettling at first, but it was improving. Parent forums were booked in as well as parents evening. The governors discussed the value of a parent forum, it was noted it was to discuss whole school issues, not individual ones. The Governors also discussed the homework policy and whether it was Trust wide. AW confirmed that the Trust do not have a homework policy and it was individually led.</p>	
8	<p><b>Current Year's Trust Focus – Relational Approach</b></p> <p>AW reported that all the schools had received training on Relational Approach on Non Pupil Day in September which was the Trust's focus for 2023-2024. AW added that it was Relational Approach was about understanding the behaviour of the pupil but maintaining firm boundaries and high expectations.</p> <p>It was noted that it had been well received in Ilstington. AW reported that Moretonhampstead &amp; Bearnies worked as pilot schools last year so were slightly ahead of the other schools. She added that there were substantive materials to support the initiative and should be easy to roll out. The next step was to engage the parents.</p> <p>The GP added that Trustees and LAC Chair were having an Away day and there would be some training on this.</p>	
9	<p><b>Standards and Curriculum Trustees Meeting</b></p> <ul style="list-style-type: none"> <li>• Response to <b>draft</b> minutes (please be aware the minutes are draft and remain confidential until approved)</li> <li>• Feedback on any issues raised from local board Chairs in S&amp;C Meeting</li> </ul> <p>The GP explained that the S&amp;C minutes would now be shared in their draft form to enable Governors to be involved in the discussions in a timely manner. One of the criticisms was that the LAC Governors were raising issues with the Trustees but not getting feedback. The intention was with the new process Governors would see through the minutes that issues were raised by the LAC Chair/minutes with an appropriate response. From now on, OH would be attending the S&amp;C meeting to raise issues and provide feedback. It was noted that the hub had missed that connection last year.</p>	
10.	<p><b>Standards and Curriculum Committee Focus: Analysis and evaluation of pupil outcomes and targets for the year and Academy Improvement Planning</b></p> <p>See item 7.</p> <p>It was noted that there seemed to be a data gap around SEND and PP. It was added that this data would be useful. AW explained that this was part of the new Director of Inclusion's role. She would be looking at how the data was being used as not all the data was academic for this cohort of pupils.</p>	
11	<p><b>Next S&amp;C Focus: Vision, values and SIAMS with a <u>LEARNING WALK</u> to evidence that the values and (for CofE schools) Christian distinctiveness are present and SEF Overview – Governors to discuss the academy's self-evaluation with Academy Head</b></p>	

	GP explained that the purpose of this item was for the LAC to understand what they needed to do at their next focus meeting. She added that the questions on the Visit Notes were only suggestions and to generate free flowing discussion. The Governors said they were helpful in the meeting as it added structure. The GP asked that the Visit Notes were sent to the Clerk to accompany the LAC Minutes for the S&C meeting.	
12	<b>Feedback from Ethos Committees and Community Groups</b> There was a discussion about the Foundation Governor vacancy. The GP confirmed that the Diocese had been approached and asked the Governors to put forward any possibilities. She added that the main role of the Foundation Governor was to be a link between the LAC and the Ethos Committee.	
13	<b>Safeguarding</b> AW had nothing to add. AW confirmed that all the audits had been booked over the year with the priority being those due an Ofsted and new AHs.	
14	<b>Evaluation of governance impact</b> The meeting discussed the meeting and made the following suggestions: <ul style="list-style-type: none"> <li>• Timings and days of meetings</li> <li>• The Academy Heads value the visits from the Governors</li> <li>• Governors felt that the most effective thing was to be supportive to staff</li> <li>• This meeting had been a good example of sharing good practice and ideas</li> <li>• It was agreed to change the agenda around to ensure that the focus had more of a priority</li> <li>• Governors would like to meet the Trustees</li> </ul> <p>The Governors asked to minute their thanks to Penny Young for clerking and to thank Oliver Heathman for taking over as Chair. It was noted that GP had played a huge part transforming everything over the past year. Everything seemed really organised.</p> <p>The meeting closed at 7.04pm.</p>	<b>New Clerk</b>  <b>RSt/GP</b>

**DATE OF NEXT MEETING – 22<sup>nd</sup> November 5:30pm on Teams.**