

No	Item	Action
1.	<p><b>Welcome and apologies.</b>  The Chair opened the meeting by welcoming KB as the new Foundation Governor, the group introduced themselves individually and KB explained her new role to the LAC.  Apologies were <b>accepted</b> from (CL) (JR) and (JB).</p>	
2.	<b>Declarations of interest</b>	
3.	<p><b>Approval of meeting minutes from 23<sup>rd</sup> November 2023</b> (circulated with the agenda)  The Chair <b>approved</b> the minutes and will be signed, Clerk to then send to HR to upload onto the Link Academy website.</p>	Clerk to send minutes to HR for website uploading.
4.	<p><b>Matters arising from 23<sup>rd</sup> November 2023 (not on the agenda)</b>  There were none.</p>	
5.	<p><b>Clerk Update-</b></p> <p><b>5.1 Appointments/nominations-</b> New Foundation Governor KB.</p> <p><b>5.2 Training-</b></p> <ul style="list-style-type: none"> <li><b>Governance Training</b> – All Governors were encouraged to attend “Introduction to Governors/refresher training online Feb 8<sup>th</sup> 10-11.30am via DES (Devon Education Services) and reminded that Governance Alert emails were circulated every Friday afternoon and contained great resources and training courses dates for staff.</li> <li><b>Safeguarding/Prevent/Cyber/EDEN-</b> the Clerk reminded any outstanding paperwork/Certificates for training to be emailed over to update records and would send out a reminder email for those needed.</li> </ul> <p><b>5.3 Clerk to Local Board Committee to update the governors on any local or national issues.</b></p> <p>The Clerk reminded for Governors to ask ‘curious’ questions, even if the answer was known, she added it may help other Governors who might not have had the confidence to ask, it also reflects into LAC minutes the Governors are asking questions during their visits.</p> <p>The Clerk also reminded Governors to also complete the Local Governor Skills Audit Survey/ Mid-Year LAC procedure survey (to be circulated after half term) as soon as possible, the surveys help the Trust understand areas of expertise or areas of more support needed to make the role easier and to help the Trust determine how the LAC Procedures are viewed and how they had helped communication.</p>	<p>GP to discuss with the Chair and the Clerk offline, how we could make email workload lighter using Sharepoint or more user friendly on a mobile phone.</p> <p>The GP to review and make the Local Governor audit Survey more simplistic.</p>

	<p>A Governor raised that they felt that it was difficult to answer some of the questions and might have been harder to answer if experience was not within the Governance Board, The GP <b>agreed</b> that the next Local Governor skills Audit Survey would be looked at and made more simplistic.</p> <p>The Governors raised that they felt sometimes the volume of emails received had been hard to manage, at times having duplicate emails, the Governor asked, <i>“Was there a better way to share information, such as SharePoint or links to the documents instead?”</i></p> <p>It was suggested that using Sharepoint might work well, as had done in the past but it was noted that Sharepoint did not work on a mobile phone. The GP <b>agreed</b> to take the query offline to discuss with the Chair and the Clerk any tweaks/ways of making things more user /mobile phone friendly.</p>	
6.	<p><b>Focus: Wellbeing/PHSE and Safeguarding Audit with a <u>LEARNING WALK</u> to evidence the practice within the school</b></p> <p><b>Wellbeing – pupils and staff</b></p> <ul style="list-style-type: none"> <li>▪ Oversight of support for wellbeing – highlighting strengths and plans for schools where this is not yet consistent.</li> </ul> <p><b>Safeguarding Audit</b></p> <ul style="list-style-type: none"> <li>○ Discuss the S175 Audit and have an oversight of the evidence of safeguarding within the school.</li> </ul> <p><b>Mid-year overview of Attendance</b> Feedback from governors on their focus visits.</p> <p><b><u>Sparkwell</u></b>- Attendance was at 96.2%, due to child illness/acceptable reasons- letters had been sent home to improve attendance. The school had their Safeguarding audit visit in Jan, the outcome was very positive with some tweaks needed to be made. Staff had good knowledge on safeguarding reporting procedures and information was to hand on Staff room walls etc. The Governor noticed during the learning walk that the school had displayed several Childline posters at child height. AH now had the Safeguarding training calendar to ensure staff were booked onto training.</p> <p>Sparkwell had bought into the ELSA program (Emotional Literacy Support Assistant) and two staff were ELSA trained. Communication between the staff and parents was generally good, particularly first thing in the morning. The Relational approach had been well embedded, and the topic of Mental Health was approached through discussions giving children time to talk and ask questions.</p> <p><b><u>Stoke Gabriel</u></b>- The Governor found it interesting to learn the school’s wellbeing initiatives- the school ran a daily lunch club/Introduction of “Moose” the wellbeing dog which had been helpful to calm and engage children.</p> <p>Staff get planned time out to focus on training needed and the AH was making sure that part time staff were not stretched and received consistent information on key topics- relational approach, safeguarding.</p> <p>AH wellbeing was discussed (please refer to visit notes for further clarification on this)</p> <p>Attendance was below target at <b><u>94.3%</u></b> due to 2 children on part-time hours (one under school age, the other on part time hours for six weeks until EHCP funding decision) A family had been offered a p free place at breakfast club which had resulted in improved timekeeping and attendance.</p>	

	<p><b><u>Harbertonford</u></b>- Managed to have an in-depth conversation with various staff members as well as pupils. Most of the time on the visit was taken up by conversation on the safeguarding audit (Please refer to the Visit notes for further clarification) The AH talked confidently about safeguarding and showed the Governor through the processes. AH found the option given to work from home one afternoon a week which had been helpful towards the work/life balance and enabled the AH to focus on getting jobs done without disruption. The school attendance was at 96.03% which was on target, the admin team always made note of the exact reasons for absence with 2 attendance trawls per half term taking place (usually 2<sup>nd</sup> and 6<sup>th</sup> week) so that patterns could be observed.</p> <p><b><u>Broadhempston</u></b>-The Governor had a lovely tour around the school and managed to chat to the AH about her wellbeing, the AH felt really supported across the trust and felt she had made strong relationships with other staff noting that she felt confident to pick up the phone for support if needed. It was also highlighted that the AH liked the linking up of other AHs in trios, which changed each year. The Menopause Survey was discussed, and the following question raised <i>“How do you engage the men in those conversations, for example if you have a male AH, how will the findings of the surveys shared so that all staff feel supported?”</i> The Governor chatted to staff about Safeguarding reporting procedures and was happy with the response they received. The Governor highlighted that the theme around the safeguarding audit was around the Filter and monitoring measures that the trust had in place, the GP clarified that this theme had come up across the whole trusts safeguarding audits and confirmed that there was a new F&amp;M team.</p> <p>Landscape- The Governor explained that wellbeing at Landscape was threaded through every decision and policy made, the AH had taken out a pupil survey with representation from pupils in every year, which the Governor felt a sense of strong pupil wellbeing as well as great relationships between pupils and staff. There was an issue around staffing due to a teacher leaving the school at Christmas, but the AH had hoped to recruit in the next few weeks, a new TA started before Christmas, so more support was given across other classrooms. A TA was questioned on their safeguarding reporting procedure which they answered well.</p> <p>A Governor asked, <i>“Could the AH see the LAC minutes or have a follow up from the visit notes?”</i> The Chair clarified that it would be dependant on the relationship between the AH and the Governor and so was their decision to share the minutes/visit notes. The GP added that the <b>approved</b> minutes were published on the Link Academy Website, although a term later.</p> <p><b><u>Diptford</u></b>- (Visit notes/AH report not yet received)</p>	
7.	<p><b>School Updates</b> Governors to consider and discuss feedback on any issues/successes from their school visits or visit notes completed by AH.</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>	

	The Visit notes covered quite a lot of the above, but the Chair invited Governors to discuss any particular highlights or issues from their visits, there were none raised.	
8.	<b>Current Year's Trust Focus – Relational Approach</b> (AH was absent from the meeting) A Governor informed that staff at Landscope school had completed level 1 & 2 and almost level 3. Another Governor added that Harbertonford had been on an earlier journey with the relational approach, with all staff on board and that it would be an interesting review and revision cycle.	
9.	<b>Standards and Curriculum Trustees Meeting</b> <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) There were no questions.</li> <li>• Feedback on any issues raised from local board Chairs in S&amp;C Meeting</li> </ul> A Governor noted that it was great to see issues being picked up from the visit notes and then being discussed at the S&C meetings. The GP emphasised that it had been noticed the Governor process was now well embedded and fed into the Trustees meetings. A Governor asked for clarification with the wording "reviewed" on the Trustees question <i>"How often should the visions and values be reviewed?"</i> adding visions & values should be embedded and not changed every year, so presumed that meant monitoring against them and not refreshed annually. The GP explained that vision & values were currently being completely reviewed and overhauled, there were meetings taking place with trustees and AHs, who were then talking to staff and children and were asking <i>"Are the vision and values still pertinent to the trust and do we need to change them?"</i>	
10.	<b>Next S&amp;C Focus:</b> <ul style="list-style-type: none"> <li>○ A detailed analysis of nationally reported data on EYFS, Y1 Phonic check, Y4 multiplication check, KS1 SATS and KS2 SATS, SEND and PPG analysis.</li> <li>○ Broad overview of other groups on their progress and expectations to targets</li> <li>○ Progress on the ASIP</li> </ul> The Chair asked, <i>"Do we definitely have the data at the right time to do this at this point?"</i> The GP responded she would speak with AK in charge of data and clarify to the LAC via email after the S&C meeting.	GP to clarify data drop and clarify to the LAC via email.
11.	<b>Feedback from Ethos Committees and Community Groups</b> The Foundation Governor explained that there were parts of information that could be shared across the 3 schools, such as pupil questionnaires to look at pupil wellbeing adding that there were lots of ways for improvement, however all were positive that now the LAC had a foundation Governor in role it could be moved forward and improve the way SEGs were working. A Governor raised a previous query that had sat on recent matters arising on the Harbertonford SEG minutes <i>"The link between the values of the trust and the school, the question around that being whether the trust vision was theologically rooted?"</i> The Foundation Governor explained that that question had come up recently due to the new SIAMS framework and was something that all CofE schools would have to answer, and the trust needed to address.	
12.	<b>Evaluation of governance impact</b>	

	<p>The GP thanked the Governors for managing to get into the schools and doing the visits, the GP also reiterated that the visit notes were being read and questions were raised at the S&amp;C meetings.</p> <p>The Chair invited the Governors to comment on the effectiveness of the meeting or the impact of the pupils/staff/trust – there were no other comments.</p> <p><b>The meeting ended at 8.10pm</b></p>	
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Signed as a true record by the Chair ..... on .....