

# East Devon Local Advisory Committee (LAC) Minutes: 23<sup>rd</sup> January 2024 @ 16.00



**Present:** Anne Pelosi (AP), Martin Jacques(MJ), Louise Jacques (LJ), Robert Williams (RW), Peter Halford (PH) arrived at 4.30.

**In attendance:** Charlotte Roe (GP), Fran Mills (Clerk)

No	Item	Action
1.	<b>Welcome and apologies:</b> Apologies were accepted from Claire Lister, Corinna Tigg & Clare Appleby.	
2.	<b>Declarations of interest:</b> There were no declarations of interest	
3.	<b>Approval of meeting minutes from LAC Meeting 16<sup>th</sup> November 2023.</b> The minutes were accepted as a true record of the meeting.	
4.	<b>Matters arising if not already on the agenda.</b> There were no matters arising.	
5.	<b>Clerk Update</b> <b>5.1 Appointments/nominations</b> – Nothing to report. <b>5.2 Training</b> - Update on training: The clerk reminded everyone present of the need to complete L2 Safeguarding training. (Please send certificates to the Clerk) Next mop <b>up Thursday 9<sup>th</sup> May at 2pm or 7pm</b> <b>5.3 Clerk to Local Board Committee to update the governors on any local or national issues:</b> The clerk explained that F&M (online Filtering & monitoring) will be a safeguarding focus for OFSTED. Schools such as Drakes who are expecting a visit from OFSTED in the near future must ensure that all Governors and staff are familiar with the steps being taken locally to ensure that all children (& parents) understand the way to remain safe online. GP offered that F&M will remain a focus for safeguarding visits in Spring 2 & the Summer Term. RB noted that a change of language/focus will bring it to the attention of adults. It was recognised that repeats of important warnings can negate an important message and this is something that must be countered. <b>5.4 Significant changes within the Trust including key personnel</b> – Nothing to report.	
6.	<b>Focus: Wellbeing/PHSE and Safeguarding Audit with a <u>LEARNING WALK</u> to evidence the practice within the school. Feedback from governors on their focus visits.</b> <b>Wellbeing – pupils and staff</b> <b>Drakes:</b> RW reported a very positive meeting with great enthusiasm following the very successful SIAMS report. Holistic approach to children's development and learning promotes all round good behaviour. An environment of calm classrooms with high expectations & a relational approach ensure a rich place of learning. Relationships with families and understanding of family situations which might affect learning ensure support is given effectively. An example of this is that Pupil Premium Children (PP) are given the opportunity to have private swimming lessons, if they can't already swim, to ensure that when KS2 children have curriculum swimming they are able to keep up: Swimming lessons for Key stage 2 children (KS2) are funded by Devon Active and take place at St Peter's School in Budleigh Salterton. Children are also taking part in Devon Schools Sports Partnership – Sporting events within the Exmouth Learning Community, so that a larger cohort can be experienced & enjoyed. Due to the cost of transport parents take responsibility for transporting children & whilst arrangements can be made domestically to share lifts this is not the responsibility of the school. It was reported that parents are supportive of these events.	

**WORKLOAD** PH stated that challenges are 'shared, chewed & reflected on' and that ongoing planning is continuously monitored.

**Challenge: *Is Counselling made available to the staff if required.*** AP reported that there is an excellent Resources & Wellbeing officer in the Trust who supports staff which in turn improves the retention of staff. GP offered that several surveys are currently being sent to staff to gain information for Trustees to improve staff experience. (e.g. Menopause experience).

Excellent toddler group numbers are being seen at the established group at Drakes which is pleasing.

**Changes:** OFSTED engagement with stakeholders to be considered on an ongoing basis.

**Challenge: *Other schools are very publicly stating that children's learning is suffering in the cold weather. Is this the case in East Devon.*** AP reported that there are no heating issues at either school & that the Trust has recruited an Estates manager to deal with concerns with the fabric of the buildings and this has been very helpful.

**Safeguarding Audit:** Discuss the S175 Audit and have an oversight of the evidence of safeguarding within the school. All done, see below..

**Safeguarding Lead** – Alex Waterman comes into school to do audit.

Any areas marked 3 & 4 make up the action plan for the schools. These are collated for the whole Trust & it was reported that many actions are the same across the Trust.

In addition a S175 is completed for Devon County Council. The action plan for both schools were:

- Early help – how/ why. Staff training has been put in place to understand what help is available & from whom and why certain aspects are important.
- F&M online safety. Staff training is being put in place across the Trust to focus on this important aspect of safeguarding. The Trust has new protocols in place & LIMTEC support by checking devices & computer histories and knowledge of these will be tested.
- Referrals to MASH. Staff training being put in place to understand how reports can be made to the Multi Agency safeguarding Hub (MASH)
- British Values – focus on age-appropriate values which add to the Academy Schools Improvement Plan (ASIP) and tie in with the actions recommended by OFSTED

RW reported that he saw no barriers to safeguarding & wellbeing within the school. The teachers are knowledgeable and confident and when he tested the Administrator's knowledge of safeguarding, she was also knowledgeable & confident about what to do if a child made a disclosure.

RW stated that a worry box was available in each school for all children to use and that this was opened and actioned regularly.

**Relationship approach** – all staff have been trained.

**Mid-year overview of Attendance: Drakes 94.3%** which is slightly down on the last report due to ongoing illness

**Otterton 94.6% ongoing illness.** Regular reminders to parents & carers working well.

Protocol for different families accepted, strong relationships with parents helpful.

Ongoing wellness in the school boosts positivity.

**Excellent attendance by teachers.**

**Otterton:**

**Claire did visit at Otterton:** A relational approach is adopted throughout the school.

Extra activities are offered at lunch times to ensure that all children have the option of quiet time, to play board games etc. This gives options to those who do not enjoy sports and those who may be struggling with friendships.

PSHE teaching through the jigsaw resources helps to educate children on healthy bodies and minds, relationships and equipping them with the tools to talk about how they're feeling.

School uses HeadsUp charity which raises awareness of the importance of mental health. Children have been trained as mental health ambassadors.

	<p>SEND children benefit from relational approach strategies and language being used daily.</p> <p>Leaders have an open-door approach; staff feel well supported. They are signposted to support packages on offer to help them. Governors always check on staff well being and that of the AH at meetings. The Trust offer good level of support to leaders, which filters down to all staff. HT feels well supported.</p> <p>Survey due to go out at Otterton regarding after school provision. It is something the school has not had capacity to offer for a while but AH feels it would be a good level of support to put in place for existing parents and a positive selling point when marketing the school.</p> <p>Recent changes to the end of day routine at Otterton have been well received and having positive relationships amongst parents. Hopefully this will impact on PTA engagement.</p>	
7.	<p><b>School Updates</b></p> <p>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>Planned Admission Number (to include pupils joined/left) Pan Otterton 12 In school 47, Drakes 15 In school 35. Growing attendance at Pre-school and Toddler group means that staff are optimistic of growing numbers.</li> <li>Pupil workload. Relational approach means that Teachers are aware if children are struggling and can offer appropriate support.</li> <li>Staff wellbeing and workload. All well at the moment the staff feel well supported and know of the support given by the trust &amp; Sue Howard which is gratefully received. The continuity of many of the staff means that there is knowledge and understanding of challenging circumstances and support is arranged where possible.</li> <li>Attendance. Staff attendance is excellent. Children's above. The small numbers in both schools mean that just one child's absence causes a significant drop in percentage attendance.</li> <li>Suspensions and permanent exclusions - None</li> <li>Feedback on any parent forum meetings/parents' evenings/PTFA Reports end of term both schools. PTA in each school working well</li> <li>ASIP update – On track</li> <li>Risk assessments/Accident book: GP reported that process for risk assessments is being reviewed at Trust level.</li> <li>Pre-school update : 4 at Otterton, 2 starting after Easter Drakes - 2 currently 4/5 due to start after Easter. Currently each day of the week provides pre-school provision with Wednesday having a session in both schools. Currently there is no overlap between the schools in terms of attendance. MTW, Otterton. WTF Drakes</li> <li>23 Toddlers at Drakes established Toddler group provision. Very busy!</li> </ul>	Governors/ Academy Head
8.	<p><b>Current Year's Trust Focus – Relational Approach</b></p> <p>Academy Head to feedback on relational approach practice across the LAC . This approach was discussed in detail at the last LAC meeting and is established in both schools. The small numbers of children mean that staff know the children well and interaction with the families happens frequently as appropriate.</p>	
9.	<p><b>Standards and Curriculum Trustees Meeting</b></p> <p>Response to <b>draft</b> minutes (please be aware the minutes are draft and remain confidential until approved)</p> <p>Feedback on any issues raised from local board Chairs in S&amp;C Meeting - None. A plea was made for a key of Acronyms to aid understanding of the minutes.</p>	Chair/ Governance Professional
10.	<p><b>Next S&amp;C Focus:</b></p> <p>A detailed analysis of nationally reported data on EYFS, Y1 Phonic check, Y4 multiplication check, KS1 SATS and KS2 SATS, SEND and PPG analysis Broad overview of other groups on their progress and expectations to targets. Progress on the ASIP</p>	Chair
11.	<p><b>Feedback from Ethos Committees and Community Groups</b></p>	Chair

	<p>Ethos Group – I group for both schools which it is hoped will be headed up by Rev'd Jean Burrows. Rev'd Martin continues to visit each school and to lead Collective Worship.</p> <p>The Open the Book team continue to visit to high acclaim.</p> <p><b>SIAMS:</b> Thorough look at teaching of RE in Drakes. Inspectors observed collective worship (Christmas) &amp; reviewed minutes of LAC &amp; Ethos Group. Excellent review of impact of governance on thos of school.</p> <p>Trust new 4 year programme to be consolidated. Holistic approach recognised as a strength of both schools which is to be to be shared.</p> <p><b>Action plan:</b> To share success across the Trust. PH has been invited to share wisdom with Exeter Diocese &amp; other schools in Trust.</p> <p><b>Diversity:</b> Famous Black Brittain question. Contact to be made with more Cosmopolitan schools with the hope of visits and interaction with a more culturally diverse area. (Joe Hunter).</p>	
12.	<p><b>Evaluation of governance impact</b></p> <p>Review performance and value of the meeting - to summarise the effectiveness of the meeting and how this will positively impact on our pupils, staff and Trust.</p> <p>Governors to consider during the meeting where their understanding/decisions have had an impact and share a sentence.</p> <p>PH shared acknowledgement from SIAMS report of effectiveness of Governance</p>	Chair
	<b>Next Meeting: Tuesday 5<sup>th</sup> March @ Drakes School at 16.00</b>	