

# Link Academy

## Local Board meeting

### Raleigh Hub – Otterton & Drakes School.

Meeting Part I Minutes							
Date & Time	8/12/20 4.00		Location	meeting via Teams			
Governors Present	Initials			Governors Present	Initials		
Prof. Louise Jacques	LJ	Foundation Governor		Robin Scott	RS	Staff Gov	
Mr P Halford	PH	Headteacher		Claire Appleby	CA	Staff Governor	
Rev'd M Jacques	MJ	Incumbent					

Apologies	Initials	Reason for Absence (Category of Governor)
Parent Governor		Vacant position
Corinna Tigg	CT	Conflicting commitments
Tony Alexander	AA	Conflicting commitments

Absent without Apology	Initials	Category of Governor
Christine Channon	CC	Foundation

In Attendance	Initials	Capacity	
F Mills	FM	Clerk	

Minutes to
All Governors

Ref	The meeting opened in prayer Action or Decision	Action Owner & deadline
1	Apologies: Apologies were accepted from Corinna Tigg & Tony Alexander. Christine Channon was also absent	
2	Declarations of pecuniary interest: There were no declarations of pecuniary interest in items on the agenda.	
3	Agree minutes: The minutes of the last meeting were agreed and signed by PH on Corinna's behalf.	
4	<p>Head Teachers report. Lite version to update.</p> <p>PH explained that he would produce 2 reports per term one which would contain an update and additional details for aims &amp; objectives and the second (*termB) would contain more detail/results/feedback.</p> <p>PH has been pleased with the number of visits from perspective parents, with significant interest in Drakes – currently room in each class and additional children would be welcome to boost cohort and income. Figures to be known January 15<sup>th</sup>.</p> <p>Natalie Mann has resigned – to be replaced by Susan Hall an experienced administrator commencing Jan 4<sup>th</sup>, it is hoped that Susan will add experience and flexibility to the team.</p> <p>Nativity has been filmed for both schools featuring Rev'd Jacques and will go out on memory sticks to all parents. Usual permissions gained from parents to enable this to happen</p> <p>R.E Vocab/ ethos. Started with literacy organic &amp; growing.</p> <p><b>Challenge:</b> Does the filming of the nativity story comply with all safeguarding policies regarding the use of children in photos etc? Usual permissions gained from parents to enable this to happen</p>	

Local Board Minutes dated

Signed .....

Dated.....

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5	<p>COVID Update and Staff wellbeing: Various members of staff have had to isolate – which has put pressure on remaining team, PH reports that all staff have worked diligently and tirelessly but that the end of term will be welcome. The various challenges coming from working with the pandemic have been welcomed but have necessarily been hard work.</p> <p>Both schools have remained open throughout which is a fabulous achievement.</p> <p><b>Challenge re: Have we seen an increase in time off for teachers in terms of isolating/sickness and managing domestic situations and has this impacted on the children?</b></p> <p>The amount of teacher time off has been minimal apart from when individuals have had to self-isolate because of contact or because of own children coming into contact with potential infection. The team is supportive of each other and technology has enabled some remote teaching to take place.</p>	
6	<p>Safeguarding: County Lines paper was sent out to Governors before the meeting for review.</p> <p>Challenge: Are the school aware of any vulnerability to County Lines activity currently in either school: PH confirmed no activity in either schools, children that may be vulnerable are kept an eye on and ongoing contact with home is sought.</p> <p><b>Challenge: LJ What definition do the school have of bullying</b> - Bullying – frequent &amp; persistent behaviour which is unwelcome and unpleasant. PH confirmed that whilst some challenging behaviour is seen there are currently no cases of bullying in either school. Plans are in place for children displaying antisocial behaviour.</p>	
7	<p>Governors handbook review:</p> <p><b>Challenge: MJ questioned the relationship between the Academy Board &amp; the Local Board.</b> Local Board focuses on Teaching &amp; Learning and will need to answer to OSTED etc. to ensure high quality teaching. Decisions regarding finance, H&amp;S, personnel are dealt with at Academy Board level.</p>	
8	<p>Visit reports &amp; notes: Meeting reports received from Governors following the Teams on line session.</p> <p><b>Challenge: LJ How is the vocabulary project having a positive effect on learning &amp; how are the words chosen?</b></p> <p>Developing vocabulary: Assessment of words that are contained within a subject and are transferable to other areas of learning, these are 'Target words. Also use tier 3 words which are specific to subject. Hope to extend vocab across the curriculum, to equip children moving forward. Teachers, support and admin staff are all encouraged to use target words in all teaching &amp; communication with children to provide a vocabulary rich environment.</p> <p>CA issued an invitation to all Governors visit to see the project in action when guidelines allow..</p>	
9	<p>MJ provided ethos Group feedback: 6 values which fitted with vision. These are ***** Courage, thankfulness, Reinforcement of vision &amp; values at collective worship. Each term will focus on a different value.</p> <p>7 children in the Ethos group are meeting every 2 weeks – leading collective worship &amp; open the book. Positive feedback from all.</p> <p><b>Challenge:LJ Are words from the vocabulary project shared with teaching visitors to school to ensure continuity and continuation of vocabulary rich communication?</b> MJ will consider words currently being used to ensure they fit in with RE teaching</p>	MJ
10	Update on recruitment of parent Gov. No progress to date aim to follow up in early 2021.	
11	S&C meeting feedback. In the absence of CT this item was deferred until the next meeting.	Next meeting
12	Local Boards Team's Channel. In the absence of CT this item was deferred until the next meeting	
13	<p>Otterton School Logo. PH explained that the new logos would be used across all badging in Otterton School.</p> <p>Referring to the logos sent out with the meeting papers PH explained that the black &amp; white version would be used on uniform whilst the blue version would be used on signage.</p> <p>As the meeting was not quorate no decision was formally made. Informally those present were happy with the proposal. However to enable the school to make orders of resources Governors were asked to please advise PH by 15<sup>th</sup> December if they are not happy.</p>	Any objection to this to PH by Wed 15 <sup>th</sup> .
	Close 16.40	