

East Devon Local Advisory Committee (LAC)

Minutes							
Date & Time	18 th March 2025		Location	Otterton C of E Primary School			
Members Present	Initials			Also Present	Initials		
Natalie Clark	MJ	Foundation Gov	On line	Charlotte Roe		On line	
Anne Pelosi	AP	Academy Head					

Apologies	Initials	Reason for Absence	Absent without Apology	Initials	
Peter Halford	PH	Work commitments	Robert Pickering		
Louise Jacques	LJ	Work commitments			
Martin Jacques	MJ	Work Commitments			
Tom Paddon	TP	Work commitments			
Kaleigh Lorraines	KL	Resigned as a Governor			
Ashleigh Tubbs	AT	On maternity leave			
Sam Butler	SB	Work Commitments			
Claire Lister	CL	Work Commitments			
Nicola Weeks	NW	Work Commitments			
Corinna Tigg	CT	Family Commitments			
Claire Appleby	CA	Sickness absence			

In Attendance	Initials	Capacity	Minutes to
F Mills	FM	Clerk	All

Ref item	Main meeting agenda item, comment & decision	Action Owner & deadline
1.	Welcome and apologies as above.	Chair
2.	Declarations of interest. There were no declarations of interest.	Chair
3	Approval of meeting minutes from Spring 1 2025 (21 st January 2025). The minutes were agreed. Clerk to send to Sue Howard for uploading.	Action Clerk
4	Matters arising: None	Chair
5	<p>Clerk Update: Where there is nothing to record the acronym (NTR) will be used.</p> <p>5.1 Appointments/nominations:</p> <p>Claire Lister parent governor at Otterton gave notice that she is likely to leave the East Devon Local Advisory Committee in July 2025 when her child moves to secondary school.</p> <p>A parent from Drakes School has volunteered to be a Governor and Sue Howard is currently going through the paperwork. CR will advise when this is completed.</p> <p>Currently parent governors are required at Littleham, Farway & Branscombe and all schools are advertising.</p> <p>A discussion took place regarding the ongoing poor attendance at LAC meetings. It was proposed that a social event will take place before the next meeting on 6.5.25, which is also to be attended by Matt Matthews when all heads & governors will be encouraged to attend. Clerk to work with CT to plan event.</p> <p>5.2 Training: All Governors to complete Cyber Training asap & send certificates to</p>	<p>Clerk</p> <p>CT/Clerk</p>

	<p>clerk.</p> <p>5.3 Sadly Tina Sillitoe has made the decision to resign her position from the LAC. GP to seek further recruitment for Trust appointment.</p> <p>5.4 Clerk to Local Board Committee to update the governors on any local or national issues. Clerk confirmed that Chief exec. Nicky Dunsford is to leave the Trust at the end of the summer term and the recruitment process is currently taking place. It is hoped that governors would have the opportunity to meet the new incumbent to explore governance going forward.</p> <p>5.5 Parental Engagement – 3 Core Roles – Role 3 - the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.</p> <p>Currently Progress Reports for the children at Drakes & Otterton are being prepared which will be followed by parents evening at end of summer term. EYFS children have parents evenings now.</p> <p>Broadhembury: parents evening currently taking place. Reports to go out at the end of summer term.</p> <p>5.6 Risk Assessments – Matt Matthew DCEO will be attending LAC meetings and will join the East Devon meeting on 6.5.25</p>	GP
6.	<p>Focus: A detailed analysis of nationally reported data on EYFS, Y1 Phonic check, Y4 multiplication check, KS1 SATS and KS2 SATS, SEND and PPG analysis</p> <p>Broad overview of other groups on their progress and expectations to targets .</p> <p>Individual assessments are detailed on the attached visit notes. Given the very small numbers in each school the HT & Classroom teachers have an excellent understanding on individual progress and ensure that interventions are used in a timely basis.</p> <p>Where % are low within a year group this is usually due to a small number (often just one) children with SEND for which a ECHP has been applied for or is in place.</p>	
7.	<p>Focus: Provision for PPC & LAC and the impact</p> <p>Pupil premium Grants: Funds from these grants widely go to supporting additional TA positions within the school which benefits all children not just PPG. Any additional monies are used to ensure equal opportunities for all children with financial support used as appropriate.</p> <p>LAC: There are no looked after children in Otterton, Drakes, Broadhembury, or Woodbury</p>	
8.	<p>Focus: Curriculum subject focus – EYFS</p> <p>Broadhembury: There are no pre-school arrangement and a plan is in place to develop closer links with feeder pre-school at Dunkeswell.</p> <p>Branscombe: has visited Otterton to share good practice.</p> <p>Otterton recently enjoyed a LSC Learning support Day with EYFS positive</p>	

	<p>feedback. 2 children regularly attend. Currently the PTFA is supporting the EYFS facility by improving the outside play area.</p> <p>Drakes pre-school is currently thriving with 10 regular attendees.</p> <p>Woodbury: This has been a focus this term. We have recently developed our provision and now have separate rooms for our pre-school children. Provision is play based and learning opportunities are set up within the environment. Communication with parents is via Tapestry. This is used well to track pupils progress and celebrate learning with parents Reception are now based in the Saplings room with key stage 1. They engage in focussed learning tasks and also have learning opportunities set up in the continuous provision. This is changed every two weeks according to learning theme and children's interests/ needs. Children are achieving well in EYFS. The one pupil not on track is SEND and an EHCP has been applied for, for this child. Some of the resources are old and need updating.</p>	
9	<p>Ethos Groups:</p> <p>Otterton, Drakes, Broadhembury have close links with their local churches and enjoy church supported extra-curricular activities such as messy church, open the book, services in church & regular visits from clergy for ethos groups and working with RE lead</p> <p>Farway recently enjoyed an IAMS inspection which went well. Many thanks to Ashleigh for returning from maternity leave to help with this one.</p>	MJ to review on return
10	<p>School updates: 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"> • PAN (to include pupils joined/left) • Pupil wellbeing: Good • Staff wellbeing and workload: Some concerns raised regarding lost planning time due to staff sickness. • Change of hours for some Administrators likely to cause challenges & an imaginative use of resources. • Attendance. All schools working on cultural change to improve attendance. Given small numbers even the shortest absence has significant impact on % • Suspensions and permanent exclusions. Boardhembury 1 day exclusion. • Feedback on any parent forum meetings/parents' evenings/PTFA • Woodbury & Otterton planning Love my School Days for parents. • ASIP update - • Risk assessments/Accident book 	

East Devon Local Advisory Committee (LAC)

11.	S & C. Minutes from S & C to be sent with minutes from LAC meeting. No questions	
12.	Next S&C Focus: <ul style="list-style-type: none"> ○ Provision and impact for SEND ○ Subject focus: PE Complaint's Policy	
13.	Questions for S & C. What are the timescales for recruitment of CEO	
14.	Governance: Assurance – Need to improve attendance and bonding of schools in East Devon LAC. Re-assurance: Planned get together on 6.5.25 Explanation given: Good relationships with Head Teachers. Data backs up messages from HT.	Chair/

The meeting closed at 17.45