

East Devon Local Advisory Committee (LAC)

Minutes: 2nd July 2024
16.00

Please note: This meeting will be held in person at Littleham School with the option of online participation via Microsoft 'Teams'

Invitation sent to: Peter Halford (PH), Anne Pelosi (AP), Tom Paddon (TP), Louise & Martin Jacques (LJ & MJ), Robert Williams (RW), Claire Appleby (CA), Claire Lister, Kayleigh Lorans (KL), Charlotte Roe – Governance Professional (GP)

No	Item	Action
1.	Welcome. Tom Paddon welcomed the LAC to Littleham School. Apologies. Claire Lister	
2.	Declarations of interest: None	
3.	The minutes of the meeting held on 7.5.24 were agreed to be a true record of the meeting.	
4.	Matters arising: 7.5.24 There were no matters arising.	
5.	<p>Clerk Update</p> <p>5.1 Appointments/nominations: Peter Halford has been appointed as Director of School Improvement covering the schools in East Devon.</p> <p>5.2 Training – The Clerk reminded all Governors that L2 Safeguarding training & other topical training will need to be repeated in September with certificates to be sent to Sue Howard asap. It was commented that some Governors have repeated safeguarding training many times however FM confirmed that training is updated annually and as such should be revisited.</p> <p>5.3 Clerk to Local Board Committee to update the governors on any local or national issues:</p> <p>The clerk reported that risk assessments are key to protecting the business going forward. Governors are requested to view the risk assessments and seek clarification of any issue as necessary and question any omissions.</p> <p>An aide to suitable questions has been sent to all governors but if further support is required, please speak to GP or FM</p> <p>5.4 Significant changes within the Trust including key personnel</p> <p>GP reported that following due diligence it is likely that another 4 schools will join the East Devon LAC with the possibility of a 5th in due course.</p> <p>5.5 Risk Assessments – Update for future process.</p> <p>The clerk reported that risk assessments are key to protecting the business going forward. Governors are requested to view the risk assessments and seek clarification of any issue as necessary and question any omissions.</p> <p>An aide to suitable questions has been sent to all governors but if further support is required, please speak to GP or FM</p> <p>Parental engagement: GP reported that some schools were using Surveys to parents & Children to assess satisfaction levels & the Trust is looking at this option. TP mentioned that he often uses google surveys to assess staff feelings/wellbeing.</p> <p>PH reported that Drakes School has hosted a well attended cream tea.</p> <p>Otterton has hosted an Art exhibition & will join with the Church to participate in the village fete.</p> <p>For the recent May Day activities in east Budleigh Otterton & Drakes joined forces which was received well by the community & parents.</p>	<p>All</p> <p>All</p>

	<p>Community involvement: AP reported that she had attended a recent Otterton parish Council meeting to report on the activities of the school.</p> <p>TP reported an - Open morning, monthly purple day which is a parent facing event. He has also become involved in the Stand up for Littleham committee. Local clubs have been invited to use green space.</p>	
6.	<p>Focus: Overview of Curriculum</p> <ul style="list-style-type: none"> Enrichment curriculum and participation in wider opportunities including our SEND children 	Chair
7.	<p>Focus: Review of attendance for the academic year</p> <p>Attendance data compared to Trust and national target</p> <p>Drakes: good picture, small numbers present a skewed account of absences which are few and largely unavoidable.</p> <p>Otterton: Support in place for families who need it. Like Drakes the small numbers present a skewed picture.</p> <p>Littleham – Currently 89% however this is an improving picture. The culture within the school is changing but this will not come through in this year's figures. A cultural change is underway for both parents & children where keeping children in school is the desired option for all. Support from Catherine at the Trust has been valuable bringing a supportive method & clear guidelines which are used across the Link Academy.</p> <p>Littleham currently finding a balance between approachability & getting children into school. Currently conversation not penalty letters. Admin being proactive in emails to all parents & attendance is a feature in assembly. During this transitional period changes have been made gradually but TP intends to start the new term with a stricter regime.</p> <p>Staff well being & workload:</p> <p>Littleham. - Generally good. Google surveys are used to determine feelings and staff are encouraged to articulate concerns.</p> <p>Recent recruitment has provided 2 new teachers to start in September which means that 2 on current teachers on temporary contracts will be leaving. This has caused some turbulence within the staff but mostly this is acknowledged to be for the good of the children.</p> <p>Otterton – Good. All teachers working hard & positive. New early teacher has settled in well. Much support from the Trust for new early teachers. Currently lots of enrichment activities for the end of term which increases workload but provides variety.</p> <p>Drakes. - Hard work but teachers settled and happy</p>	Chair
8.	<p>Focus: Behaviour and Relational Approach</p> <ul style="list-style-type: none"> Overview of impact of behaviour policy and practice, impact of relational approach, and interventions Exclusions and suspensions: None 	Chair
9.	<p>Feedback from Ethos Committees and Community Groups</p> <p>MJ reported that Justice & Responsibility were the current themes for the Ethos Group for Otterton & Drakes.</p> <p>Littleham is in the planning stage of an Ethos Group. GP mentioned that. Sharon Lord from the Trust could support.</p>	Chair
10.	<p>School Updates</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"> PAN (to include pupils joined/left) <p>Planned admission numbers:</p> <p>Acknowledgement by everyone that numbers are challenging in all state schools especially in East Devon given the demographic.</p> <p>Littleham 71 2024/25 just 5 less than 76 in previous year. 30 pan which is currently underutilised. Changing the perception of the school will take time, however TP is heartened by current interest. Need to distance school & community from the past. New estates surrounding Littleham</p>	Governors/ Academy Head

	<p>provide excellent opportunities within catchment for improvement in numbers.</p> <p>The aim is to have numbers moving through to improve, i.e. growing numbers of reception children. The change in culture is being confirmed with new school uniform & Logo which has been designed by the children. KL, parent Governor at Littleham reports excitement from parents in new developments</p> <p>Whilst it is recognised that Littleham is an area of some depravation the change in uniform has been researched and many items are cheaper than the current alternative. Initially change in uniform will be for new reception children but any others wishing to make the change will be encouraged to do so.</p> <p>Choice of colour change to purple will enable the school to stand out and the positivity is echoed by 'Purple Days' within the in the school week.</p> <p>Ottertton losing 6 gaining 4. Toddler group gaining in number which bodes well for future recruitment.</p> <p>Drakes losing 2 gaining 3. Positive feel when schools are visited.</p> <ul style="list-style-type: none"> • Pupil workload • Staff wellbeing and workload <p>Littleham. - Generally good. Google surveys are used to determine feelings and staff are encouraged to articulate concerns.</p> <p>Recent recruitment has provided 2 new teachers to start in September which means that 2 on current teachers on temporary contracts will be leaving. This has caused some turbulence within the staff but mostly this is acknowledged to be for the good of the children.</p> <p>Ottertton – Good. All teachers working hard & positive. New early teacher has settled in well. Much support from the Trust for new early teachers. Currently lots of enrichment activities for the end of term which increases workload but provides variety.</p> <p>Drakes. - Hard work but teachers settled and happy</p> <ul style="list-style-type: none"> • Feedback on any parent forum meetings/parents' evenings/PTFA/parental engagement • ASIP update • Risk assessments/Accident book • Pre-school update 	
11.	<p>Standards and Curriculum Trustees Meeting</p> <p>There were no comments made relating to the draft minutes.</p> <p>Feedback on any issues raised from local board Chairs in S&C Meeting.</p> <p>The Governors were pleased to hear that the Trust recognised the challenge placed on teachers and some children by the disproportionate number of children with Special Educational Needs in these very small schools.</p> <p><i>The Governors sought more details of support put into these schools for the teachers and the effect on 'non send' children's performance.</i></p>	Chair/ Governance Professional
12.	<p>Next S&C Focus:</p> <p>Focus: British Values, Data, ASIP & Trust Improvement.</p>	Chair
13.	<p>Evaluation of governance impact. Very positive meeting with concerns noted as detailed in agenda item 14.</p>	Chair
14.	<p>Summary of Questions to be raised at S&C</p> <p><i>The Governors were pleased to hear that the Trust recognised the challenge placed on teachers and some children by the disproportionate number of children with Special Educational Needs in these very small schools & asked if there was an admissions policy/management policy to support this concern. The Governors sought more details of support put into these schools for the teachers and the effect on 'non send' children's performance.</i></p> <p><i>The Governors also sought confirmation that any new schools joining the East Devon LAC would not dilute support given to schools already in the LAC especially those who have recently joined the Link Academy with ongoing transitional challenges to overcome.</i></p>	Clerk/Chair
	<p>Next Meeting 1st October 2024 @ Drakes School in person if possible.</p>	

