

The Link Academy Trust

Meeting of the Woodleigh Local Board - Wednesday 21st October 2020

Present	Apologies
Jo Carter, Chair (JC)	Joanna Tripp
Alice Moseley, Vice Chair (AM)	
Rachel Smaldon, Parent Governor (RS)	Declaration of Business Interests: None
Max Thomas, Parent Governor (MT)	
Elaine Clark, Safeguarding Governor (EC)	
Alex Waterman, Executive Academy Head (AW)	
Andy Keay, Academy Head (AK)	

		ACTION
W15.20	Minutes from previous meeting held on 8th July 2020 Minutes approved by JC.	
W16.20	<p>School Updates</p> <p>Tedburn</p> <p>AK noted that the term had been tiring, staff are ready for a break, been doing lots of work on the ‘recovery curriculum’. Will be doing wellbeing fortnight including yoga, forest school, dance, etc. Attendance has been good. Some pupils isolating for a few days, but no Covid positive tests.</p> <p>JC asked about data from SIMS – Academy Dashboard – how is it working? AK noted how they system is used and what data they can access at different levels and will be able to compare schools. 90% of kids are behind in some aspect; 70-80% behind in reading and writing after lockdown. It is beginning to pick up again after the first half term.</p> <p>JC whether we could see this data for our own local schools? AK said not yet as it is held at academy trust level, but soon (Dec) individual schools will be able to use it & Local Board able to look at the data.</p> <p>Parents meetings have happened and went well – were well received. Haven’t held a parents forum yet but will be doing a parents forum doubled up with Teams Training after half term – Mon 16th Nov 2pm.</p> <p>JC asked about behaviour/ wellbeing issues following lockdown: AK summarised a couple of minor issues which are being addressed</p> <p>JC asked if families having to isolate are they given work – AK said they can be brought in live or watch lessons that have been recorded – this has been done on a couple of occasions for children self-isolating. No. of iPads increasing.</p> <p>RS pointed out that the parents and pupils are getting used to using Teams now, but parents getting a bit left behind. RS went on a focused visit observing for outside the classroom and was able to see tech being used effectively – Kahoot, One Note etc.</p>	<p>Action: local board members walk through this data when it is available at school level mid Dec onwards</p>

	<p>Yeoford/Cheriton Hard half term, teachers have worked really hard, gone the extra mile all the time, worked their socks off!</p> <p>The children have come back – noticeable loss of attention to detail – basic spellings, capitals, some degree of ‘learned helplessness’ – school working on re-gaining independent learning and independence skills.</p> <p>Parent forum meetings have taken place for both schools on Zoom.</p> <p>Cheriton Bishop Year 1s have been split due to large year group numbers. This had caused some parental anxiety but Zoom meeting was held with parents (JC attended) hosted by GM & SS who answered questions and allayed any fears.</p> <p>Used Zoom to do parent Teams Training – offered 4 sessions – 5 parents across 2 schools came – disappointing turnout. Teams passwords will be sent home with children after half term.</p> <p>Cheriton Bishop bandwidth limitations: Can only have 4 machines on at one time. Staff have been trained in PP, Sway, One Note etc – upskilling quickly.</p> <p>After half term will be looking at Oak Academy – a Govt funded service – Teachers Hub with lessons on different topics – recorded lessons, powerpoints etc – resources to support teachers if we go into lockdown to help them with workload.</p> <p>Older class at Yeoford found it difficult as on their own all the time – after half term they are going to let them mix with other children at break time as the whole school would have to close if there was a Covid case anyway as there are many siblings pairs or trios across the bubbles. In Cheriton will carry on as two bubbles due to size of school.</p>	<p>Action: JC to raise at S&C</p>
<p>W17.20</p>	<p>Strategic Governance ASIP updates AW: focus this term has been on mental health & upskilling on computers. Want to get SEF (Self-Evaluation Form) done next. Will focus on other areas of the curriculum after Christmas. Otherwise staff would burn out. AK: Same in Tedburn. Main focus on m/h and computing, but some other bits & pieces on Spanish etc.</p>	
<p>W18.20</p>	<p>Staffing Cheriton - GM – going on maternity leave – RL replacing her (formerly an HLTA at Yeoford, now a qualified teacher); a new TA for Cheriton. Yeoford - new TA working 1-1- with a child. Tedburn – all going well including 1-1 TA working with one of the children. AM asked what would happen in the case of teacher absence, would a supply teacher be brought in? – e.g. if a teacher off with Covid for 2 weeks – AW explained there is only 6 days of school budget for supply teaching per annum – so it is very expensive to get supply teachers. AK noted that they</p>	

	could use existing staff and Oak Academy Resources. AW noted that a teacher in Cheriton could teach both Yeoford & Cheriton remotely if necessary.	
W19.20	<p>Procedural</p> <p>Safeguarding – Safeguarding Audit to be completed by December this year. AW confirmed the Single Central Record has been looked at, at both CB & Yeo. Safeguarding training – AW offering level 2 training for all governors – JC noted we are all up to date but it is annual so will need to be done again. Monthly safeguarding bulletins are being shared. All staff level 2 trained. VG, CS & AW level 3 trained in Yeoford. In Cheriton, all staff are level 2 trained, sufficient numbers are level 3 trained. Refresher training coming up in Nov. AK – all level 2 training done in Sept, also Prevent. Refreshers are due around June. Level 3 refreshers done every 2 years.</p> <p>SEND – AW: Going well, re-written SEN registers at both schools. At Academy level, AW is collecting them all in across schools. Organising TAF meetings for children who need them; dyslexia and educational psychology input has been provided for children who might need. AK: Similar has been done on Tedburn JC: Next focused visit for SEND is first part of Spring term – we could look at central register (anonymised).</p> <p>Governor Training – Babcock Training – JC said book in with Sue Howard if anyone interesting in attending any of the courses on offer.</p> <p>Health & Safety – AW – had to reorganise fire drills in both schools, partly due to scaffolding in Yeoford and different exit points. School administrators have been going through school H&S audits from last year. Across the Link an H&S site manager/ facilities manager has been employed to ensure that risk assessments are being done properly by Heads (eg legionella etc). He will also cover general maintenance issues. JC asked about Covid risk assessments – are they being updated? AW will do this next week – minor tweaks; AK has done his recently.</p> <p>Sports Premium Grant – JC: Any money left over from being closed during Covid – what would happen to it? AK: Dedicated PE teacher in this year – JC asked are staff getting some upskilling by the teacher? YES. EC – iPads can be used to document PE lessons and provide evidence of good teaching, teacher training and sustainability.</p> <p>Communication with Parents – JC put an advert out for a Cheriton Parent Governor – no response yet but will try again! Parent forum held at CB & Yeo. Tedburn to take place after half term.</p>	<p>Action: JC to check if her level 3 refresher is due. EC stated check on the central register to see governor training records. Check what other training needs to be done for governors.</p> <p>JC/EC to complete Safeguarding Governor visits before end of Autumn term.</p> <p>Action: JC to ask MM about any excess PE monies</p>

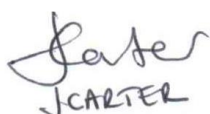
	<p>Update on Pre-schools – no change at Tedburn. CB & Yeo doing well as part of the schools.</p> <p>Trustees Standards & Curriculum Committee – minutes had been distributed and main points communicated with LB.</p> <p>Local Board Working Group – next meeting 3rd Dec – JC to attend and report back.</p> <p>Local Board Changes – Joanna Tripp has stood down as Staff Governor after a long and illustrious service! The Local Board has thanked her for her time and commitment over the years. 2 new staff governors have volunteered - AL from Tedburn and KW from Yeoford (since the meeting KF from Cheriton has also joined the LB).</p>	
W20.20	<p>Focussed visits Focussed visit notes to be saved centrally on the One-Drive to be accessed whenever required. A school visit each to be booked with a focus on the impact of teaching and learning. Local Board governors could also pick a subject to “deep dive” and talk the children and staff</p> <p>Annual cycle Yeoford & Cheriton - virtual visit and report completed - JC Tedburn - visit and report completed - RS</p>	Save notes to One-Drive
W21.20	<p>Dates of Future Meetings – via Teams Wednesday 2nd December 2020 Wednesday 21st February 2021 Wednesday 19th May 2021 Wednesday 7th July 2021</p> <p>Dates for future school visits Suggestions for these would be sent out by email.</p>	

Meeting closed at 6.20 pm

Next meeting:

Wednesday 2nd December 2020 – via Teams

Signed as approved copy by Chair, Jo Carter



J. CARTER

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2nd December 2020