

Governors	
Jo Carter	Brenda Jones
Elaine Clark	Rachael Smaldon
	Joanna Tripp
In Attendance:	
Clerk – Tanya Jeffery	
Academy Head Cheriton Bishop – Alex Waterman	
Parent Governor applicant – Alice Moseley	

Minutes

Welcome: Vice Chair, Jo Carter (JC), welcomed everyone to the meeting, in particular Alice Moseley (AM), a Parent Governor (Yeoford) applicant. To assist AM, JC provided an overview of the Link Academy Trust and the role of the Governors of the Local Board for the Woodleigh Hub and their focus and responsibilities.

Apologies: Apologies were received from Alexis Saffin.

Declaration of Business Interests There were no declarations of interest.

W41.18	<p><u>Minutes of previous meeting</u></p> <p>The Minutes of the previous meeting held on 17 October 2018 were approved with amendments and signed by Vice Chair, Jo Carter.</p>
W42.18	<p><u>Procedural</u></p> <p>.1 <u>Safeguarding</u></p> <p>Alex Waterman (AW) provided a verbal update to the Local Board.</p> <ul style="list-style-type: none"> • Annual Online Babcock Safeguarding Audits completed and submitted within timescale for all schools. • AW is the Academy Trust Safeguarding and SEND Lead (ATSSL) and is currently putting together a safeguarding action plan for the Trust that includes staff training requirements. • It was noted that an LGBTQ+ policy was in the process of being compiled across the Trust and once approved staff training will take place. • All schools revisited Prevent training on recent inset day. • Devon County Council have produced useful one minute online guides on their website, AW to share with staff. • Working with the Chief Executive Officer (CEO) to create an academy wide reporting system to record all safeguarding and child protection issues. These reports will be completed by Academy Heads (AH) at the end of each term and will reviewed by the Directors. • There are currently no major safeguarding concerns with any of the Woodleigh schools. • All staff have undertaken Level 2 training this year. <p>The Governors signed to confirm they had read the updated Keeping Children Safe in Education document which has been noted and recorded by the Clerk.</p>

	<p>.2 <u>SEND</u></p> <p>AW provided a verbal update to the Local Board.</p> <ul style="list-style-type: none"> • Steadily sliding into the Link Academy reporting systems over the following year. • AW working closely with the Improvement and Inclusion Hub (IIH) and SENDCOs. • All staff have benefited from training provided by the IIH, consideration given to mirroring IIH training at Cheriton Bishop. • All SENDCOs participate in regular meetings arranged by the IIH. • SEND funding remains an ongoing issue, however all three schools use available resources in a skilled and productive way.
<p>W43.18</p>	<p><u>Strategic</u></p> <p><u>Directors Standards & Curriculum Committee</u></p> <p>Minutes were provided of the meeting held on 7 November 2018. JC advised Alexis Saffin (AS) attended this meeting on behalf of the Woodleigh Local Board. JC explained an agreed pro forma is completed by each Local Board in preparation for this committee meeting. Once prepared this is sent to the Local Board Governors and the AHs for their input prior to sharing with the Standards and Curriculum Committee.</p>
<p>W44.18</p>	<p><u>Governance</u></p> <p>Minutes were provided from the Full Board meeting held 8 October 2018, the Audit Committee held 12 November 2018 and the Finance & General Purposes Committee held on 23 November 2018.</p> <p>The Governors discussed the organisation and planning of the budget undertaken by the Trust Business Manager and his financial responsibilities and support for the AHs.</p> <p>There were no further comments on these minutes.</p>
<p>W45.18</p>	<p><u>Focussed Visits</u></p> <p>JC explained the Governors are encouraged to visit schools regularly to Learn, Support and Challenge practices within the schools. JC advised there is an Annual Cycle of Focussed Visits for this academic year relating to specific areas. The standard pro forma should be completed, shared with the AH and then made available via the Google Drive.</p> <p>Rachael Smaldon (RS) advised she had visited Tedburn and had an encouraging meeting with the AH who shared the Academy School Improvement Plan (ASIP) and Sports Development Plan. This visit report is available on the Google Drive.</p> <p>Brenda Jones reported that AS had visited Tedburn and added that the AH had some concerns with the lack of progress regarding the provision of the foundation unit. JC added it was a priority for the Trust to enhance their overall Early Years provision.</p> <p>Alice Moseley (AM) advised the Local Board she had attended a recent parent focussed meeting with the AH at Yeoford regarding the change of headship in January 2019. AM confirmed parents have recently been informed and some have expressed their views to the CEO. AW confirmed she will be undertaking a shared headship with Cheriton Bishop and Yeoford and was able to advise her teaching commitments will be removed to enable her to undertake both roles</p>

	<p>and that her time would be split equally across both schools. AW advised the recruitment process for a replacement teacher for Yeoford is underway to cover the teaching that was previously done by the AH. AW reported there were other schools within the Link Academy that were in a similar situation and were running successfully.</p> <p>JC fed back to the Local Board that the Link Academy is now receiving an increase in teaching applications from quality applicants as teachers are keen to join the Link Academy Trust.</p>
W46.18	<p><u>L2 Safeguarding Training</u></p> <p>This Governor training is to be provided by AW at the next meeting.</p>
W47.18	<p><u>Dates of Future Meetings</u></p> <p>Dates of future meetings were confirmed as:- 6 March 2019 – Tedburn St Mary 22 May 2019 – Yeoford 10 July 2019 – Cheriton Bishop</p>

Meeting Closed 6.50pm