



BOARD:	Holsworthy Local Stakeholder Board		
TRUST:	Dartmoor Multi Academy Trust		
DATE:	16 th May 2023		
TIME:	17:30		
VENUE:	Hybrid via Teams and Community Room		
PRESENT:	J Lefley (JL)	M Harris (MH)	G Smith (GS)
	D Stevens (DS) (until 18:38)	D Allcorn (DA) (from 17:37)	R Alford (RA)
ATTENDING:	Jay Hooper- Governance Professional (JH/GP); Julie Greener (SENDCo) (JG)		

Actions: RED Questions Raised: BLUE Points Agreed: GREEN

ITEM:	
1.	Welcome: Those present were welcomed by the Chair to the meeting.
2.	Procedural Items 2.1 Apologies for absence Apologies received from NK. 2.2 Confirmation of quorum Meeting confirmed as quorate. 2.3 Declarations of interest A reminder was issued; None declared.
3.	Minutes: Committee to ratify/approve minutes from previous meeting of Holsworthy LSB 15th March 2023 Committee AGREED that the minutes were a true and accurate record of the meeting.



4.	<p>Matters arising: Update on action points/matters raised from 15th March 2023</p> <table border="1"> <thead> <tr> <th>Agenda Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>6.2</td> <td>GAP to be in place before the next HCC LSB</td> <td>All</td> <td></td> </tr> <tr> <td>8.3</td> <td>SH to send Prevent response to NK/DA</td> <td>SH</td> <td>Completed</td> </tr> <tr> <td>6.1</td> <td>JL to send support links to GS for cost of living crisis – CARRIED FORWARD FROM 24th JANUARY 2023</td> <td>JL</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><i>Action Log Update:</i></p> <p>6.2 – Completed 8.3 – Completed 6.1 - Completed</p>	Agenda Item	Action	Actionee	Status	6.2	GAP to be in place before the next HCC LSB	All		8.3	SH to send Prevent response to NK/DA	SH	Completed	6.1	JL to send support links to GS for cost of living crisis – CARRIED FORWARD FROM 24 th JANUARY 2023	JL	
Agenda Item	Action	Actionee	Status														
6.2	GAP to be in place before the next HCC LSB	All															
8.3	SH to send Prevent response to NK/DA	SH	Completed														
6.1	JL to send support links to GS for cost of living crisis – CARRIED FORWARD FROM 24 th JANUARY 2023	JL															
5.	<p>Matters brought forward at the direct of the Chair None raised</p>																
6.	<p>School Improvement</p> <p>6.1 - Achievement The Principal's report was circulated and read prior to the meeting. There was no feedback from QEC meeting.</p> <p>Q: Has the heating been fixed in PE? A: No, it has been hard for the estates team to obtain quotes. All heating is off now, and the repair is scheduled in the Summer works.</p> <p>Q: Have the projector issues been fixed? A: No, as although the issues were raised by staff through governor voice work, none have come to report the issues to SLT or the IT team. We will be encouraging staff to report.</p> <p>Q: The new curriculum offer looks good, but will it need resourcing, and where will the sessions be located? A: We are pooling and sharing resources across the Trust, where these are in place.</p> <p>Q: Will students have to travel to other schools for some sessions? A: No, they will be run individually at each school.</p> <p>Q: Will there be any additional opportunities for students taking vocational routes? A: There will be extra opportunities for them, technology, and team leader-type activities.</p> <p>6.2 Plans Q: How are exams going? A: Progressing well. 100% attendance today, thanks to JG picking one student up from home to ensure arrival on time.</p>																



Q: What are the plans for the end of exams?

A: We want to allow students to have a little fun, but also to avoid issues arising from students signing shirts, etc so we have made changes this year. The last day of term will be on the Monday and that will be a non-uniform day for Year 11. There will be lighter activities and students will be able to bring in some activities of their own. Shirt signing can take place with shirts not being worn. There will be a final assembly before students can leave.

Q: Will you be making changes to where children eat?

A: At present, students want to take hot food into their classrooms to eat – some even wanted to do that with Christmas lunch.

We want to encourage students into better habits, so we are changing the queue system for hot food. Students will come out into the hall, where they will sit at tables with knives and forks. We are taking away takeaway-type packaging and issuing plates and cutlery.

Q: Is that for all food?

A: Only for hot food. We are turning the one of the old huts into a canteen for cold foods and salads.

Q: Are you confident that will work?

A: Yes, we need to get all food away from the classrooms. Staff having duty lunches will also be encouraged to sit and eat with students.

Q: What is the timescale?

A: It will be in place for September.

Q: Will you be able to open up the area in the middle for use by other groups, if needed?

A: It's possible in theory, but would need to be checked. It would not be possible to staff it.

JL noted the possibility of accessing funding to enable the further opening up of space and access; will discuss with GS outside meeting.

Q: What are the plans for SEND transition, will that be different to the normal school day?

A: We have the usual transition with the addition of some SEND coffee mornings, and we are creating a video school walkthrough to share with students and families, to help get them used to what the site looks like and some of the teachers we'll bump into on the way round. The video can then be re-run to help familiarise with both the site and faces

There will be an additional wellbeing day which will be longer than the usual transition day. There will be activities and the focus placed on forming friendships with others from outside your own school, rather than getting to know the college.

The two transition days will then run as near a normal school day as possible – tour of the school, meet tutor, a timetabled day including lunchtime line-up.

Yr11 will have left and Yr 10 on work experience that week, so it will be quieter.



	<p>6.3 Compliance No breaches of GDPR</p> <p>6.4 Culture Q: How many formal complaints are you dealing with at present? A: Two have been in progress. For one of those, we have completed all agreed actions and will check back with the complainant to check that all is resolved.</p> <p>Q: How is the new staff appraisal system fitting in? A: It needs more work, I think we recognise that.</p> <p>Q: Listening to staff, they didn't feel they had a target that was linked to their classroom performance. Is that right? A: For teaching staff, targets are linked directly to the teaching standards, so the link to classroom should absolutely be visible. We appreciate there needs to be more work done with appraisers, to ensure targets are smart and relevant. It's certainly more difficult to set targets with other groups of staff.</p> <p>Q: Is staff well-being improving, and is that resulting in improved attendance? A: Levels of staff sickness has definitely improved.</p>
S	<p>Community 7.1 Community Hub and Fridge Q: Is the community fridge working well? A: The fridge is there; there is a small group of people who are waiting for it to open at 9am. There is a lot of marketing still in hand, mostly through social media.</p> <p>We have another project in hand, working with the Food Hub and LiveWest. We are purchasing food to sell on, which enables a food parcel of around £15 value to be sold for £5. The project runs on a Friday afternoon at the Methodist hall.</p> <p>Q: How many families can that help? A: There are sufficient parcels for approx. 60 families, and we know of at least 124 who could potentially qualify / benefit. We have sent letters to families in Years 7 & 8 initially, plus a few others. This will expand.</p> <p>Q: Are recipes included in the parcels? A: No, I don't believe so. That would be down to the resources of LiveWest.</p> <p>Governors discussed the wider issues of teaching basic cookery skills to children and to families. JG explained that years 7,8, & 9 already have lessons by rota and it's being looked at as a personal development item (through the PHSE curriculum) across the Trust. It's also part of a wider remit for virtual schools; where there is social work input, family cookery sessions are offered. It's small scale, but it works.</p> <p>GS confirmed the school is offering facilities for parallel work alongside Redeeming Our Communities.</p> <hr/> <p>7.2 Community update Q: Did the school take part in Ten Tors? A: No, we were not able to put in a team as post covid, we have no-one to run it for us.</p>



	<p>We are having a similar issue with the Duke of Edinburgh Award. We did manage to run it with three children this year, although three have now become one. One of them did their expedition with Okehampton College.</p> <p>Q: Can we appeal for parents?</p> <p>A: There must be two members of staff.</p> <p>Q: How was the Careers fair received?</p> <p>A: Students were really positive, and the experience fed into the options process. We have started to hold 1:1 options interviews with Year 9 students, led by PR, and some of those conversations have been really good. Year 10 will be going on a visit to Marjon. We are trying to open up possibilities other than school – university – job, and some of the alternatives are now being talked about more easily. Governors noted the dates of the next Careers Fair – 6th & 7th December.</p> <p>Q: What will happen for the school on the day of St Peter's Fair?</p> <p>A: Some parents want the school to close for the day, others don't – so whatever we do we will displease someone! We will run it as in previous years; parents will need to notify us if their child will not be attending on that day. The History faculty will be running a session on the history of the fair.</p>
8.	<p>Inclusion and Social Justice</p> <p>8.1 – SEND</p> <p>A SEND update from JG was included in the Principals report, and SEND Voice report from the SEND lead.</p> <p>Q: You have a new SEND administrator, is that a permanent role?</p> <p>A: The role is permanent, and will probably be a redeployment option for a member of staff in the restructure.</p> <p>Q: The chart shows that 20.6% of students with SEND needs were removed from lessons – does this reflect our higher SEND cohort?</p> <p>A: In terms of numbers, this relates to 37 of 124 students being removed at least once. Figures for both EHCP and SEND K are high. We look at these monthly and review the interventions in place. Many are one-off incidents, rather than ongoing issues.</p> <p>Q: Is there a predominant gender?</p> <p>A: They are predominantly male.</p> <p>Q: What's the current position with EHCPs?</p> <p>A: We have five in progress, chasing a couple from Cornwall and making those links with their team. JG noted it's too early for her as SENDco, to report on conversion rate of application to successful EHCP.</p> <p>Governors discussed the an EHCP process from advice on strategies to manage students and progress through diagnosis. With NHS wait times running at around 72 weeks, schools need to manage through their own resources and with the help of teams (i.e 0-25, SEMH etc). SEND needs often don't become apparent until Yr 8 – 9 and so the process will potentially overrun their time at secondary</p>

school. Equally, early diagnosis is not always helpful – the key issue is access to educational psychologist.

The school uses the DCC Graduated response, which is helpful in cases even if there is no diagnosed SEND need.

8.2 – Engagement

Q: How is behaviour, in general?

A: The focus seems to be on behaviour in the toilets, however since Easter this is improving.

Behaviour in the classroom is reportedly improving. This may be because some students are now on study leave.

There are four students barred from attending the Prom, due to poor behaviour.

Q: Is the Prom seen as a reward?

A: Absolutely, it's part of big celebrations for the end of the exam season. Students wanted a fund-raiser for the Prom – to throw wet sponges at staff in stocks! The proximity to exams meant we refused this, and there have been other low-key fund raisers (cake sales, etc).

Q: How are Parent Forums going?

A: Still struggling with numbers. Next (Thursday) has a Communications theme but only four signed up, to date.

MH noted how useful and informative the sessions were.

Q: Will the Parent Forums be face to face meetings?

A: We have a Parent Voice session next week, and will ask the question.

Q: How do you ensure that Individual Learning Plans (ILP) are understood and used consistently by all teachers?

A: Every plan is given to the teacher and accessible via Classcharts. JG goes through these with teachers every evening, so changes are discussed as they are made.

On a half-termly basis, we pick out one student and follow them into classrooms to check the lived experience.

Q: Are you planning any changes?

A: We are introducing a new format, to include a frontsheet 'quickcheck' of a few key points, to help teachers understand needs more quickly.

We are also going to ask each student to write their own passport page, saying what helps me to learn, and what does not work for me.

Q: From the last SEND Lead visit, student perception is that ILPs are not understood or used consistently. Could there be follow up with the students spoken with, to explain the process?

A: Yes, we can do that

Q: How do you feed back to students when they report issues so they feel listened to?

A: Principal meets with students every fortnight, and through assemblies, and also in faculty reviews.

Q: How can governors help over the next year?

A: Supporting Voice work – pupils find it easier to talk to you, than a teacher



	<p>8.3 – Interventions and Outcomes Q: Do you know how much PP money you have for next year? A: Not quite yet, but we are working on plans for next year and on reporting on spending for this year.</p>
<p>9.</p>	<p>Safeguarding</p> <p>9.1 SEMH needs Covered in earlier discussions.</p> <p>9.2 SCR Q: Has the SCR been reviewed recently, and is it up to date? A: Yes</p> <p>9.3 Safeguarding update Q: Is there a new date for the safeguarding audit? A: Yes, it will be 26th June</p> <p>Q: What are the themes of safeguarding referrals for this quarter? A: Mainly school-based emotional avoidance</p>
<p>10.</p>	<p>Trust Update</p> <p>10.1 - LSB Report All urged to read the report, which gives a Trust-wide update</p> <p>10.2 - Chairs Update JL explained that LSB Chairs joined Trustees for an hour yesterday, when they were discussing the staffing restructure.</p> <p>LSB Chairs have met independently to discuss views. An action plan has been produced and sent to the Trust Chair and others. There will be a further meeting on 8th June to discuss.</p> <p>10.3 – Weekly Governance Update A weekly digest to highlight issues that may be of importance or interest</p> <p>10.4 - Feedback for Trustees (Achievements / Risks / Concerns)</p> <p>RISK* - Lack of Governors.</p> <p>10.5 – Estates and school buildings Covered in earlier discussion</p>



11.	<p>Housekeeping</p> <p>11.1 Skills Audit All reminded to complete and return their skills audit. The skills map helps to inform recruitment and target training (particularly if budgetary implication) Action: RA complete skills audit as soon as possible</p> <p>11.2 School visits and priorities for term Support for Voice Work and school events</p> <p>11.3 Governor vacancies, recruitment and succession All governors asked to be alert to any potential governors. Governor leads confirmed: SEND – DS and DA QEC – RA Community, Careers & H&S- NK Safeguarding Chairs</p> <p>11.4 Meeting dates 2023-24 Dates circulated. Meeting day remains at Tuesday. Decision – Meeting time to revert to 5pm</p>
12.	<p>Policies for Approval None tabled</p>
13.	<p>Training & CPD</p> <p>13.1 - Training Completed Q: Is everyone up to date with training and declarations? Action: MH complete mandatory Declarations and Training</p> <p>13.2 - Training Upcoming Dates in weekly governance update</p>
14.	<p>School Events and Governor Activity 20th June – Sports Awards 12th July – Awards evening</p>
15.	<p>Date of Next Meeting 27th June 2023 at 5:00</p>
	<p>The meeting ended at: 18:58</p>

Action Log from Holsworthy 16th May 2023



Agenda Item	Action	Actionee	Status
11.1	Complete and return skills audit	RA	
11.2	Complete mandatory Declarations and Training	MH	

DRAFT