



BOARD:	Holsworthy Local Stakeholder Board		
TRUST:	Dartmoor Multi Academy Trust		
DATE:	27 th June 2023		
TIME:	17:05		
VENUE:	Hybrid via Teams and Community Room		
PRESENT:	N Kenneally (NK)	D Hosie	G Smith (GS)
	R Alford (RA)	D Allcorn (DA) (from 17:33)	
ATTENDING:	Jay Hooper- Governance Professional (JH/GP)		

<p>Actions: RED Questions Raised: BLUE Points Agreed: GREEN</p>
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ITEM:	
1.	Welcome: Those present were welcomed by the Chair to the meeting.
2.	Procedural Items 2.1 Apologies for absence Apologies received from MH. 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 16th May 2023 Committee AGREED that the minutes were a true and accurate record of the meeting.
4.	Matters arising: All actions from 16 th May completed.
5.	Matters brought forward at the direct of the Chair None raised



6.

School Improvement

6.1 - Achievement

RA due to attend QEC on 15th June, the meeting was cancelled.

Last meeting was 4th May, where focus of discussion was on pending Ofsted inspection for OCC, and trustee confidence in readiness of the school.

It was stressed that there is a devolved responsibility for LSB governors to be in school and to know the student voice.

Q: How did the exams process go, and was attendance good?

A: Exams are now over. We had a couple of frustrations in maximising opportunities for students to attend, with principal / SLT collecting where appropriate.

It's been more difficult maintaining attendance in lessons for Year 11.

Q: Have students said why that is?

A: Feedback indicates that students don't feel lessons are sufficiently focused on revision. Next year we are hoping to be more clever in planning sessions and freeing up teachers where possible, to focus revision on the area for the next exam (e.g. if Maths paper in afternoon, morning lessons will place the focus on Maths revision).

6.2 Plans

Q: What is being planned for the summer?

A: We have summer works planned, to transform the hut into a cold food area which will free up capacity in the hall. We will be seated at tables with plates and cutlery for all hot food, and are looking to ban food from the classrooms. Staff will be encouraged to sit and dine with students.

Governors noted that GS has their full backing on the initiative; recognising it may be difficult at first, but an important step in terms of life skills.

Q: What summer activities are planned?

A: We will be hosting a summer school for transitioning pupils, with half the Year 6 cohort attending for 2 days, the other half attending for 2 days, and then Year 7 on Friday.

Q: What transition work is happening now?

A: We have had all year 6 in today, and again tomorrow. We currently have a waiting list for Year 7.

Year 5 pupils came in on Monday, which was almost overwhelming – we hosted 148 pupils, against a PAN of 120.

Q: What about enhanced transitions?

A: We held a wellbeing day last week, aimed at those needing an enhanced transition. However, it was a popular day and 90 pupils turned up which was actually too many for the purpose of the day. We now need to revisit that for those who need a different experience.

Q: How will strike action impact the school?

A: We will be closed to all except Year 10 and vulnerable on Wed 5th July, and to all except Year 9 and vulnerable, on Fri 7th July.



	<p>6.3 Compliance</p> <p>Q: Have there been any GDPR breaches? A: We have one open case, but I can confirm that all staff have been trained.</p> <p>Q: How many complaints are current? A: One open complaint. One now resolved - (GS outlined key issues of recent complaint) This has caused some adverse feeling in the community, we are working on the relationships and maintaining contact with the organisations involved.</p> <p>Q: Of the complaints received over the past 2 years, are there themes occurring? A: The predominant parental complaint is 'my child is being picked on'. When investigated, we are satisfied this is rarely the case.</p> <p>6.4 Culture</p> <p>Q: How is the MyTalent process going for staff? A: DH explained that the process felt it was implemented in a rush, and that it was thrust upon staff. Staff need more training, and greater clarification of the detail of the process, to ensure it's applied consistently.</p> <p>Q: Are you confident that the targets are correct? A: DH was not sure, but GS explained that all targets have been checked and QA'd by school leaders. All in agreement that the process needs more work.</p> <p>Q: How is Staff wellbeing? A: Staff are tired and ready for a break, but sickness absence has decreased.</p> <p>Q: How are staffing levels for September? A: We are fully staffed in regards of teaching staff. The recent restructuring has impacted on non-teaching posts and ability to recruit, so there are some posts to fill.</p> <p>Q: Which of those are most critical? A: The student support area has not been working as well as we want and we have a full time role for an Early Help Co-ordinator. They will work with families and focus on getting all children into school and lessons.</p>
7.	<p>Community</p> <p>7.1 Work experience</p> <p>Q: Is work experience going well, are there any challenges or concerns? A: It's happening now. Students arrange their own placement with guidance. We have lost capacity for students to be working on site alongside caretakers etc; this would be the fallback for those not able to arrange a placement, or when a placement fell through.</p> <p>Q: Is there a good breadth of placement? A: GS listed the range of companies and placements, giving a very positive picture of opportunity.</p> <p>Q: Is student voice still highlighting concerns about vaping in toilets? A: It is still happening, although less than previously. GS and SLT are checking and pro-active in stopping, including talking with local retailers.</p>



8.	<p>Inclusion and Social Justice</p> <p>8.1 – SEND</p> <p>Q: How do you ensure that classroom adjustments are actually made, for children with SEND?</p> <p>A: GS explained the process, using ARBOR and Classcharts to inform staff.</p> <p>Q: Is everyone recording and using the systems?</p> <p>A: GS has reminded all teachers. Whole staff body meet each Tuesday, where some students and those students new to the list, are discussed.</p> <p>Q: How is it monitored?</p> <p>A: SLT carry out development drop-ins in the second half of each term. SLT will take summaries and check in classrooms that everything is enacted.</p> <p>Q: have you found any areas of inconsistency, and what has been done about it?</p> <p>A: We did have inconsistency over things such as, use of inappropriate fonts, paper colour or background colour on slide presentations. We now use standard fonts, paper colour and backgrounds etc across the whole school.</p> <p>8.2 – Engagement</p> <p>Q: How is behaviour, in general?</p> <p>A: On the whole, it's good. We have a tutor evening tonight and parents will be told the expectations</p> <p>Q: Are parents coming into school?</p> <p>A: Parent forums are still very poorly attended – although highly valued by those who do come. One of the expectations being driven home to new parents, is that they will be coming into school.</p> <p>Q: How is attendance?</p> <p>A: Generally, good. We have a need for a Behaviour Warning meeting before the end of term.</p> <p>8.3 – Interventions and Outcomes</p> <p>Q: Do you have capacity to support those arriving in Year 7 with SEMH needs?</p> <p>A: Not really. We must do our best. The recruitment of an Early Help Co-ordinator will help significantly.</p>
9.	<p>Safeguarding</p> <p>9.1 Safeguarding Audit</p> <p>Governors noted that a safeguarding audit was carried out yesterday (26th June) by Barbara Manning (Trust Safeguarding Lead) together with Philip Sanders (Safeguarding Lead Trustee). Their report has been circulated to governors. In general, all good feedback. PS will take up issues of MASH interventions, and DCC level.</p> <p>Q: Were there any concerns?</p> <p>A: One issue was raised, over the need for the school to be in greater contact with alternative providers. We need to ensure that we visit students in alternative settings.</p>



	<p>9.2 SCR Q: Has the SCR been reviewed recently, and is it up to date? A: Yes</p> <p>9.3 Bullying update Q: Is bullying an issue in the school? A: There is bullying, inevitably. It is dealt with as soon as we know about it. Q: How does it get reported? A: We use the Whisper APP. Students are still reluctant to report for fear of reprisal. Reports can't be used as evidence, as they are anonymous and we have to investigate instances as they arise.</p>
10.	<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 DA attended Chairs Forum on 13th June. Changes now proposed to the LSB model at Primary level; little change to Secondary. Chairs will in future be required to attend Secondary Trust Committee (instead of Chairs Forum), where there can be scrutiny of Governor Action Plans and Chairs can give feedback and receive responses direct from Trustees.</p> <p>10.3 - Feedback for Trustees (Achievements / Risks / Concerns) RISK* - Lack of Governors.</p>
11.	<p>Housekeeping</p> <p>11.1 Skills Audit Now complete; JH to circulate skills map Action: JH circulate skills map</p> <p>11.2 School visits and priorities for term DA will join Chairs Forum on 13th July by Teams RA is attending twilight session in October to deliver equality training Visit priorities will be decided in the first meeting in September.</p> <p>11.3 Governor vacancies, recruitment and succession All governors asked to be alert to any potential governors. JH is actively seeking to recruit a Chair NK agreed to be named Interim Chair (in name only for statutory compliance) DA will chair the September meeting</p> <p>11.4 Meeting dates 2023-24 Dates circulated. Meeting day remains at Tuesday, 5pm.</p>



12.	Policies for Approval None tabled
A	Training & CPD 13.1 - Training Completed All mandatory training completed. 13.2 - Training Upcoming Dates in weekly governance update
14.	School Events and Governor Activity 18 th July – Awards evening
15.	Date of Next Meeting 19 th September 2023 at 5:00
	The meeting ended at: 18:12

Action Log from Holsworthy 27th June 2023

Agenda Item	Action	Actionee	Status
11.1	Circulate Skills Map	JH	