

Governors	
Jo Carter	Alexis Saffin
Elaine Clark	Joanna Tripp
Brenda Jones	
In Attendance:	
Clerk – Sue Howard	
CEO – Nicola Dunford	
Academy Head for Yeoford – Pete Halford	
Parent Governor for Tedburn – Rachael Smaldon	

Minutes

Welcome: Vice Chair, Jo Carter, welcomed everyone to the meeting in the absence of the Chair. Rachael Smaldon, a parent at Tedburn joined the meeting as new parent governor and introductions were made.	
Apologies: Apologies had been received from Alexis Saffin	
Declaration of Business Interests There were no declarations of interest	
W30.18	Minutes of previous meeting The Minutes of the previous meeting held on 12 July 2018 were approved with an amendment to item 22.18.1 and signed by Vice Chair, Jo Carter.
W31.18	CEO The Governance structure of the Link Academy Trust was explained by the CEO, including the role of the Trust Board and the members of the Local Boards (LB). An induction pack had been produced for all governors, this contained key documents around their role on the LB. The induction documents will also be uploaded to the main Trust website and the Google Drive (GD). Teaching & Learning is the main focus for the LB's, and the importance of visiting the Trust schools, meeting the staff and engaging with pupils being a key priority. There is to be a further meeting by the Working Party for the Local Board's and Governors will be kept updated.
W32.18	Procedural .1 Governors reviewed the Housekeeping Tasks, agreed the Code of Practice and a master copy was signed by the Vice Chair to be filed by the Clerk. .2 A Safeguarding report on local and regional updates was available for Governors via the GD. The lead Safeguarding Governor for Woodleigh advised the Board that there are no issues currently in the three Woodleigh schools that the Local Board and Trust need to be aware of. The local board are very aware of constant changes for E-Safety and the current Trust Online Safety Policy is being reviewed to ensure compliancy across all our schools. Suggestion to provide E-Safety updates to parents regularly via the school weekly newsletters and a link for the website 'e-safety adviser' could be forwarded to parents for advice and resources. .3 EC reported that she is meeting with the individual SENDCo's and will report back to the Board at the next meeting.
W33.18	Strategic AS and JC will continue to be the representatives for the Woodleigh LB on the Standards & Curriculum committee. The purpose of the committee is to focus on the Teaching and Learning in all our schools and maintain effective communication between the local Boards and Trust Board.

W34.18	<p>Governance Minutes were provided from the Full Board meeting, held 9 July 2018 and the Annual General Meeting, held 16 July 2018. There were no comments arising from these minutes.</p>
W35.18	<p>Training Governors are reminded that training is available for them, within the Trust Continuing Professional Development (CPD) budget, covering different aspects of their role. Anyone wishing to attend a training event or complete an online training course, should submit their interest to the Clerk. Online modules are available via the National Governance Association (NGA) of which the Trust are subscribing to. Logins will be provided to the local board members later this term.</p> <p>Suggestion for the local board members from all three Local Board to get together once a year to share expertise, ideas and good practice.</p>
W36.18	<p>Monitoring The Annual Cycle of Focussed Visits (previously known as Monitoring Visits) for this academic year was explained by the CEO. Governors are expected to visit schools regularly to Learn, Support and challenge. This is done by focussing on specific areas of Teaching & Learning, providing evidence of these visits and sharing what has been learned, to include the positive outcomes, impact and areas for improvement.</p> <p>It was noted that some visits have already taken place this term and reports filed.</p>
W37.18	<p>Election of Chair & Vice Chair The Clerk reported that no nominations had been received in advance for the role of Chair or Vice Chair. JC is happy to carry on in the role of Vice Chair. Clerk to email AS to get her agreement to continue as Chair. All agreed.</p>
W38.18	<p>Policies The following policies were due for review by the Local Boards:</p> <ul style="list-style-type: none"> • Admission Policies 2020-21 – agreed prior to consultation period. Trust Board of Directors to determine Admission Policies in February. • Anti Bullying - agreed • Behaviour - agreed • Home School Agreement - to be carried forward pending input from all the Heads of School • Identification Badge - agreed
W39.18	<p>Dates of Future Meetings Dates of future meetings were confirmed as:- 12 December 2018 – Cheriton Bishop 6 March 2019 – Tedburn St Mary 22 May 2019 – Yeoford 10 July 2019 – Cheriton Bishop</p>
W40.18	<p>Extra items</p> <p>.1 The Board were advised that a parent at Cheriton Bishop recently commented that they can see a very positive impact already for the school since joining the Link Academy Trust. A staff member has also expressed their gratitude at the increased amount of training they have received.</p> <p>.2 Individual school websites were discussed in relation to aligning all the Trust Schools to have the same visual look, ensuring continuity with the content, whilst remaining user friendly. The CEO explained that the Trust are currently reviewing their IT infrastructure as part of the Trust Improvement Plan.</p> <p>.3 The Governors expressed their concerns relating to the fabric and condition of some of the school buildings. The CEO explained that applications will be submitted to this year's round of the Capital Improvement Fund (CIF) in relation to proposed improvement projects.</p> <p>.4 Trust staff recently received training from inspirational and innovative trainer Mike Hughes on his 'Magenta Principles', all about Engagement, depth and challenge in the classroom.</p>

It was noted that lessons recently held in our schools, whilst delivering this principal has been a huge success with pupils being fully engaged.

.5 Concern was raised over the workload for school administrators and recognition for 'extra duties or roles' that are taken on as part of their current role. The CEO clarified that good relationships and communication are maintained with all administrators ensuring their duties, responsibilities and expectations are monitored. Regular admin meetings are held and appraisals for all administrators are taking place immediately after the half term break.

.6 School Meals vary from school to school and the governors discussed areas of concern in relation to service and quality provided. The CEO advised that current catering provisions are being reviewed by the Trust and they will be kept informed of developments.

Meeting Closed 6.50pm