



Minutes of a meeting of the Local Board

held on Wednesday 28th April 2021 at 7:03 pm remotely via TEAMS

Local Board Members Present:

Mrs Alice Allen (Chair)	Mrs Hannah Baty
Mrs Claire Cleverton	Mr Daniel Curtis
Miss Caroline Newton	Miss Rebecca O'Brien
Mr Stephen Sowden-Mabbott	Mr Marcus Still (Principal)
Mrs Angela Watson	

In attendance: Mrs Kathy Jerbi (Clerk)
Mrs Vanessa Smith (Vice Principal)

1 WELCOME & APOLOGIES for ABSENCE

No apologies.

2 DECLARATION of INTEREST by LB MEMBERS in ANY ITEM on the AGENDA

None.

3 MINUTES of PREVIOUS MEETINGS

- 16th March 2021 (extraordinary meeting)
- 17th March 2021

Were both agreed as being true records by the LB. The Clerk to gain the Chair's signature when possible.

4 ACTION POINTS from above meeting and MATTERS ARISING

17th March 2021

1 Update pitch document. ON-GOING. To be reviewed again depending on new requirements due to the expansion.

2 Follow up on Trust guidance for a LB Pupil Wellbeing Link role. See agenda item 7.

3 Arrange meeting with Chartwells. NOT REQUIRED. Mr Still reported speaking with Darren Setters, who manages the contract with Chartwells. Installation of the new ovens we expected in September, which would improve the quality of the food, was delayed due to Covid. It is in the contract agreement with Chartwells that all Trust academies have these ovens installed. Mr Setters expects roll-out to commence soon.

5 URGENT MATTERS NOT ON AGENDA

PART II

6 ADMISSIONS

Mr Still updated the LB. We still await a decision from WSCC on whether they will provide the brick-built extension that we have put forward as our 1st choice to accommodate the additional class in September 2021/2, or the 2nd choice 'modular' option. We expect a decision on 29th April. Meanwhile, it is only 12 school weeks until the children are due to be admitted! Mr Still has been re-assured by the Trust that things are happening 'behind the scenes' to prepare for the additional class:

- Work to convert the computing suite / music room is being planned & is due to commence during the May half-term break.
- The Trust are paying up-front for everything & will be reimbursed by WSCC.
- Two mobile IT units worth £32K that the Trust requested approval for from WSCC were approved immediately & are on order.

➤ **Parent communication.** Whilst Mr Still has not received any parental feedback following the announcement of the additional class to the community, Mrs Smith reported she has had a conversation with one parent who has been offered a Reception place who expressed concerns. Mrs Smith asked whether a communication has been issued from the LB to the new parents, similar to that which went out to existing parents. Mrs Allen said she would work on this with Mr Still. **Action 2: AA/MS**

Unfortunately, the deadline was missed to get an article into the May issue of the Lindfield Life magazine, (an announcement of the 4 classes does appear, but it was not issued by LPA or the Trust). However, an article has been submitted from Trust PR for the June magazine issue.

7 MEMBERSHIP MATTERS

- **Nomination for Chair of the LB from September 2021.** Mrs Allen's term of office as Chair expires on 31st August. This is her first term, so she is eligible to stand for a second term. However, her term of office as a member ends in July 2022. She can be re-appointed as Chair, but the end date would have to coincide with the end of her term as a member (i.e. July 2022) as she will have already served two terms as a member & this cannot be extended again. So, to summarise – Mrs Allen can be reappointed as Chair for only 1 more year.

Mrs Allen confirmed that she would be willing to stay on as Chair for the following year, but only on the proviso that her successor works alongside her. **The Local Board agreed to nominate Mrs Allen to the BoT for the position of Chair from 1st September 2021 until her term ends in July 2022.**

Action 3: KJ

Any member considering working towards taking over as Chair in July 2022 should speak directly to Mrs Allen.

- **Parent LB Member elections.** Terms of office for both our 'parent' LB members expire on 31st August. The LB need to collectively decide when to hold parent elections – whether this term, to ensure continuity in September, or in the autumn to include new parents, although this will leave us two short for several weeks. After brief discussion, the LB agreed to hold an election for 1 of the positions this term and 1 in the autumn term. Mrs Jerbi to circulate a timeline for this term's election (in June). **Action 4: KJ**

- **Appointment of LB Wellbeing Link role.** Miss Newton clarified that this link role is purely pupil focused & that the Trust have really thought about the role (details shared at Chairs Forum on 25th March). Staff wellbeing is covered by the member of staff who is 'staff wellbeing champion', but will remain on our LB agenda as a standing item, to be led by Miss O'Brien & Miss Newton as staff members on the LB.

The Local Board appointed Miss Newton to the Wellbeing Link role.

8 LB SELF-EVALUATION

Mrs Allen reported that she has updated the SEF (*circulated prior to the meeting*). A skills audit needs to follow – partly to identify skills that we need to appeal for in our parent election, partly to identify a successor as Chair. Mrs Allen to instigate this. **Action 5: AA**

Members agreed that whilst staff have been effective with communicating with them over the past year, not being able to visit the academy in person has meant members have been unable to substantiate what they are being told. Newer members have hardly visited the academy at all.

All agreed that Mrs Allen's reflections in the SEF are accurate & that being able to get back into the academy to support staff & re-new links & visibility will be great.

Mr Still invited members to start planning visits for term 6 – he feels visitors will hopefully be permitted by then. He reiterated the accuracy of the reflection in the SEF & stated that the LB has been incredibly supportive of the academy during this past year.

Mrs Allen invited members to contact her directly with feedback about the SEF or to add anything – this should be a collective voice of the LB.

9 TRAINING

- **Safeguarding training.** Mrs Allen & Mrs Jerbi highlighted a change in training provider & training requirements for LB members. We will no longer be using NGA Learning Link. As a result, required safeguarding training for members is available now through Educare. Members also have access to on-line courses through 'The Key for School Governors' (available through Governor Hub). In addition, members should note the frequency of refresher training for safeguarding has been changed from every 3 years to every 2 years. Mrs Jerbi will notify members who need to do this imminently. **Action 6: KJ**

10 CHAIRS FORUM

Mrs Allen reported discussion was about the LB Wellbeing Link role & changes to training provider/requirement – all reported above. Minutes to be made available on Governor Hub.

11 Agree items to be brought to the attention of the Board of Trustees

None.

12 DATE and TIME of NEXT MEETING

Wednesday 23rd June 2021 at 7pm

The meeting closed at 8.30 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
2	6	Communicate with new parents re 4 classes	Mrs Allen/Mr Still	immediately
3	7	Pass LB nomination of Mrs Allen as Chair from 1Sep to the BoT	Mrs Jerbi	8 th May
4	7	Establish & circulate a timeline for June parent LB member election	Mrs Jerbi	28 th May
5	8	Instigate a LB skills audit	Mrs Allen	28 th May
6	9	Advise members if/when they are due to complete refresher safeguarding training	Mrs Jerbi	28 th May

Signed as being a true and accurate account of the meeting:

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Date:

Name: Mrs Alice Allen

Position: Chair of Local Board of Lindfield Primary Academy