

**Belmont School**  
**Meeting of the Local Advisory Board**  
**Wednesday 20<sup>th</sup> September 2023**

<b>LAB Members present</b>			
Kevin Day (Headteacher)	KD	Ruth Hansell	RH
Paul Tibbetts (via TEAMS)	PT	Tina Clark	TC
Janet Tee	JT	Jane Ozanne	JO
Louisa Fenton-Musty	LFM		
<b>Also present</b>			
Caroline Sexton (Clerk)	CS	Chantel Yeates	CY
Clair Veli	CV	Daniel Parker (part)	DP
<b>Apologies</b>			
Paulina Tippins	PTp		

LAB Members' questions and challenges are highlighted in green.

20/09.01	<b>Welcome and Apologies</b>	<b>Action</b>
	<p>As PT joined later via TEAMS, the chair was taken by TC, who welcomed all. CV was introduced as Assistant Head Teacher and DSL, and confirmed that she had felt very welcomed and supported by the Belmont team since her appointment.</p> <p>Apologies were received from PTp and were accepted.</p>	
20/09.02	<b>Declarations of interest in items on the agenda</b>	<b>Action</b>
	PT declared an interest in an item under AOB, 'GCC SEND Transport'	
20/09.03	<b>Minutes of the previous meeting – 21<sup>st</sup> June 2023</b>	<b>Action</b>
	The minutes were accepted as a true and accurate record of the meeting.	
20/09.04	<b>Actions update / Matters arising not covered elsewhere on the agenda</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>21/6.04 &amp; 10/05.07: Benchmarking for safeguarding. KD reported that responsibility and action for this item would now sit with the Trust's new Safeguarding Lead, DP.</li> <li>21/06.06/08: Clerk to check progress/action with PT</li> <li>21/06.06: Further to recorded increases in child-on-child abuse cases, KD informed members that the definition around such incidents had been revised and that this would be reflected in recorded figures moving forward.</li> <li>21/06.04: LAB Training and Development links had been distributed to members by the Clerk.</li> <li>21/06.11: An article celebrating the success of the F@B Summer Fete had been incorporated in the end of term newsletter.</li> <li>21/06.11: Senior leaders were working on producing the SEF on a new template, and this would soon be available to LAB members.</li> </ul>	<p>CS</p> <p>KD</p>

	<ul style="list-style-type: none"> <li>21/06.11: School Council monitoring visit to be arranged at a mutually convenient time.</li> </ul>	
20/09.05	<b>Notification and agreement for items of AOB</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>F@B events</li> <li>GCC SEND Transport</li> </ul>	
20/09.06	<b>New academic year housekeeping</b>	
	<p>The Clerk reminded members of the requirement to review their Declaration of Interest, and to acknowledge receipt and understanding of the Code of Conduct, KCSiE, and Acceptable Use Policy. This could all be done via GovernorHub; paper copies were available on request.</p> <p>Three members were appointed to a Pay Panel: TC, JO, JT Three members were appointed to an Exclusion Panel: RH, JO, TC</p> <p>It was agreed to schedule Pay Panel meetings immediately before full LAB meetings.</p> <p>Members were reminded of their link roles, and a requirement to complete a monitoring visit at least three times during the school year. Monitoring Visit forms are available on GovernorHub.</p> <p>The governance self-evaluation exercise was due to be completed; KD, RH and LFM agreed to complete this task after the meeting.</p>	<p>All</p> <p>CS</p> <p>All</p>
20/09.07	<b>Headteacher's Report</b>	<b>Action</b>
	<p>KD presented the Headteacher's Report, which had been circulated in advance. The headlines included:</p> <p><u>Attendance</u> Term 6 attendance was 94.04%. This ended the academic year attendance at 93.54%, and reflected the hard work of both the class teams and the families. KD added that this was a good platform on which to keep standards high this year.</p> <p><u>Child-on-Child</u> Discrepancies in the method of recording cases across SAND schools would be addressed by the Trust Safeguarding Lead as a priority. An update would be available at the next meeting.</p> <p><u>School Development Plan</u> KD reported that 2022/23 had concluded well: of 19 ambitious targets, 16 had been completed, 2 were amber, and one (soft play lettings) was outstanding, but currently being resolved. KD updated members with news that the school hoped to finance the provision of four air-conditioning units for Primary: the recent hot weather had demonstrated a direct link between the weather and learning/behaviour.</p>	

	<p><u>Staffing</u> Belmont was in a good position compared to many schools, but was carrying at least three vacancies. Advertisements for Learning Partners and Higher Level Learning Partners closed on 20<sup>th</sup> September.</p> <p><u>Respite</u> The Belmont team, led by Rachel Carroll, had carried out incredible work during the summer, with a record number of children on site and the additional benefit of the pop-up pool which had been a great success. The team had received very positive feedback, including a letter of thanks from GCC. The local authority had asked to extend respite care at Belmont, but school has secured a Short Break funding grant from Barnwood Trust, so does not have the staffing capacity to run additional provision for GCC.</p> <p><u>End of academic year outcomes</u> CY reported on Year 11's excellent results, and how Belmont was continuing to consider a variety of accreditations to suit a range of diverse needs – ensuring that the students are well equipped for college and beyond.</p> <p><u>Interception</u> Belmont had decided to embed the interoception curriculum across the school on the expert advice of providers including the Occupational Therapist, Speech and Language and Communication specialists. Interoception is designed to help the students understand their bodies, their feelings and their emotions, and is being woven into the curriculum, with full training for staff.</p>	
20/09.08	<b>Safeguarding</b>	<b>Action</b>
	<p>Daniel Parker was introduced to the meeting as the Trust Safeguarding Lead. He explained that he would be looking at how best to align safeguarding roles within school, and to ensure that safeguarding teams are supported in their challenging roles. Training and support would also be offered to the LAB Safeguarding links, ensuring that they are able to hold their schools to account on how they deliver safeguarding.</p> <p>DP reiterated KD's earlier comments regarding Child-on-Child abuse, and ensuring that recorded incidents are aligned with KCSiE definitions. He reassured members that all incidents between children would continue to be captured under the relevant definitions.</p> <p>The Clerk would share DP's contact details on GovernorHub.</p> <p>TC thanked DP on behalf of the LAB.</p> <p>CV was introduced as Belmont's DSL and reported that all Belmont staff were required to read KCSiE and the Trust Safeguarding Policy, and that records were being kept accordingly. A regular newsletter would also be sent to parents around safeguarding, the first one would make the key introductions of CV, Rachel Carroll (DDSL) and Amy Keen (Family Support).</p>	CS

	LFM suggested that such communications could also include a video, as this could be a preferred medium for vulnerable families.	
20/09.09	LAB Health Check	Action
	<p><u>Vacancies</u> There are no current vacancies. Members continue to be aware of the need for a diverse membership, and the value of sharing link responsibilities. CS confirmed that, under the ToRs, there was no limit to the number of members that could reasonably be appointed.</p> <p><u>Skills gaps</u> To monitor the skills audit and identify requirements. CS would revisit the most recent skills audit and review requirements.</p> <p><u>Training requirements</u> This would be reviewed alongside the skills audit. CS confirmed that extensive training was available both from SAND and the NGA.</p>	CS  CS
20/09.10	Trust Updates	
	The Trust Annual Report had been circulated to members via GovernorHub. Trust updates to LAB members were also available under SAND resources. KD would circulate the latest bulletin from Martin Hughes.	
20/09.11	Policy Update	
	<p>Belmont's Relationship &amp; Behaviour Policy had been revised by KD and Iliana Petrova, to make specific reference to the exclusions process, and to ensure that it sits alongside the SAND Suspension and Exclusion Policy. PT reported that, following a Chairs' meeting, the SAND policy was to be reviewed.</p> <p>RH questioned whether the Zones of Regulation featured in the Relationship &amp; Behaviour Policy were still relevant with the introduction of interoception. CY confirmed that the Zones of Regulation would be phased out over time, but would continue while the interoception curriculum was being implemented.</p>	
20/09.12	AOB	
	<p><u>F@B events</u> RH and JT gave notice of a fundraising Winter Fayre on 25<sup>th</sup> November and invited LAB members to support in any way they can. There was an update on Santa's Grotto, and on a Christmas Raffle.</p> <p><u>Battledown Family Fun Day</u> This event is on Saturday 23<sup>rd</sup> September – CS would promote on Dojo.</p> <p><u>Minibus</u> KD reported that the new school minibus was due to be delivered very soon and would make a significant difference to the students for whom visits and trips were a large part of their learning.</p> <p><u>GCC SEND Transport</u> Following the appointment by GCC of a private company to reconstruct school transport routes, KD reported a number of issues during the</p>	CS

	<p>summer. These included non-allocation of routes, poor or no communications with families, and compliance and ID. Attendance at Belmont had taken a dip at the start of term, with children not only anxious about the return to school, but also about their transport and taxi journey/driver. It was agreed that the LAB should write a formal letter to GCC with its concerns around the safeguarding issues that this had presented. JO would sign the letter, as Safeguarding Link.</p> <p><u>Teaching &amp; Learning Conversations</u> These were scheduled for 11<sup>th</sup> and 12<sup>th</sup> October, from 3pm – 6pm. KD encouraged as many members as possible to be in school to engage with parents (existing and new), and to take the opportunity to recruit for F@B.</p>	<p>KD/JO</p> <p>All</p>
20/09.13	<b>Report to Board of Trustees</b>	<b>Action</b>
	<p><u>Celebrations</u> The LAB would like to celebrate Belmont's outstanding summer respite provision, which saw more than 80 children, from various settings, and with diverse complex needs, enjoy activities provided by the 25-strong Belmont team. Central to these activities were a pop-up swimming pool, which had been installed with a DfE/Active Partnership grant, <i>Opening School Facilities</i>. This wonderful provision had a major positive impact on many families over a total of five weeks.</p> <p>A new classroom was commissioned and built at Belmont in the space of four weeks during the summer holidays, together with a new office and meeting space in the primary building – all during a busy summer of respite. The LAB would like to celebrate all those involved in so many successes during the holidays.</p> <p><u>Concerns and Risks</u> GCC SEND transport continues to be a significant concern and risk for Belmont families, particularly around compliance, and anxiety for the families.</p> <p>The number of tribunals for places at Belmont continue to raise concerns and risks, together with staff recruitment and the need to be more creative in order to attract quality applications.</p>	
20/09.14	<b>Date of next meeting</b>	<b>Action</b>
	Wednesday 22 <sup>nd</sup> November 2023 4.30pm at Belmont School	
	The meeting closed at 1750hours	

**Signed as a true record of the meeting:**

Chair:

Date:

Initials: Chair \_\_\_\_\_

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**New /Ongoing Actions**

20/09.06	All members to update Declarations and Confirmation on their GovernorHub profiles	All	ASAP	
20/09.06	All to schedule monitoring visits for 2023/24	All	2023/24	
20/09.08	Clerk to share Safeguarding Lead contact details	CS	ASAP	
20/09.09	Clerk to revisit skills audit and assess training requirements	CS	ASAP	
20/09.12	KD and JO to draft letter re. GCC SEND transport to highlight safeguarding concerns	KD/JO	ASAP	
21/06.06 21/06.08	Chair to write, on behalf of LAB, to National Tutor and Choir leaders to acknowledge their work.	PT	ASAP	
21/06.11	Completed SEF to be presented to LAB at next meeting.	KD	IN PROGRESS	
21/06.11	Liaise with School Council re. monitoring visit (JT)	CS/LFM	ASAP	
21/06.04	PT to question rationale behind SAND's LAB re-appointment process. Next Chairs' meeting.		Ongoing	

**CLOSED ACTIONS NOW ARCHIVED.**

Please contact CS should you wish to access/check any previous actions