

**Belmont School**  
**Meeting of the Local Advisory Board**  
**Wednesday 28<sup>th</sup> February 2024**

<b>LAB Members present</b>			
Kevin Day (Headteacher)	KD	Tina Clark	TC
Paul Tibbetts	PT	Louisa Fenton-Musty	LFM
		Jane Ozanne	JO
<b>Also present</b>			
Caroline Sexton (Clerk)	CS	Chantel Yeates	CY
		Iliana Petrova	IP
<b>Apologies</b>			
Ruth Hansell	RH	Paula Scott	PS
Janet Tee	JT		

LAB Members' questions and challenges are highlighted in green.

28/02.01	<b>Welcome and Apologies</b>	<b>Action</b>
	Apologies were received from JT, RH and PS, and accepted	
28/02.02	<b>Declarations of interest in items on the agenda</b>	<b>Action</b>
	PT: updated his declaration to reflect that his employer Civica has SAND Academy Trust as a client.  Members were reminded to check their GovernorHub profile to ensure that their Declarations are up to date.	
28/02.03	<b>Minutes of the previous meeting – 17<sup>th</sup> January 2024</b>	<b>Action</b>
	The minutes were accepted as a true and accurate record of the meeting and signed by PT.	
28/02.04	<b>Actions update / Matters arising not covered elsewhere on the agenda</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>17/01.06 and 011: Staffing – KD reported on a very successful recruitment campaign which had involved 16 interviews and 11 appointments (2 internal). The school was now fully staffed for the first time this academic year. <b>Members noted that there had been no LAB involvement in the recruitment/interview process.</b> KD explained that this was due to a very tight turnaround in the process, but that every effort would be made to include LAB in future processes.</li> <li>17/01.06: Transport – KD would work with GCC to re-arrange the meeting regarding safeguarding concerns around SEND transport.</li> <li>17/01.08: CCTV – KD reported that he was now on a SAND working party to explore the use of CCTV, and how that use would be backed up by the appropriate policies. He would keep the LAB updated.</li> </ul>	KD/RRW  KD  KD

	<ul style="list-style-type: none"> <li>17/01.08: Young Carers Policy – the draft is with Clair Veli for development.</li> <li>17/01.10: National Online Safety – LFM is preparing to add all new Belmont staff and LAB members to our subscription.</li> <li>17/01.10: LAB training requirements – CS will arrange a skills audit at the end of this academic year to inform training needs.</li> <li>17/01.12: Oftsed Key Learning points – this had been the focus on a recent INSET day. The trainer’s delivery had been disappointing, and there had been significant negative feedback. Belmont was pursuing a range of strategies in readiness for inspection, including deep-dive training with Annette Fidderman (SAND Director of Learning), a health-check following Milestone’s inspection, and preparation for the pre-inspection phone call.</li> <li>22/11.10: Pupil Premium Strategy – this had been updated to reflect the use of funds for SEND transport as required.</li> </ul>	CV  LFM  CS
28/02.05	<b>Notification and agreement for items of AOB</b>	<b>Action</b>
	No notifications.	
28/02.06	<b>Maths, English and Pupil premium Progress Report</b>	<b>Action</b>
	<p>The meeting welcomed Iliana Petrova, Assistant Head, to report on English and Maths progress in the 12 months from January 2023. Data and analysis were presented, with action points. The report included a breakdown of progress recorded for Pupil Premium students vs non-Pupil Premium, which showed a gap in favour of Pupil Premium students. <b>Members questioned the gap, which had been a trend for some time.</b> IP explained that interventions were put in place on an individual basis rather than on a Pupil Premium/non Pupil Premium basis, but leadership would keep a close eye on any gap between them. The next report would be produced by the end of April for the purposes of comparisons and progress against set targets. The full report is available as an appendice to the minutes.</p> <p>KD thanked IP on behalf of the LAB for her work since her appointment as Assistant Head, and for also retaining responsibility for KS3 until LFM returned from maternity leave.</p>	
28/02.07	<b>Headteacher’s Report</b>	
	<p>KD presented the Headteacher’s Report, which had been circulated in advance. The headlines included:</p> <ul style="list-style-type: none"> <li>Contextual data – all figures were going in the right direction, including an increase in attendance to 93.3%, and a drop in safeguarding concerns. KD emphasised that Term 3 had been a short term, but behaviour incidents had more than halved, and physical interventions had fallend from 69 in term 2 to 19 in term 3.</li> <li>The decision had been made to limit primary classes to 10 students from September, and (following the admissions process) the school was now full. KD highlighted the potential for Gloucestershire County Council and the tribunals process to allocated more students to Belmont.</li> </ul>	

	<ul style="list-style-type: none"> <li>Belmont was looking to recruit a Family Support Worker/Attendance Officer; KD suggested that JO, as Safeguarding Link, be involved in the interview process.</li> <li><b>PT questioned the level of persistent absence at 20%</b> - CY explained that this level was understandable due to the medical needs and mental health of our students. The figure was at an acceptable level, but continued to be monitored to ensure that all absences were explained and accounted for.</li> <li>SW Special Schools Conference – KD reported on the value of attending the event, and bringing ideas and initiatives back to SLT to help shape Belmont plans.</li> <li>The next focus for safeguarding would be involving the DSL and DDSL in inspection preparation with Daniel Parker, the SAND Safeguarding lead. KD requested that JO be part of this process.</li> </ul>	
28/02.08	<b>Safeguarding</b>	<b>Action</b>
	There were no safeguarding concerns to report.	
28/02.09	<b>Policies Update</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>The Young Carers' Policy is in development</li> <li>The CCTV Policy is now a central SAND policy</li> </ul> <p>There were no new policies for consideration.</p>	
28/02.10	<b>LAB Monitoring Visits</b>	<b>Action</b>
	<p>RH had submitted a report, which would be held over until the April meeting so that she could present it and take questions.</p> <p>TC advised that she would be in school next week, and a report from JO is in progress. JO also planned to organise a Health and Safety monitoring visit as per her link responsibility, and would liaise with CS.</p> <p>PT hoped to attend Belmont's Careers' Fayre on Wednesday 6<sup>th</sup> March. Details would also be posted on GovernorHub.</p>	<p>RH</p> <p>JO</p> <p>PT/CS</p>
28/02.11	<b>LAB training update/requirements</b>	<b>Action</b>
	CS advised that a Skills Audit should be undertaken at the end of the academic year so that appropriate, relevant and meaningful training could be put in place for 2024/25.	CS
28/02.12	<b>Report from LAB Chairs' meeting</b>	<b>Action</b>
	<p>PT advised that he had been unable to attend the last Chair's meeting, but had sent an email with concerns over the (then) recruitment issues being faced by Belmont. Members discussed recent safeguarding training that had highlighted the use of social media checks as part of the recruitment process. It was believed SAND had moved away from this element of the process, but PT would check this.</p> <p>LFM also raised the question of references only being issued by SAND HR. KD confirmed that this was the case, and the policy of only confirming employment dates and whether there were any safeguarding issues, was being increasingly adopted by businesses in all industry sectors.</p>	PT

28/02.13	AOB	<b>Action</b>
	There were no items under AOB.	
28/02.14	Report to Board of Trustees	<b>Action</b>
	<p><u>Issues</u> A recent school capacity audit, based on DfE guidance and the number of students on roll, had highlighted the need for additional teaching space and facilities for complex needs.</p> <p><u>Risks</u> That, although the school is now full for September, there is the potential for increased numbers imposed by tribunals and Gloucestershire County Council.</p> <p>Possible issues with staffing, as teachers apply for new posts from September.</p> <p><u>Celebrations</u> 29 students from Belmont choir attended the Young Voices event in Birmingham on 26<sup>th</sup> January, which was hugely successful.</p> <p>An excellent recruitment campaign.</p> <p>The value of a half-day wellbeing session for all staff at the end of term 3.</p>	
28/02.15	<b>Date of next meeting</b>	<b>Action</b>
	Wednesday 24 <sup>th</sup> April 2024 4.30pm at Belmont School	
	The meeting closed at 1800hours	

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

Chair:

Date:

**New /Ongoing Actions**

28/02.04 28/02.07	Involve LAB members, where possible, in the interview process for new staff, specifically for the Family Support Worker/Attendance Officer (JO)	KD	ASAP	
28/02.04	Report on use of CCTV and relevant policies.	KD	ASAP	
28/02.12	To check SAND reference to social media as part of recruitment process	PT	ASAP	

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

17/01.06	KD to contact GCC with a view to re-arranging the SEND transport meeting	KD	In progress	
17/01.08	KD to contact IT regarding non-operational CCTV in school	KD	ASAP	
17/01.08	CS to progress approval of Young Carers Policy	CS	In progress	
17/01.10	LFM to check LAB access to National Online Safety	LFM	In progress	
17/01.10	Clerk to check outstanding training requirements for LAB. Skills audit.	CS	July/September 2024	
17/01.11	PT to raise staffing concerns at next Chairs' meeting on 23 January	PT	ASAP	
17/01.12	Following the next INSET day, KD to report back to LAB on key learning points on Ofsted inspections	KD	Closed	
22/11.10	Notification of Belmont Sporting Fixtures via GovernorHub	CS	Ongoing	
17/01.06	Staffing: <ul style="list-style-type: none"> <li>• CS to send copies of recruitment advertisements to LAB members.</li> <li>• KD to investigate arranging an open day/taster day to encourage interest in vacancies.</li> <li>• KD to consider changing the advertisements to read TA or LSW rather than LP.</li> <li>• KD to speak with headteacher colleagues regarding successful recruitment strategies/ideas.</li> <li>• KD to meet with CEO and Head of HR to ensure all possible steps taken to achieve successful recruitment.</li> </ul>	CS KD KD KD KD	Closed	
22/11.10 17/01.04	Pupil Premium strategy to be updated to reflect use of funds for SEND transport	KD	Closed	
22/11.06	KD to provide a breakdown of health and safety incidents to the next meeting	KD	Closed	
22/11.06	KD to discuss with SAND the feasibility of separating health and safety incidents and near-misses.	KD	Closed	
22/11.08	KD to report on NTS permanent contract at next meeting.	KD	Closed	
22/11.10	KD to clarify use of Pupil Premium grant for long-term transport funding	KD	Closed	
20/09.06	All members to update Declarations and Confirmation on their GovernorHub profiles	All	Ongoing	
20/09.06	All to schedule monitoring visits for 2023/24	All	Ongoing	

20/09.09	Clerk to revisit skills audit and assess training requirements	CS	Ongoing	
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**CLOSED ACTIONS TO SEPTEMBER 2023 NOW ARCHIVED.**

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