

Belmont School
Meeting of the Local Advisory Board
Wednesday 19th June 2024

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

LAB Members' questions and challenges are highlighted in green.

19/06.01	Welcome and Apologies	Action
	The Chair welcomed members to the meeting. No apologies were received.	
19/06.02	Declarations of interest in items on the agenda	Action
	There were no declarations of interest.	
19/06.03	Minutes of the previous meeting – 24th April 2024	Action
	The minutes were accepted as a true and accurate record of the meeting and signed by PT.	
19/06.04	Actions update / Matters arising not covered elsewhere on the agenda	Action
	<p>24/04.04 Safer Recruitment Training – CS had sourced a Learning Link on the NGA and would circulate details. Members discussed how certified Safer Recruitment governors should have sight of applications and references before interview in order to complete the required checklist. KD would clarify those staff members who are Safer Recruitment trained.</p> <p>17/01.06 SEND transport – KD and JO had met with GCC school transport representatives who had expressed apologies for the issues surrounding transport in the summer of 2023, and confirmed that they had learned important lessons from the experience. KD also reported that the GCC team had been persuaded to provide transport for a vulnerable Belmont pupil who had previously been refused transport on several occasions. PT questioned whether Belmont had any concerns about transport next September. KD indicated that there would be no transport for pupils living within three miles of school, but Belmont had been commissioned to use its school minibus to run a small route and, in doing so, assist with transport for pupils who did not qualify for GCC support. This, however, was likely to be unsustainable long term if the number of children from within the 3 mile radius increased. KD reported that the GCC provision for</p>	<p>CS</p> <p>KD</p>

	<p>the new intake was being confirmed, and involved only a minor re-structuring.</p> <p>28/02.12 Social media checks as part of recruitment: PT reported that there had been no Chairs meeting since the LAB last met. It was possible that the SAND HR policy of not undertaking checks might change with the on-boarding of the new Safeguarding Lead.</p> <p>24/04.06 Reporting of attendance data: Clarification of whether persistent and severe absence data should be reported termly or annually will be sought from the Safeguarding Lead when she takes up post in August.</p> <p>Monitoring of post-16 transitions: it had been agreed that the Head of KS4 would monitor the progress of students for three years after leaving Belmont, and make the data available to the LAB.</p>	
19/06.05	Notification and agreement for items of AOB	Action
	<ul style="list-style-type: none"> News from F@B 	
19/06.06	Agree 2024/25 meetings schedule	
	<p>Meeting dates for the next academic year were confirmed:</p> <p>18th September 2024 20th November 2024 15th January 2025 5th March 2025 7th May 2025 25h June 2025</p>	
19/06.07	Ofsted Feedback Process	
	<p>TC, also a governor at three other schools, had been part of three Ofsted inspections in the past year, and reported that the Ofsted experience differed according to the appointed inspector. However, there was a strong focus on wellbeing and support for the school during the process. Inspectors had spent time with staff at all levels, and what appeared to be important was how the school ‘ticks’, and the consistency of views and practice across all stakeholders. The meeting discussed a number of ways in which members could prepare for inspection, including being sure to record challenge to the leadership. To grow confidence and knowledge of areas beyond link responsibilities, members considered accompanying each other on school visits. KD advised that an overload of information was not always helpful, and suggested that members be issued with the ‘In a Nutshell’ documents that had been developed to provide an overview of all areas of school life. The school would also share with the LAB the ‘Golden Document’ detailing the strands of Ofsted criteria, and arrange for staff to attend LAB meetings from September with short presentations on key areas.</p>	<p>KD/CY</p> <p>SLT</p>
19/06.08	Headteacher Updates	Action
	<p>Premises and summer projects:</p> <ul style="list-style-type: none"> Air conditioning units had been installed in four classrooms 	

	<ul style="list-style-type: none"> • An early years’ play area would be developed over the summer, thanks to the ‘at cost’ offer of a company seeking to help school • The pop-up swimming pool would be back at school from the beginning of July, through the summer holidays, and at the beginning of the September term. • Belmont’s Occupational Therapist was working with the Site Manager to produce an audit on accessibility which would inform a short term (1 year) plan, a medium 2-year plan, and a long term plan for improvements. <p>Belmont Community Sport: With planning permission approved, the project was now moving into the fundraising stage. It was likely that this task would be assigned to a specialist fundraiser.</p> <p>Adapted Vision for Health and Wellbeing Centre: KD reported that the vision for the Health and Wellbeing Centre had been revised to offer facilities for students to gain more life skills. By meeting this requirement, the project may win financial support from the Wolfson Foundation, which funds projects that support young people in the transition from post 16 to adulthood.</p>	
19/06.09	Headteacher’s Report and Contextual Data	
	<p>KD presented the Headteacher’s Report, which had been circulated in advance. Members sought clarification on the ‘Previous Year’ column featured in the Contextual Data report. KD would question this with the Trust. The LAB questioned why the early columns of Health and Safety Near Misses were populated as N/A. KD confirmed that this category had not existed until later in the year when Health and Safety accidents and near misses were separated into distinct categories.</p> <p>Staff Wellbeing feedback – CY presented the results of a staff wellbeing survey held in May, with the focus of creating a culture of relational practice, and assisting staff in taking care of their own wellbeing. A total of 70 staff members completed the non-anonymised survey, and the presentation highlighted both the many positive scores, and those that were not so high. The Chair challenged the lower scores, which KD explained were reflective of difficulties caused by staff absences earlier in the year. CY explained how leaders planned to support and challenge the staff around the areas of low score and link this to our school values. The presentation slides would be shared with the LAB on GovernorHub.</p> <p>Report on Examination Arrangements – the JCQ Centre Inspection Service had visited during the first GCSE Maths exam, and raised no concerns.</p>	<p>KD</p> <p>CY/CS</p>
19/06.10	Safeguarding	Action
	<p>There were no safeguarding concerns to report. Belmont’s DSL, Clair Veli, was distributing regular newsletters to parents, and would be asked to widen distribution to LAB members.</p> <p>CPOMS continued to be trialled for safeguarding reports, and would be rolled out across the school by September. Sleuth continued to be used for behaviour reporting.</p>	<p>CV</p>

	KD reported the trial of a new system whereby every Team Teach incident would prompt a physical and wellbeing first aid check of both the student and the staff involved.	
19/06.11	Policies Update	Action
	<p>Online Safety Policy review – members sought to clarify the role of the Online Safety Policy as a stand-alone policy, or as part of the wider SAND Safeguarding Policy. Clerk to investigate and clarify.</p> <p>Relationships and Sex Education Policy – this had been re-written by LFM to provide greater detail around how RSE is delivered at Belmont.</p> <p>Members noted the reference to Sleuth, which LFM confirmed would be updated to read CPOMS. The meeting questioned the need for a local policy and not a SAND one. LCM explained that the local Policy sought to meet the specialist needs of the Belmont cohort. It was agreed that the revised Policy should be circulated for approval via GovernorHub. LFM highlighted to members the current media interest regarding transgender policy in schools; any change in the guidance would be reflected in the Belmont policy.</p>	<p>CS</p> <p>LFM</p> <p>CS</p>
19/06.12	LAB Monitoring Visits	Action
	<p>Monitoring Visit reports were received with thanks to the LAB. KD encouraged members to advise when they planning to visit, so that more opportunities could be created to cover other/more areas of interest at the same time.</p> <ul style="list-style-type: none"> a) Curriculum (JO – 22-4-24) b) Interventions (RH – 16-05-24) c) Parents Consultation (RH - 15/16-05-24) d) OT (RH – 15-05-24) e) Belbucks (RH – 10-05-24) f) Safeguarding (JO – 07-05-24) <p>RH reported that although the Belbucks event had been organised by F@B, it had presented a great opportunity from a LAB perspective to gather some wonderful feedback from students.</p> <p>PT and KD would complete and distribute notes on the recent School Council visit, and note any actions arising from this.</p> <p>KD advised that the next ‘stay and play’ session for new pupils and parents would be held on Wednesday 26th June from 3.15 – 4.15 and invited members to attend and welcome the new families.</p>	<p>All</p> <p>KD/PT</p> <p>All</p>

19/06.13	LAB needs and housekeeping	Action
	<p>All members confirmed that they could now access the National College site.</p> <p>Most members had completed photo ID forms for lanyards. CS to check on outstanding applications, and report on progress.</p> <p>Skills Audit – members were asked to complete this before the end of term to highlight any areas for development and training in September. The audit covered skills relating to ‘financial oversight’ – KD clarified the financial arrangements as per the MAT, but would seek to produce an end of year summary for the LAB that was specific to Belmont.</p> <p>LAB self-evaluation – members were asked to complete and return the form provided to state their priorities for the next academic year.</p> <p>Members requested a list naming link governors from September: CS encouraged the LAB to complete personal profiles on GovernorHub, which would then generate a report with the required information.</p> <p>KD suggested that member details/biographies could also be added to a Belmont document profiling key members of staff.</p>	<p>CS</p> <p>All</p> <p>KD</p> <p>All</p> <p>All</p>
19/06.14	Update from LAB Chairs’ meeting	Action
	<p>There had been no Chairs meeting since the last Belmont LAB meeting. TC would represent PT and the Belmont LAB at the next Chairs meeting.</p>	TC
19/06.15	Update from the Trust	
	<ul style="list-style-type: none"> • CEO Update • Summary – Strategic Plan <p>Both documents were presented to the LAB.</p>	
19/06.16	AOB	Action
	<p>Friends @Belmont – the summer fayre would be held on July 13th. Raffle tickets were available from Belmont front office, and all LAB members were warmly invited to attend the event.</p>	
19/06.17	Report to Board of Trustees	Action
	<p><u>Risks</u> The number of tribunals currently underway, and the potential for more.</p> <p><u>Issues</u> School access, and access to the curriculum for new pupils with a disability</p> <p><u>Celebrations</u> The results of a Reading Audit on 19th June by the English Hub, which was green on the RAG rated scale in all areas</p> <p>A successful primary sports day</p> <p>The results of a Staff Wellbeing Survey</p>	

	A successful D of E experience	
19/06.01	Confidential Minutes	
	There were no items to be recorded as confidential	
19/06.01	Date of next meeting	Action
	Wednesday September 4.30pm at Belmont School	
	The meeting closed at 1820 hours	

Signed as a true record of the meeting:

Chair:

Date:

New /Ongoing Actions

19/06.07	Circulate 'In a Nutshell' documents to LAB members	CY		
19/06.07	SLT to consider 6 x themes for presentations to LAB meetings from September 2024	SLT		
19/06.09	Clarify the 'Previous Year' column featured in the Contextual Data report	KD		
19/06.09	Circulate slides from Wellbeing Survey presentation	CY		
19/06.11	Clarify the role of the Online Safety Policy in the context of SAND's Safeguarding Policy	CS		
19/06.11	Revise and circulate RSE Policy	LFM / CS		
19/06.12	Complete notes and highlight actions from recent School Council visit	PT/KD		
19/06.13	Check status of ID lanyards for LAB members	CS		
19/06.13	All members to complete and return Skills Audit by end of this academic year	All		
19/06.13	All members to complete and return priorities for Belmont SEF	All		
19/06.13	All members to complete GovernorHub profiles; CS to produce report of link governors	All/CS		

Initials: Chair _____

24/04.09	Assessment and Feedback Policy - amends	CY	ASAP	
24/04.09	Online Safety Policy - review	PT	ASAP	
24/04.04	Access Safer Recruitment online training for members	CS	Closed	
24/04.06	Clarification on whether attendance data on persistent/severe absence is a termly or annual requirement.	KD/CY	ASAP	
24/04.07	Investigate best practice on monitoring post-16 transitions, and possible questionnaire	KD	Closed	
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	Ongoing	
28/02.04	Report on use of CCTV and relevant policies.	KD	Closed	
28/02.12	To check SAND reference to social media as part of recruitment process	PT	Ongoing	
17/01.06	KD to contact GCC with a view to re-arranging the SEND transport meeting	KD	Closed	
17/01.08	KD to contact IT regarding non-operational CCTV in school	KD	Closed	
17/01.08	CS to progress approval of Young Carers Policy	CS	Closed	
17/01.10	LFM to check LAB access to National Online Safety	LFM	Closed	
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	Closed	
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"> CS to send copies of recruitment advertisements to LAB members. KD to investigate arranging an open day/taster day to encourage interest in vacancies. KD to consider changing the advertisements to read TA or LSW rather than LP. KD to speak with headteacher colleagues regarding successful recruitment strategies/ideas. 	CS KD KD KD	Closed	

	<ul style="list-style-type: none"> KD to meet with CEO and Head of HR to ensure all possible steps taken to achieve successful recruitment. 	KD		
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	Closed	

CLOSED ACTIONS TO SEPTEMBER 2023 NOW ARCHIVED.

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