

Belmont School
Meeting of the Local Advisory Board
Wednesday 18th September 2024

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

LAB Members' questions and challenges are highlighted in green.

18/09.01	Welcome and Apologies	Action
	The Chair welcomed members to the meeting. Notice had been received that JT may be late to the meeting.	
18/09.02	Declarations of interest in items on the agenda	Action
	There were no declarations of interest.	
18/09.03	Minutes of the previous meeting – 19th June 2024	Action
	The minutes were accepted as a true and accurate record of the meeting and signed by PT.	
18/09.04	Actions update / Matters arising not covered elsewhere on the agenda	Action
	<p>24/04.04 Safer Recruitment Training – KD confirmed that 8 members of staff are Safer Recruitment trained and comprised the senior leadership team and leaders for HLLP and Inclusion teams. The school always had at least one of these staff on all interviews for posts at Belmont. CS had circulated details of optional online Safer Recruitment training which could be accessed by LAB members.</p> <p>17/01.06 SEND transport – SEND transport had settled well at the beginning of this academic year; arrangements were greatly improved compared to last September.</p> <p>19/06.07 Documents to be uploaded – a number of <i>In a Nutshell</i> documents had been circulated, including the Belmont core subjects. The remainder would be sent to CS for uploading to GovernorHub.</p> <p>19/06.11 Online Safety Policy – LAB members agreed that this should be retained at Belmont until further clarification was received from the Safeguarding Lead that the content was covered in other policy documents. KD would check with CV (DSL) that Belmont's Online Safety</p>	<p></p> <p></p> <p>CY/CS</p> <p>CS</p> <p>KD/CS</p>

	<p>Policy was up to date, and any revisions would be emailed to LAB members for approval.</p> <p>19/06.11 RSE Policy – CS confirmed that this was a local policy, revised and approved by the LAB, and could be uploaded to the school website. The Chair would confirm approval of the Policy on GovernorHub.</p> <p>19/06.13 Belmont SEF – KD would distribute the revised version to LAB in due course, changes are being made in line with amendments to the inspection process that are still being confirmed. The meeting heard that Belmont’s senior team would be attending online updates on 23rd September and from here the draft SEF would be amended. KD further outlined the expectations of LAB members in the event of an Ofsted Inspection, and the following was agreed:</p> <ul style="list-style-type: none"> • PT to be introduced to Chair of Governors at Alderman Knight School via TC. Alderman Knight has recently had an inspection and is similar in size and cohort to Belmont. • KD to arrange for the SIP to deliver a one-hour session to the LAB • LAB members to be directed to relevant webinars • LAB members to link with other LABs in the MAT <p>19/06.13 Register of link roles – this was distributed and would be revised to include:</p> <ul style="list-style-type: none"> • Academic Tutoring Programme (TC) • SEND Link (JO and RH) • Careers (PT) <p>The Trust Safeguarding Lead had invited LAB Safeguarding links to an online meeting: CS would arrange for PS to also join, and exchange contact details with Carla Jones.</p>	<p>PT</p> <p>KD</p> <p>TC/PT</p> <p>KD</p> <p>KD/CY/CS</p> <p>CS</p> <p>CS</p> <p>CS</p>
18/09.05	Notification and agreement for items of AOB	Action
	Thanks to LFM.	
18/09.06	New Academic Year Housekeeping	Action
	<p>LAB members agreed to confirm the following on their individual GovernorHub profiles (compliance tab):</p> <ul style="list-style-type: none"> • Agree LAB Code of Conduct: PT would also sign a copy on GovernorHub on behalf of the LAB. CS to provide the link. • Declarations of Interest – add/delete items as necessary. • KCSiE (updated September 2024) – for reading. • SAND Safeguarding Policy – for reading. <p>Pay Panel: members agreed to postpone a decision on this, pending more information on what the role involved.</p> <p>Exclusion Panel: PS and TC were appointed. JO to confirm.</p> <p>LAB Self-evaluation document: some responses were still outstanding. CS would distribute the document to members electronically for completion.</p>	<p>All</p> <p>PT/CS</p> <p>CS</p> <p>CS</p>

18/09.07	Headteacher's Report	Action
	<p>KD presented the Headteacher's report, with highlights as follows:</p> <ul style="list-style-type: none"> • Y11 student outcomes were excellent. Belmont was proud that pupils did well academically, accessing GCSEs where possible, but also that more life skills and vocational qualifications were achieved than ever before. • School Council continued to evolve, and this was a target for the SDP this year. • The SEF and SDP were in draft form, and would be put forward for formal ratification at the next meeting. • There had been an increase in the number of trips, visits and residential, all of which had been very successful. • Parents and carers continued to be fully supportive of the school with 100% reporting that they would highly recommend the school to others. • The new leadership team had proved to be successful and effective this year, offering strong support to the new Middle Leadership Team and driving standards even higher. • Belmont Community Sport had received planning permission from the local authority. • Five new staff had joined, and had transitioned well. There were now 93 staff at Belmont. The Headteacher praised the work of the senior team in achieving higher staff to student ratios through considered admissions' processes and securing suitable funding to support our complex young people. <p>The meeting sought explanations for the one 'red' and two 'amber' items on the (RAG rated) School Development Plan from 2023-24. The Headteacher explained that the one 'red' item referred to the progress in securing planning for the Health and Wellbeing Centre: the leadership team would be meeting to discuss the commissioning of specialists to bring the project to fruition. The 'amber' items related to attendance figures, which were slightly below target, and plans for the secondary trim trail.</p> <p>KD confirmed student numbers at 183, in accordance with the commissioning brief. Staff numbers remained the same. LAB members requested clarification on reduced class sizes in primary. The Head explained that a large Y6 cohort had transitioned from primary, but only six pupils had joined. This had enabled Belmont to distribute fewer pupils across the same number of classes. Members asked whether the reduction in numbers would put Belmont at risk of having to accept more students via tribunals. KD confirmed that this should not be the case, as the school was technically full at 183, as per the commissioning brief confirmed with the DfE via SAND.</p> <p>Examining the contextual data, the LAB questioned the doubling of severe absence between Terms 5 and 6: the school confirmed that there were still some teething issues with the data capture, and that there was some overlap between severe and persistent absence. This was being actively explored by the Attendance Officer, and a summary document would be produced for members to show how the figures are reported.</p>	<p>KD</p> <p>LFM</p>

	<p>The Head pointed out that figures were also influenced by holiday absences, and there was a need for consistency across the SAND schools as to the authorisation/refusal of holiday requests.</p> <p>Figures relating to accidents and ‘near misses’ in Term 6 were questioned by LAB members and the chair, who noted more Health and Safety incidents than expected. The Head was very confident this to be an error in data input, with the two figures being input into the wrong data box. The head would investigate and report back.</p> <p>KD had arranged for five 20-minute presentations to be delivered to LAB members at 2024/25 meetings. These would cover: Ofsted changes, Curriculum, Phonics and Reading, Data Tracking, and Safeguarding and Behaviour. They would be presented by Belmont staff, and questions would be welcomed.</p>	KD
18/09.08	Safeguarding	Action
	<ul style="list-style-type: none"> • The updated Keeping Children Safe in Education had been read and signed off by all staff • CPOMS recording was in place • Carla Jones, the Trust Safeguarding Lead, had delivered a one-hour session to staff on culture and values, which had been well received. • The Family Support Worker who had joined Belmont in the second half of last year had been working on strategies to address attendance concerns. 	
18/09.09	Monitoring Visits	Action
	<p>Monitoring Visit Reports were received, with thanks, from:</p> <ul style="list-style-type: none"> • JO – Safeguarding • TC – Academic Tutoring Programme, and Maths & English <p>PT had also attended the Y11 Leavers’ Assembly.</p>	
18/09.10	Skills Audit	Action
	<p>The LAB Skills Audit, completed in Term 6, reflected a strong, knowledgeable and experienced LAB. KD suggested that opportunities to be involved in strategic development in some areas could be offered to members.</p>	KD
18/09.11	Update from the Trust and LAB Chairs	Action
	<p>An update from the Trust CEO was presented, together with an overview of the minutes from the LAB Chairs’ meeting in Term 6. Both were well received: it was suggested that the strategic vision be shared with all staff.</p> <p>The re-application/re-appointment process for LAB members was discussed, with the meeting pointing out that there was a high risk of losing local membership. The Clerk was asked to feed back to the Trust on the high level of discontent around this issue and the Headteacher agreed to raise at the next SAND Heads meeting.</p>	CS CS
18/09.12	AOB	Action

	Members heard that this would be the last meeting for LFM before taking maternity leave. The LAB thanked Louisa for her continued commitment to the governance process, and sent best wishes for the coming weeks and beyond.	
18/09.13	Report to Board of Trustees	Action
	<p><u>Risks</u> The number of tribunals currently underway, and the potential for more. The risk of losing local governance members due to the re-application process.</p> <p><u>Celebrations</u> The excellent Y11 results announced during the summer Positive parent/carer feedback reflecting exceptional confidence in Belmont and level of care for the children The best ever year for trips and residentials</p>	
18/09.14	Confidential Minutes	
	There were no items to be recorded as confidential	
18/09.15	Date of next meeting	
	Wednesday 20 th November 2024 4.30pm at Belmont School	
	The meeting closed at 1820 hours	

Signed as a true record of the meeting:

Chair:

Date:

New /Ongoing Actions

18/09.04	Full collection of <i>In a Nutshell</i> briefing sheets to be sent to CS for upload to GovernorHub, with additions as they become available.	CY		
18/09.04 19/06.11	Confirm status of Online Safety Policy with Carla Jones	CS		
18/09.04	Confirm current Online Safety Policy is up to date at Belmont	KD		
18/09.04	RSE Policy to be signed as approved on GovernorHub	PT		
18/09.04 18/09.07	SEF & SDP to be distributed at next meeting, or sooner if available	KD		

Initials: Chair _____

18/09.04	Initiate contact with Chair of Governors at Alderman Knight School to discuss recent Ofsted experience	TC/PT		
18/09.04	Plan for SIP to deliver a one-hour session on Ofsted framework to the LAB	KD		
18/09.04	Direct LAB members to relevant webinars re. Ofsted inspection	KD/CY/CS		
18/09.04	Explore possibility of LAB members linking with other LABs in the MAT	CS		
18/09.04	Initiate contact between PS and Carla Jones	CS		
18/09.06	LAB members to ensure all compliance requirements completed on individual GovernorHub profiles	All		
18/09.06	Code of Conduct to be marked as read and agreed on GovernorHub	PT		
18/09.06	Panel membership to be agreed: more information on Pay Panel to be distributed	KD/CS		
18/09.06	Confirm with JO membership of Exclusion Panel	CS		
18/09.06 19/06.13	Outstanding LAB Self-evaluation forms – document to be circulated electronically and returned	CS & LAB		
18/09.07 24/04.06	Clarification on recording of severe and persistent absence: summary document to be produced for LAB	LFM		
18/09.07	Health and Safety/Near Misses – data query to be investigated	KD		
18/09.10	Consider opportunities for LAB to be involved in strategic development	KD		
18/09.11	Explore the delivery of Trust strategic vision to Belmont staff	CS		
18/09.11	Feedback to Trust on LAB re-appointment process	CS		

19/06.11	Clarify the role of the Online Safety Policy in the context of SAND's Safeguarding Policy	CS	Ongoing, see 18/09.04	ASAP
19/06.13	All members to complete and return Skills Audit by end of this academic year	All	Ongoing	ASAP
19/06.13	All members to complete and return priorities for Belmont LAB SEF	All	Ongoing	ASAP
19/06.13	All members to complete GovernorHub profiles; CS to produce report of link governors	All/CS	Ongoing.	ASAP

24/04.09	Assessment and Feedback Policy - amends	CY		ASAP
----------	---	----	--	------

24/04.06	Clarification on whether attendance data on persistent/severe absence is a termly or annual requirement.	KD/CY	Ongoing, see 18/09.07	ASAP
----------	--	-------	-----------------------	------

CLOSED ACTIONS TO SEPTEMBER 2024 NOW ARCHIVED.

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