Belmont School
Meeting of the Local Advisory Board
Wednesday 20th November 2024

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

LAB Members' questions and challenges are highlighted in green.

20/11.01	**Welcome and Apologies**	**Action**
	As PT was attending via TEAMS, he had requested in advance that TC take the Chair. TC welcomed members to the meeting.	
	Apologies were received and accepted from RH, CY and from LF-M. LAB members congratulated and sent best wishes to Louisa on the birth of her baby girl.	

20/11.02	**Declarations of interest in items on the agenda**	**Action**
	There were no declarations of interest.	

20/11.03	**Re-appointment of LAB members**	**Action**
	Terms of Office for JT and PT were approaching their end date: re-appointment forms had been received from both, seeking a further four years in office. The meeting unanimously supported both re-appointments and welcomed JT and PT's continued membership. PT's appointment as Chair will be confirmed by the Trust Board, as per the Articles of Association.	CS
	As there was now a vacancy for a parent representative on the LAB, CS would begin the election process.	CS

20/11.04	**Safeguarding Lead - introduction**	
	CJ was introduced as the recently-appointed Trust Safeguarding Lead with strategic oversight of safeguarding across the Trust. She outlined her experience as the former National Lead for Safeguarding at the National Star and, prior to that, 10 years in child protection. CJ clarified her key objectives for 2024/25 as: • Reflective supervision for Heads, SENCOs, DSLs and DDSLs and to individuals as required: this would be delivered by a specialist staff member, employed from December.	

	- Attendance: a baseline audit of the 5 Foundations for Effective Attendance, with actions to be incorporated into each school's attendance strategy - Standardising the format of recording on CPOMS to provide oversight of incidents across all schools. - Introducing CPOMS StaffSafe to differentiate and offer support around staff incidents. LAB members thanked CJ for visiting, and for her work with the Trust. CJ left the meeting at 5pm.	
20/11.05	**Safeguarding Report**	
	KD presented the Safeguarding Report prepared by Clair Veli (DSL). **The LAB challenged the increase in safeguarding concerns logged from 15 to 85.** KD clarified that this could be explained by the CPOMS recording system whereby any and all actions were now logged. **The meeting asked whether these figures could be broken down to provide a clearer picture of safeguarding events and concerns.** KD confirmed that there were numerous reports available on categories, patterns and links: he suggested that the DSL attend a future meeting in order to demonstrate the system to members. This was agreed. **Members asked whether there would be a change to the contextual information form to accommodate the new recording process;** KD would confirm. The meeting was notified that the school DSL had organised an external audit of safeguarding, which would be carried out within the next week. The subsequent report would be brought to the LAB for information.	**KD** **KD**
20/11.06	**Minutes of the previous meeting – 18th September 2024**	**Action**
	The minutes were accepted as a true and accurate record of the meeting and signed by TC.	
20/11.07	**Actions update / Matters arising not covered elsewhere on the agenda**	**Action**
	The Actions Log had been updated to indicate matters closed, and those still active. Items to note: 18/09.04: *In a Nutshell* briefing on Wellbeing to be added to the GovernorHub folder 19/06.11: The Online Safety Policy had been removed from circulation following a full audit by the DSL and clarification that the relevant content was covered in the SAND Safeguarding Policy 18/09.04: KD would further discuss the delivery of a session on the Ofsted Inspection Framework; in the meantime a link to the SIP's Inspection blog would be circulated to the LAB. 18/09.04: Building links with other LABS: the Trust was considering how to best facilitate this for the purpose of sharing best practice and expertise and creating networks across the schools.	KD

	18/09.07: The Head confirmed the thresholds for persistent/severe absence in the Headteacher's Report. 18/09.10: LAB involvement in strategic development – KD was drafting a 3 – 5 year vision to support a review of Belmont's Commissioning Brief, and would welcome LAB discussion on this when it was available. PS offered support in facilitating this discussion.	KD/PS
20/11.08	**Notification and agreement for items of AOB**	**Action**
	• Fire Alarm (KD) • Belmont's Volunteer Evening • Fundraising role • Tribunal update • F@B update	
20/11.09	**Housekeeping and compliance**	**Action**
	LAB members were asked to check their personal profiles on GovernorHub and to complete any compliance requirements as soon as possible. Pay Panel: membership was confirmed as PT, PS and TC. The meeting was reminded that the Panel remit was limited to consideration of the Headteacher's recommendations on UPS applications. Exclusion Panel: membership was confirmed as PS, TC and JO. LAB Self-evaluation document: some responses were still outstanding. CS would re-send the document as a further reminder. The LAB Terms of Reference for 2024-25 were approved and accepted. The meeting was reminded that Prevent Duty training was mandatory for all LAB members. JO would share a link to appropriate training. CS would investigate the statutory requirement for SCR training, and resource if required.	All CS JO/CS CS
20/11.10	**Headteacher's Report**	**Action**
	KD presented his contextual report with supporting narrative for Term 1. The following points were drawn to the attention of the meeting: • Staff attendance was not as high as hoped, and the school was supporting a number of employees who are dealing with issues outside of work. • An increase in behaviour incidents was largely due to the intake of new students. • Tribunal cases continue to take up a great deal of time; however support is now in place from the Trust.	
20/11.11	**Reports for consideration**	
	Self Evaluation Plan The meeting received the School's Self Evaluation Plan, which reflects on the past year to confirm what is working well, and why, and what Belmont	

can do to improve within the context of the school. **A written question asked for clarification of Belmont's 'effective transition over to the primary model for delivery'.** KD confirmed that this was the model whereby all subjects were delivered by one teacher – as is the norm in primary settings.

KD asked for LAB members to provide feedback on the SEF by the end of Friday, 22nd November. | All

School Development Plan
KD outlined the SDP targets, one of which focused on the specialist provision offered by The Hive and The Nest. KD invited LAB members to visit both settings to help inform Belmont's direction of future travel.

Student Council
Belmont was transitioning from the traditional school council to a more dynamic Pupil Parliament, designed to empower the students to play an active role in decision making, and understand the democratic process.

KD requested challenges, questions and feedback on the SEF and SDP: for inspection purposes, and good practice, it was important that LAB members were familiar with their link responsibilities and how these related to the SDP targets.

Pupil Premium Funding
The meeting noted the falling numbers in Pupil Premium children and questioned the impact of reduced funding. KD confirmed that the Pupil Premium funding was used to support the interventions team: any reduction in income would therefore impact this provision. There would be additional pressure on the leadership to secure the appropriate banding for individual students, which might go some way to off-setting the Pupil Premium shortfall. KD would ask RH, as Interventions Link, to also take responsibility for oversight of Pupil Premium.

Sports Premium Funding
In response to a written question regarding missing costs in the document, KD clarified that although the priorities had been drafted, the funding had not yet been released.

20/11.12	**Monitoring Visits**	**Action**
	Monitoring Visit Reports were received as follows: • JO – Safeguarding, and Single Central Record (2 reports) • JO – Health and Safety • JO – Curriculum • RH – Interventions The Head thanked all LAB members for their continued, proactive involvement in school life.	
20/11.13	**Update from the Trust, LAB Chairs, and LAB Clerks**	**Action**
	The termly Update from the Trust would be circulated with the draft minutes.	CS

	PT had attended the November meeting of the LAB Chairs, held at the Battledown Centre. He summarised the update from the CEO, which confirmed increased funding across the Trust schools, particularly in 'over-recruitment'. The Trust's Training and Outreach provision was growing, and generating additional income. The Central HR team had been tasked with analysing the trends behind the number of new employees leaving during their probationary periods. CS reported on the November meeting of the LAB Clerks, noting a strong level of engagement and sharing of best practice in terms of adapting and streamlining Trust-wide governance processes. The meeting had discussed the need for an effective recruitment strategy for new LAB members; Trustee visits to schools; and developing a LAB calendar on GovernorHub on which to share invitations to school events.	
20/11.14	AOB	**Action**
	Fire alarm The meeting discussed the current fire alarm system in school and how this might be updated to reduce the impact of hoax/false alarms. Funding had been allocated by the Trust, and the school was convening a working party to consider the options based on robust risk assessments. The fire evacuation policy would be reviewed accordingly. JO agreed to join the working party as the Health & Safety Link LAB member. Tribunal update A tribunal naming Belmont as the preferred school had been conceded by the local authority, despite the cost implications to Belmont. While funding had now been agreed, the Head sought to make the LAB aware of the local authority's decision without recourse to KD or the school. Volunteer Celebration evening KD reported on a special event held on November 14th to thank all those who worked tirelessly on a voluntary basis to support Belmont and ensure its students achieved the best possible outcomes. F@B Winter Fayre The fayre was scheduled for 30th November, raffle tickets were available to buy in advance, and it was hoped that as many people as possible would volunteer to help, and also attend with their families. Notice of the fayre would be circulated to other schools in the Trust. Fundraising role KD confirmed that an advertisement was pending, and a link would be sent to LAB members to share with prospective applicants.	KD
20/11.15	Report to Board of Trustees	**Action**
	Risks The number of tribunals currently underway, currently standing at 13. Issues The decision to be made concerning a new fire alarm system Celebrations The wonderful response to the Volunteer Celebration initiative The continuing work and commitment of the F@B team.	

20/11.16	**Confidential Minutes**	
	There were no items to be recorded as confidential	
20/11.17	**Date of next meeting**	
	Wednesday 15th January 2025 4.30pm at Belmont School	
	The meeting closed at 1805 hours	

Signed as a true record of the meeting:

Chair:

Date:

New / Active /Closed Actions

20/11.03	**Submit PT re-appointment application as Chair to the Board of Trustees**	**CS**	
20/11.05	**Arrange demonstration of CPOMS recording system at a future meeting**	**KD**	
20/11.05	**To confirm changes in the contextual data form to reflect CPOMS recording system.**	**KD**	
20/11.07	**Circulate SIP Inspection blog**	**KD**	
20/11.09	**Provide link to Prevent Duty training**	**JO/CS**	
20/11.09	**Investigate statutory SCR training for Safeguarding Link**	**CS**	
20/11.11	**Submit approval/questions for SEF and SDP by 22nd November**	**All**	
20/11.11	**Invite RH to take link role for Pupil Premium**	**KD**	
20/11.13	**Circulate termly Update from the Trust**	**CS**	
18/09.04	**Full collection of *In a Nutshell* briefing sheets to be sent to CS for upload to GovernorHub, with additions as they become available.**	**CY**	**Active**
18/09.04 19/06.11	Confirm status of Online Safety Policy with Carla Jones	CS	Closed
18/09.04	Confirm current Online Safety Policy is up to date at Belmont	KD	Closed
18/09.04	**RSE Policy to be signed as approved on GovernorHub**	**PT**	**Active**
18/09.04 18/09.07	SEF & SDP to be distributed at next meeting, or sooner if available	KD	Closed
18/09.04	Initiate contact with Chair of Governors at Alderman Knight School to discuss recent Ofsted experience	TC/PT	Closed
18/09.04	**Plan for SIP to deliver a one-hour session on Ofsted framework to the LAB**	**KD**	**Active**

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

19/06.11 18/09.04	Clarify the role of the Online Safety Policy in the context of SAND's Safeguarding Policy	CS	Closed
19/06.13	All members to complete and return Skills Audit by end of this academic year	All	Closed
24/04.09	Assessment and Feedback Policy - amends	CY	
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

CLOSED ACTIONS TO SEPTEMBER 2024 NOW ARCHIVED.

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