DDAT
Derby Diocesan Academy Trust

LOCAL TRUST COMMITTEE (LTC) MINUTES
Autumn 1

School Name	Sale and Davys CE Primary School		
Date	23rd October 2025	**Clerk / Governance Professional (GP)**	Victoria Lindsay
Venue:	Teams		

LTC Members in attendance:	
Sarah Briggs (SB) Nicola Read (NR) Lee Bottrill (LB) Lucy Hill (LH) Tim Longley (TL) Dan Stephens (DS)	Headteacher Chair of LTC Vice Chair Parent LTC Parent LTC Parent LTC
Appologies:	
Bruce Ward (BW) Justin Comasky (JC)	Academy LTC Staff LTC

		Lead	Timings
1.1	Welcome, Opening Prayer. Apologies for Absence Noted for JC and BW and Confirmed meeting Is quorate	Chair	
2.1	**Clerk/Governance Professional update** VL to issue Skills Audits to be completed.	Clerk	Action
3.1	Confidentiality reminder and Declarations of Interest relevant to the agenda	Chair	
4.1	Approval of Minutes of previous meeting and review outstanding actions Action – SB and LH to arrange Safeguarding meeting.	Chair	Action
5. 5.1 5.2 5.3	**LTC membership and link roles** LB term of office currently going through. Aneel Pabla has decided not to renew the term of office. We acknowledge and thank him for his contribution to the LTC. Link roles discussed for key priorities: BW – Courageous Advocacy DS – Writing/Reading NW – Inclusion NR – Outcomes BW - SIAMS	Chair	
5.4	DDAT Scheme of Delegation and Terms of Reference uploaded to Gov Hub – reviewed and reminded of what LTC do and what the trust do.	Chair	
	Trust Update		
6	CEO update There was a blessing of the DDAT quilt created by all DDAT schools. DDAT. This took place on the 21st at Derby cathedral and was attended by staff and pupils from all DDAT schools.	Chair	
	Headteacher Report including DSL Report		
7. 7.1 7.2 7.3	SB discussed the HT report explaining that the trust require a written and verbal report at meetings. SB wanted to celebrate having 104 now on role. Teaching staff are now delivering PE instead of external coaches, as a result behaviour incidents have reduced. This has been god for staff CPD. Safeguarding training has taken place.	HT/DSL	

7.4 7.5	The 2026/2027 Admissions Open Day took place on 23rd October, this was well attended. EYFS have 16 pupils on role.		
	Safeguarding updates		
8.1 8.2 8.3 8.4	SCR has been reviewed and is up to date. All staff have completed statutory training. Attendance for the whole school, including SEN and PP is over 97% One suspension has taken place. DS asked if the schools share safeguarding with the after school club.SB confirmed that a letter of comfort has been obtained. All children with risk assessments have been shared with after school club.	HT/DSL	
	Inclusion update including SEND, disadvantaged, Pupil Premium and children known to social care		
	An update on SEND arrangements, disadvantaged, Pupil Premium and children known to social care not included in Headteacher report	HT	
	Policy Review		
9 9.1 9.2 9.3 9.4 9.5 9.6 9.7 9.8 9.9 9.10 9.11 9.12 9.13 9.14 9.15 9.16	• The following policies were agreed: DDAT Anti-harassment and Bullying Polic... DDAT Biometric Info Policy 2025 DDAT Cyber Security Policy 2025 DDAT DP Policy for Schools 2025 final DDAT Freedom of Information Policy 202... DDAT Grievance Procedure DDAT ICT Strategy June 2025 DDAT Management Fee Charging Policy f... DDAT Privacy Notice LTC Members, Trust... DDAT Privacy Notice Pupil & Family 2025... DDAT Privacy Notice Workforce 2025 final DDAT Special Category Data Policy 2025 ... DDAT Staff and Visitors Code of Conduct... DDAT Trustee and LTC Members Expense... Late Collection Policy Sale & Davys Admissions Policy 2027.28	Chair	
	Vision, Strategy, SIP and SEF		
10.1 10.2	Reviewed - Vision, Strategy, SIP and SEF. All confirmed they are happy with the Vision Statement. School development – INSET day training drew on behavior consistency and noise levels.	Chair/HT	
	Finance		
11.1	Head provided a verbal update on Admission numbers – 16 EYFS	HT	
11.2	HTPM panel and Pay panel members to be agreed – Paul Lowther, DDAT school improvement partner and NR attended SB HT performance management.	Chair	
11.3	School Business Managers report – VL discussed pupil number and the positive impact on the budget for 2026/2027.	SBM	
	Flourishing Schools/SIAMS		
12.1	To discuss strengths and areas for improvement. · SIAMS inspection update: Year 5/6 have been fundraising for the YMCA. The whole school had a pyjama day to raise funds. They will also be doing a 'just giving Christmas tree'	HT	
12.2	Update from the Church – BW was absent, however confirmed prior to the meeting that the announcement of the new vicar was imminent. Harverst Festival took place with the whole school performing to families.		
	Governance		
13.1	Training – LTC to complete:	Chair	

	Safeguarding, Prevent		
	Staffing:		
14.1 14.2	UPS1 to UPS2 approved for class teacher Justin Comasky Pay increment approved for Emma Cropley, Claire Tupman and Marie Cheshire		
	Reflection		
15.	**What have we achieved that will make a difference for the pupils and school?** Reflect and consider this meeting – Detailed in SEF and SIP.	Chair	
16.	**Determination of confidentiality of business, the 7 Nolan Principles and Equality Act consideration** All agreed the meeting met these principles	Chair	
	AOB		
17.1 17.2	NR to do parent newsletter NR/LB raise the profile of LAC via attending events and mentions of meeting in		Action
	Date and time of next meeting	Chair/GP	
18.	Future meeting dates for the year. 4th December /12th February (Teams) /26th March		
	Actions		
2.1 4.1 17.1	VL to issue Skills Audits to be completed SB and LH to arrange Safeguarding meeting NR to do parent newsletter		