DDAT
Derby Diocesan Academy Trust

LOCAL TRUST COMMITTEE (LTC) MINUTES Spring 1			
School Name	Sale and Davys CE Primary School		
Date	26th March 2026	**Clerk / Governance Professional (GP)**	Victoria Lindsay
Venue:	School		

LTC Members in attendance:	
Sarah Briggs (SB) Nicola Read (NR) Lee Bottrill (LB) Lucy Hill (LH) Tim Longley (TL) Dan Stephens (DS) Justin Comasky (JC) Hannah Yeo (HY)	Headteacher Chair of Governors Vice Chair Parent Governor Parent Governor Parent Governor Staff Governor SEND Coordinator and Class Teacher
Apologies:	
Bruce Ward (BW)	Academy Governor

Please use your own numbering system	
1. 1.1 1.2	**Opening** • Apologies received from Bruce. • Opening prayer led by SB.
2.	**Clerk Updates** • No clerk updates.
3.	**Declarations of Interest** • No declarations made.
4.	**Previous Minutes** • Minutes from the previous meeting were approved as accurate.
5. 5.1 5.2	**LTC membership and link roles** No governor expirations due. SB confirmed there are currently no gaps on the governing body. **Action:** To review the skills audit and consider whether any vacancies are required.

	Review DDAT Scheme of Delegation and Terms of Reference
6.	**Trust Update**
	CEO Update • No CEO update available.
7.	**Headteacher Report including DSL Report**
7.1	• SB confirmed the Headteacher Report was completed in February and included an update
	• One suspension during Spring 2 was explained by SB.
7.2	• NR asked about a Child in Need case; SB provided clarification.
7.3	• NR queried the comparison between national and school attendance year-to-date.
7.4	• LB asked about Monday staffing cover. SB explained that HF has been required to manag
7.5	a change to the regular cover arrangement. LB asked whether this was impacting learning teaching in the mornings.
	• CT is supporting effectively with the children, planning, and classroom provision.
	• NR asked for clarification on "SDAT"; SB explained these are domestic violence notificatio
7.6	
7.8	
9.	**Safeguarding updates not included in Headteacher report**
9.1	• SB reported no additional safeguarding concerns beyond those already included in the rep
	• An update was provided regarding concerns with the current after-school club arrangemer
9.2	
10.	Inclusion update including SEND, disadvantaged, Pupil Premium and children known to social ca
10.1	• HY presented the Inclusion Report.
	• All pupils are making expected progress except for one pupil in Maths.
	• There are currently no pupils classed as persistently absent.
	• Two new EHCPs are in progress: one appeal and one new application.
	• HY discussed a meeting with MP SN.
	• NR asked what support is in place for the child not making expected progress. HY explain programme.
	• Precision teaching is in place.
	• A plan is being supported by DCC SEN services.
	• Progress is being made, although attainment is not expected to align with peers.
	• LB asked whether HY was aware of changes to the inspection framework. HY noted feedb indicating a shift towards greater focus on the Headteacher role, whereas previously there Ofsted inspectors.
	Pupil Premium Report
10.2	• There are currently 16 Pupil Premium children.
	• 11 are on track to achieve expected outcomes.
	• The report highlighted that some pupils are both SEN and Pupil Premium.
11.	**Policy Review**
	Policies • All policies presented were approved.
11.1	DDAT Business Continuity Plan December 2025
11.2	DDAT Charging and Remissions Policy 2025
11.3	DDAT Complaints Procedure 2025
11.4	DDAT First Aid Policy September 2025
11.5	DDAT Health & Safety Policy September 2025 revised November 2025
11.6	DDAT IT Security Acceptable Use Policy 2025

11.7 11.8 11.9 11.10 11.11 11.12	DDAT Recruitment and Selection Policy 2025 DDAT Risk Management Policy 2025 DDAT Sickness Absence Procedure November 2025 DDAT Stress Management Policy 2025 DDAT Teachers Pay Policy October 2025 DDAT Whistleblowing Policy 2025
12.	**Vision, Strategy, SIP and SEF**
12.1	**SIP / SEF** • All documents have been updated, uploaded to GovernorHub, and submitted to DDAT. • Under the new framework, the school has self-assessed as “Expected”, with Personal Dev • SB explained the school’s use of NTS tests and the data analysis software used to identify • NR commented that one report suggested attainment was below national average. • SB explained that within Year 6, five children are currently working below expected standa and staff believe these pupils could still achieve expected outcomes in SATs. • NR asked whether the system was labour-intensive. JC commented that the software is di the monitors in the staff room and white room during PPA time by plugging in laptops. • SB shared writing examples from Reception to Year 6 and invited governors to identify the
13.	**Finance**
13.1	**Staffing** • No staffing updates.
13.2	**Budget Monitoring** • VL presented the budget monitoring report. • The school is forecasting a surplus budget with 9 children joining next year.
14.	**Flourishing Schools/SIAMS**
14.1	**SIAMS** • SB has developed progression grids linked to responsibility and collective worship from Re • Feedback has been received from DDAT, with a follow-up planned for April. • Rev Matt has visited the school, led collective worship, and supported the Easter service.
15.	**Governance**
15.1	**Governor Visits** • LB expressed interest in visiting during the summer term. • A possible SEN-focused visit with HY was discussed. • A school visit template will be provided for completion.
15.2	**Staff Survey** • NR requested that a staff survey be carried out during the summer term **Action**
16.	**Reflection**

16.1	**What have we achieved that will make a difference for the pupils and school?** All reflected and considered this meeting - the information shared, and decisions made – what ha pupils and school including staff.
16.2	**Determination of confidentiality of business, the 7 Nolan Principles and Equality Act consi** All reflected and considered this meeting – has anything been discussed that should be classed c the Equality Act been considered throughout the meeting?
17.	**Date and time of next meeting**
	21st May Summer 1 9th July Summer 2
18.	**Actions**
	Review skills to check for gaps in LTC - VL/SB Carry out staff survey summer term - NR