



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

# Low Trenchard Church of England Primary School

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Executive Head Teacher – L. Hussey  
Head of School – E. Davy  
Chair of Governors – A. Crompton

18/3/24

## MINUTES

### Spring Term Meeting 2024

**Local Governing Board: Low Trenchard Church of England School**  
**Thursday 14<sup>th</sup> March 2024 / 4pm at the School**

#### 1. Welcome and Apologies

**Present:** Amy Crompton (Chair), Louise Hussey (EHT), Liz Davy (HoS), Joy McSmythurs, Rev. Phillip Parker, Emma Bending

**In Attendance:** Ann Cullum (Local Governance Officer).

#### 2. Declarations of Interest Relevant to this Agenda

None declared.

#### 3. Governors

ACr's term of office ends on 31<sup>st</sup> March 2024 and she has confirmed that she would like to continue for a further 4 years, ending on 31<sup>st</sup> March 2028. The governors were happy to agree to this.

**A new Parent Governor is required and LD will advertise for this through Dojo. LH will advertise for a new Co-opted Governor.**

#### 4. Confirm Minutes of LGB Autumn Meeting (22nd November 2023) and Matters Arising

The decision was made to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

- **Monitoring Visits and Working Group** – to be discussed in item 13
- **Governor Training** – to be discussed in item 13.

#### 5. Confidential Matters

LD shared confidential staffing matters.

#### 6. Head of School Report

The Head's Report has been shared with all governors. Key points were raised and discussed. **From the Wellcomm screening process, what is the intention from the data collected?** Some referrals are made as required with interventions to narrow specific gaps and develop classroom provision, for instance to identify prepositional language. Early identification is essential. Checks are being done over the phone to ensure children aren't missed. **In Oke Tor how are we mitigating disruption, given the level of change in this class and the level of SEN?** SEN in this class is the second lowest in the school. The percentage of SEN children is Brentor 11%, Oke Tor 25%, Great Links Tor 39%, Fox Tor 43%. **Given that there is a new full-time member of staff joining, what steps are being taken to manage initial settling in / workload which can be very large initially?** We now have a full-time Teacher (Karl Jane) in Oke Tor and we have carefully planned transition and induction days for him. KJ was previously a Supply Teacher so he already has a good knowledge of the school and the children know him. He has received adequate handover and appropriate training. Family meetings are planned to update families. Overall KJ is settling in very well. We have a whole school consistency of

expectations, following agreed consistencies as well as policies and procedures. LD teaches whenever required. Three induction days are booked before starting, supply days have already been completed and more are booked so that KJ is familiar with daily procedures and policies. He has worked across the Trust too, so has the additional experience of policies and procedures. All long-term plans are in place for the year. There will be planned catch up/check in sessions. LD delivers all assessments, marking and plotting them, as well as teaching Year 2 Maths. **What will the additional needs of the class be?** The additional needs aren't as high as the rest of the school. Behaviour focus has already been discussed with KJ and approaches (such as continuous provision and weekly outdoor learning) are in place to develop relationships in the class. Tutoring is in place to address gaps in Year 2. **JM, as a Foundation Governor, would like to meet with the new R.E. Lead. LH suggested it would be best to let him settle in first, so this will be arranged after the half term.**

**How is the weekly tutoring being funded and what is the impact?** This is DfE Recovery Funding which is available to all schools post covid. **Is this sufficient?** No, additional funding comes from the PPG grant. Richard Hudson (Tutor and Supply Teacher) has just started tutoring Year 2 pupils and will focus on Year 6 pupils from September. So far there is positive progress for every Year 6 pupil who has received tutoring, with an increase in age related expectations. **How are you measuring the progress?** LD shared the following table.

	Autumn	Spring	Summer	Target
Reading	43%	80%		79%
Writing	20%	64%		72%
GaPS	50%	79%		86%
Maths	50%	71%		79%

**Are we confident that each individual child's needs and families' expectations are being met?** Some family expectations aren't realistic. The pupils' needs are the priority for the staff. Outside advice and consultation is sought and followed as needed. Sometimes family expectations/demands do not align and this can be challenging. LH and LD recently attended a meeting with Devon SEN Services who accepted that they were unable to provide the level of support they would like to. We believe in aspirations for all our children and we try to balance our SEN pupils with other pupils. If there is a parental complaint LD deals with this as soon as possible. Nationally, more children than ever are on home-schooling. **Can we, as governors, support you in any way?** This is a national problem since the lockdowns. Many children nationally haven't been identified as home-schooled. Attendance is at 94%, which is in line with the national average. Regular support is accessed from the Devon Attendance Improvement Officer who met with LD and the Trust Safeguarding Lead to discuss fines for unauthorised absence - there has been an increase in term time holidays this term.

**Since the launch of our new vision, what are we doing to embed it into the life of the school with all stakeholders/families. How are we communicating the vision and addressing any challenges to it?** We are following EEF (Education Endowment Foundation) implementation guidance and focusing on the lived experience in school. We adhere to the vision in everything we do, modelling and referring to it in worship, lessons, breaks and lunchtimes. We frequently revisit our policies to ensure that the vision underpins them. SIAMs and SEF are being developed after the visit from Jo Hunter from Exeter Diocese. This has been introduced to families and the wider community. It is ongoing and will take time to extend fully. This is all on our website and will be included with the packs to new parents. We'd like it to be clear that we are a church school and are looking at including our vision in our school logo. **How will we know that parents understand our vision?** This is always in our parental questionnaires and we would like to encourage the children to talk about it at home. We will monitor this through parental surveys and pupil conferencing. Governors were requested to ask the children about the vision on their visits; staff refer to it in their lessons and on class whiteboards. The vision is linked across the curriculum. **Did the Collective Worship focus on 'Heart of the Earth' have an explicit link to Christian values?** Yes, there is a huge focus on responsibility for the actions of humans. We teach love for our world, ourselves and each other, as well as wisdom, through our decisions and actions. LH showed the presentation from Genesis, linking to the bible story and

creation, teaching how to gather information and engage with others whilst also reflecting on the dominion and community rules. This also links to climate change and the responsibility of humans, fitting in very well with the school's Climate Change & Sustainability curriculum.

**How is the PE funding being used during break and lunchtimes to improve readiness to learn and develop positive relationships?** We are currently exploring 'OPAL' (Outdoor Play and Learning), which is a research and evidence-based approach to encouraging children to engage in sporting activities during playtimes, addressing all 18 areas of play in primary schools. This is an excellent system to teach good behaviour in the playground and it exposes children to activities that they wouldn't normally take part in. It will also help children socially, particularly children who find classroom learning difficult. Play-based learning seems to be missing from life in general, particularly education. Details of OPAL will be made available to the governors. **Has this started yet?** LD has attended an introduction session and the Trust is looking into delivering this on a Trust basis. Funding is available and ideally, it would be started in September. We have P.E. funding for weekly outdoor learning for Oke Tor to support class relationships. **What is this funding used for?** As well as developing sport this is also used for Capabilities study and, of course, outdoor learning. **What exactly does outdoor learning entail?** It can be a lot of things, but mainly team games. The P.E. ambassadors run Archery lessons during lunch breaks. Earth Tribe sessions also take place in the school grounds.

The governors were satisfied with this and raised no further challenges.

#### 7. **Improvement Plan & Data Analysis**

This was discussed at the Working Party and in the Head of School Report (item 6). ACr's report has been made available to all governors. The governors were happy with this and raised no questions.

#### 8. **Safeguarding**

ACr and LD completed the Safeguarding Audit and everything is in order. There are no safeguarding concerns. The SCR has been checked and all is compliant.

#### 9. **Review Vision & Ethos**

This has been discussed in the Head of School Report (item 6).

#### 10. **SIAMS**

The minutes of the Heads' meeting with Exeter Diocese have been made available to all governors. SIAMS has been discussed under the Head of School Report (item 6).

#### 11. **Pre-School/EYFS Statutory Framework**

Training is up to date. A few amendments are needed with the EYFS Framework, which will be added.

#### 12. **Compliance**

The Fire Safety Report has highlighted a few issues which are being addressed. Everything else is compliant.

#### 13. **Governor Monitoring & Training**

##### Monitoring Visits

- Improvement Plan Review (Working Party) - completed
- **Website Compliance (Neil Swait is looking at this) – carry forward**
- Curriculum (Working Party) – discussed at Working Party - **ACr will complete a monitoring visit with the Subject Leads – carry forward due to new Subject Leads**
- Safeguarding (ACr) - completed
- SEND (EB to meet with Tracy Laithwaite) – completed, report shared with governors.

##### Monitoring for Next Term

- **Improvement Plan Review (All)**

- **Next likely Improvement Plan priorities (All)**
  - **PPG impact and provision for next year (EB)**
  - **PE impact and provision for next year (JM)**
  - **Safeguarding. (ACr)**
- These will be discussed at the Working Party, which is arranged for 19<sup>th</sup> June.**

A reminder that the Trust Sustainability Working Party is on 17<sup>th</sup> April, 9.30am at Central Office.

#### Governor Training

GDPR – EB 3/1/24

Cyber Security – JM 5/12/23, EB 19/2/24, ACr 17/1/24, PP 6/3/24.

Child Protection – EB 3/1/24.

GDPR training now needs to be renewed annually.

All governors confirmed that they have received and read the Trust Termly Safeguarding Update as part of their ongoing Safeguarding training.

#### Governor Training Overdue – to be completed as soon as possible

- **JM to take GDPR training.**

Governors to Email copies of training certificates to AC so that records can be updated.

**Chair's Meeting with CEO** – to take place next week.

#### **14. Policies for Review**

No policies are due for review at this meeting.

**The SEND and Accessibility Policies are due for agreement at the next LGB meeting.**

#### **15. Minibus**

Unfortunately Mount Kelly have no capacity for Lew Trenchard to use their minibus. The Trust minibus and St Joseph's minibus have recently been used.

#### **16. Any Other Business**

JM thanked AC for her governance support and the other governors reiterated this

#### **17. Date of Next Meeting**

The date of the next meeting is Wednesday **3<sup>rd</sup> July** 2024, 4pm at the school.

The meeting closed at 5.50pm.

**Ann Cullum**

**Local Governance Officer**

#### **Distribution List:**

Amy Crompton	– Chair & Parent Governor	Louise Hussey	– Executive Head Teacher
Emma Bending	– Vice Chair & Co-opted Governor	Liz Davy	– Head of School
Rev. Phillip Parker	– Foundation Governor	Will Hermon	– Executive Head/CEO
Joy McSmythurs	– Co-opted Governor	Steve Tavener	– Chair, Board of Directors