

26/11/18

### Minutes

**Local Governing Advisory Board; Lew Trenchard Church of England School – Autumn  
Monday 26<sup>th</sup> November 2018 at 6pm at Lew Trenchard School**

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

1. **Welcome and Apologies**

**Present:** Amy Crompton (Chair), Andy McCarthy (Vice-Chair), Alan Hobbs, Jayne Biddle, Ginette Sutherland, Sally Powell (HoS), Louise Hussey (EHT)

**In Attendance:** Governance Officer

The Chair welcomed and thanked everyone for attending. HoS led with an opening prayer.

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

None declared particular to this agenda. SP, GS and LH are employees of ADMAT.

3. **Confirm Minutes of LGAB Meeting Summer 2 (4<sup>th</sup> July 2018) and Matters Arising**

No actions.

4. **Confirm Minutes of LGAB Initial Autumn Meeting (1<sup>st</sup> Oct 2018) and Matters Arising**

No actions.

The Board agreed the minutes and the Chair signed a copy of both previous minutes (including confidential minutes)

5. **Confidential Agenda Items**

AC met with HoS and LH to conduct performance management.

6. **HoS Report**

In summary, attainment in the school is strong and although progress was within national benchmarks, it is something that needs to be pushed in the school as the progress trends are dropping. HoS did note, however, that this is based on the previous cohort and the current Yr 6 cohort is different and has different needs. **JB challenged whether the school would be considered as 'coasting'?** LH confirmed that floor standards have been met but that improvements have to be made in order that the school would not be considered as 'coasting' in future.

**AC challenged what is being done to raise the progress standards?** HoS confirmed that there have been 2 improvement officer visits, maths SLE visit, the use of subject matter expertise elsewhere across the MAT and the use of best practice from other schools. LH

confirmed that HoS work is also being prioritised and she will also spend some time at St Catherine's to pick up good practice and bring it back to LT.

**AH challenged that the attainment so far for writing in Yr 5 and 6 seems to be low and this was an area highlighted in the last OFSTED report.** LH confirmed that it is being looked at but not just in Yr 5 and 6, but also how better writing can be implemented earlier on in Yr 3 and 4 in order to have a positive effect as the child moves up through the years. She confirmed that writing is a big focus on the improvement plan. **AH challenged that all of the initiatives mentioned are great but what is happening in the classroom for the 12% of children with poor attainment in writing so far as this will have a knock on effect with the SATs later on?** HoS explained what is happening at the classroom level – including LH covering some tasks from HoS so that she can assist in the classroom, and the other interventions available to help these children. It has also been made clear what the priorities are and that consistency is expected.

**JB challenged whether there are specific areas of writing that are causing an issue?** HoS confirmed how this is being identified and addressed. LH also confirmed that the basics of writing are being addressed early on so that the teacher in Yr 6 can also work on content and not have to work on the basics at that level. HoS confirmed that she will also increase her level of scrutiny, the subject team will share practice and look at provision in more detail to ensure there is consistency.

HoS noted some of the progress data that has been de-aggregated to give a better picture of where progress sits. **JB challenged whether OFSTED are interested in what is behind the data as this seems to be an important and relevant factor** and LH confirmed that they most certainly are. HoS handed out a data collection document and explained some detail behind this data.

## 7. Risk Register

Top 3 risks confirmed at the working group are:

- (1) OFSTED inspection likely from Spring term 2019 onwards.
- (2) Falling standards – school fails to meet national floor standards.
- (3) Loss of staff; long term absences from key teaching staff.

The governors discussed the impact of the loss of staff, especially in a small school where staff 'wear many hats'. **AM noted that a previous risk of falling numbers is now no longer in the top 3 and challenged what is done about finding out why children leave the school?** HoS confirmed that the school tends not to lose children unless they actually move to another catchment area. She confirmed that the school is up to pan in all year groups **except yr 3** and over pan in several year groups. She also confirmed that the PAN should be looked at in terms of class groupings to ensure that any group doesn't become too large in future. **AM challenged whether the funding for provision for SEN children is sufficient and whether this should still appear as a school risk?** HoS agreed that this is still a risk and should specifically be included within the funding risk on the risk register, and agreed that this should be challenged more to ensure the children get what they need. HoS confirmed that there has been some very positive feedback with regard to provision for SEN children and inclusion within the school.

## 8. Improvement Plan

The improvement plan was discussed in detail at the Autumn working group with HoS, LH, AC, AH and JB. The priorities are confirmed as:

- (1) Increase progress in reading and writing in all year groups
- (2) Deepen enrichment in the curriculum, including cross curricular learning
- (3) Develop Christian distinctiveness across the school
- (4) Safeguarding, Attendance and Embed Trauma Informed Schools (TIS)
- (5) Develop middle leadership

LH discussed learning across the curriculum using specific examples to show how they can be woven into many areas of the curriculum. **AM challenged how flexible schooling is managed and whether teachers can monitor how a child is doing if they are not in the classroom full time?** HoS explained how this is managed. **AH challenged how the resources are managed within the school to ensure that there is not an impact on other children in the classroom?** LH explained how this is managed. AC noted that she has had very positive feedback regarding flexi-schooling but governors agreed that the use of flexi-schooling does need to be monitored carefully.

**AH noted the risk of staff loss and challenged whether middle leadership development will create additional workload and stress for the staff concerned?** HoS confirmed that time is allocated for some of this work but some of it is part of the job. Staff are able to request additional time to complete tasks should they feel it necessary. **AC challenged whether there is provision in place to reduce pressure on the staff, particularly at Yr 5 and 6?** LH noted the working practices in place and that staff are sharing resources and experience across the MAT. The governors agreed that this is indeed a positive part of being part of a MAT and the staff agreed that they have benefitted from this.

## 9. Safeguarding Update

HoS mentioned a safeguarding incident at the gate and this was dealt with appropriately, and discussed at the Autumn working group. AC conducted a governor check on the SCR (not full audit as per HoS report). HoS confirmed that the boundary has been looked at to identify the weak points so that improvements for funding can be looked into. All governors have seen KCSI and the new safeguarding policy.

## 10. Discipline/Behaviour/Exclusions

HoS gave an update on an exclusion (no specifics given) and there has been an upward trend in behaviour; a new staff member has helped with this. All policies were followed.

## 11. SIAMS

HoS will be meeting with Assistant Head from St Catherine's to put some detail into the SIAMS framework. LH updated on SIAMS training and how it is being adjusted to be more manageable. It was noted how positive the work that PW does with SIAMS and how it will help the school. AC noted that open book will help and HoS confirmed that visible learning will also help in this regard. **JB challenged if the nature of any spirituality training for the staff?** She noted that it will need to be bought in and HoS agreed to look at this, perhaps sharing the cost with St Catherine's.

## 12. Working Group Feedback

Admissions policy was approved. Lockdown procedures discussed. All other matters covered previously. There are separate notes from the working group but a summary of the challenges are:

- **How do we retain experienced staff?** Alternatives to UPS were discussed.
- **Have targets been set that are sufficiently challenging to enable career progression?** LH and SP outlined targets, how specific and measurable they are, and how they are career stage linked.
- **How do we support NQTs or early career teachers in order to retain them?** SP and LH outlined the ways in which this is done to ensure all staff's well-being and work reduction strategies that are in place. Also support packages that can be put in place as needed. Lessons from previous situations have also been learnt.
- **Has the school reviewed procedures following incident on the playground before half-term? Has the incident been recorded?** Lockdown policy discussed – procedures reviewed following any incident. All followed well on the day. However, staff policy is being produced by MAT and the school have tightened up procedures. Incident has been logged.
- **Do all governors receive safeguarding training?** LH/SP explained that the safeguarding governor attends Level 2 training. All governors are invited if they wish and all receive regular safeguarding updates.

Next working group will be held week beginning Monday 25<sup>th</sup> February 2019 and will include as a minimum website compliance, on-line safety, data protection/GDPR and an improvement plan update.

### 13. Visits

AH attended the Devon Association of Governors conference this term, he completed a data visit on 9 Oct and is attending ADMAT data training on 3rd December.

AC conducted a safeguarding visit, conducted performance management reviews and had a Chair's one on one meeting with the ADMAT CEO.

JB conducted a SEND visit on 29<sup>th</sup> October and attend data training on 3<sup>rd</sup> December.

AH, JB and AC attended a governor networking session laid on the Diocese of Truro.

Next term visits will be include:

- AM – stakeholder or improvement related visit,
- AH – data/PPG related visit,
- AC – safeguarding visit, ADMAT safeguarding networking session in January 19, mid-year performance management of LH & SP in December 18, a meeting with the CEO, and a learning walk/lunch with JB.
- JB will conduct a SEND visit and learning walk/lunch.

All visits and working group to be completed prior to next full Board meeting and any reports sent to Clerk who will upload for all to see before that meeting. Governors are requested to incorporate elements of the improvement plan during their visits.

### 14. Policies

Admissions – approved. A policy update was given to the governors.

**15. Any Other Business**

The Clerk noted that there are 3 governor vacancies and HoS noted one potential person as a possible foundation governor.

**16. DONM**

Spring term full Board confirmed as Monday 18<sup>th</sup> March 2019 at 6pm. Provisional date for Summer term full Board Monday 17<sup>th</sup> June 2019 at 6pm.

Meeting closed at 8pm.

Toni JH Martin  
Governance Officer

**Distribution List:**

Amy Crompton – Chair & Parent Governor

Andy McCarthy – Vice Chair and Parent Governor

Alan Hobbs – Parent Governor

Ginnette Sutherland – Staff Governor

Jayne Biddle – Co-opted Governor (to be Foundation Governor)

Sally Powell – Head of School

Louise Hussey – Executive Head Teacher

Brian Jennings – ADMAT Board of Directors Chair

Will Hermon – Executive Head/CEO

Sarah Owen – Eden Clerk