

# 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

01/12/2021

## Minutes

### Local Governing Board; Low Trenchard Church of England School

Wednesday 1<sup>st</sup> December 2021 at 4pm via Zoom

#### 1. Welcome and Apologies

**Present:** Amy Crompton, Emma Bending, Father Philip Conway, Sharon Thorp, Ruth Wilson, Joy McSmythurs, Liz Davy, Louise Hussey

**In Attendance:** Toni Martin (Governance Officer)

#### 2. New Governors

Joy McSmythurs was voted on to the board as a co-opted governor.

It was noted that Ruth Wilson resigned as co-opted governor on 23 Nov 21 and was appointed as a Foundation governor on 24 Nov 21 by the Diocese of Exeter.

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

None relevant and annual declarations have been completed. LD noted that her partner has completed some plumbing work for the trust.

#### 4. Chair Election

Amy Crompton agreed to continue being Chair and the board voted in favour.

#### 5. Governor Administration

All governors agreed to abide by the Code of Conduct.

All governors have seen KCSiE and have noted the changes in 2021.

TM explained the Cyclical Plan and the Governor Role Document.

#### 6. Confirm Minutes of LGB Summer Meeting (30<sup>th</sup> June 2021) and Matters Arising

- Working group - Data, SEF, Improvement Plan, School top 3 risks and PE impact (AC, RB, PC)  
*See item 15*
- Governor Monitoring: *See item 15*
  - Visit to discuss the school vision (PC)
  - SEND meeting with SENDCO/local offer/PPG impact & expenditure (EB)
- Agree governor leads at next meeting, particularly PE, data and improvement. *See item 15*

Decision made to accept the minutes as a true and accurate record of the meeting and the Chair requested TM to sign a copy on her behalf.

#### 7. Confidential Matters

Performance management has been carried out for all staff and recorded at separate confidential minutes, and sent to the trust for action. A confidential matter was discussed.

## 8. Headteacher Report

It was noted that 4 staff and 18 children are off with Covid at present which is making the functioning of the school particularly difficult at this moment in time; there is an awful lot of pressure on the staff that are left. LH noted some of the changes that have been made to help staff to cope with the current demands.

LH noted the updates regarding recovery, tutoring provision and pupil premium provision map. **When are you hoping to start the tutoring again?** This was discussed. Year 6 attainment seems to be good and Year 5 are being supported in preparation for next year. Year 2 outcomes not so good last year so support for Year 3 is in place. Ensuring the KS1 children are prepared for KS2 is important. The PPG statutory expenditure plan was discussed. It is noted that disadvantaged children are now more disadvantaged compared to prior to Covid. Much of the work being done with children is aimed at enhancing their well-being and developing their learning behaviours. LD noted that if the gap is narrowed in early years, it helps to minimise it all the way through their school journey. **Would you say you are already seeing an impact from the tutoring, such as the writing?** It was agreed that there was but now this is being affected by attendance due to Covid. Also even though attendance is sometimes lower with disadvantaged children, the children are off with genuine illnesses and these seem to spread so much easier due to the lack of contact during the Covid lockdowns. Tutoring and recovery was discussed. External monitoring visits have been completed to enable moderation.

**How is the well-being of the staff and school leadership?** This was discussed, including the current workload and the expectations of Ofsted. The governors discussed the pressure on the staff and the children. There are 2 distinct agendas; DfE want good results in the SATs but Ofsted want a broad, balanced and excellent curriculum. The governors discussed that it is not realistic to achieve all of this given the current issues with illness and the like, and puts far too much pressure on the staff as well as the children.

## 9. Improvement Plan

The improvement plan is on-going but it is a balancing act trying to fit it all in with the other conflicting priorities and winter illnesses. **Is the external monitoring process by the trust effective?** Sometimes it is very full on but the Improvement Officers are very supportive and helpful, and do change the dates if the needed by the school. The feedback is always very useful and it was also noted that these reports are a useful source of evidence for the governors too.

## 10. School Top 3 Risks

Top 3 risks for LT are:

- (1) Failing to meet national standards/Ofsted
- (2) Loss of staff due to health/Covid and well-being
- (3) Financial implications of staff cover, Covid related costs, cyber security and so on

LH noted some of the financial costs needing to be met without additional funding from the government. Cover for staff and the costs involved were discussed. **At what point would you consider the staffing levels low enough to make the school unviable to open?** This was discussed in detail but it was noted that the staff ratio has to be safe to open to school.

## 11. SIAMS

LT not due a SIAMS until 2024 but it was noted that there is a new framework since the last inspection, so LT will need to start using the new format in future. The school 5 year plan was noted.

## 12. Cyber Security

LH noted the cyber security threat, the audit that has occurred and that the action plan is due. EB gave feedback on her input to the cyber security audit and was thanked for her participation. LH and TM noted some of the points likely to be in the action plan, such as adaptation of some of the policies.

## 13. Safeguarding / Health & Safety

LD is part way through the S175. The new KCSiE has been issued. Health and safety is everyone's responsibility and LD noted a few areas being looked at. AC and LD have met regularly for safeguarding discussions.

## 14. Attendance/Discipline/Behaviour/Exclusions

Behaviour has been amazing and no exclusions (now called suspensions). Attendance was very good until the winter illnesses, including Covid, have kicked in. Attendance should be at around 95% which is good given the situation. The current situation and how the staff have managed was discussed in detail.

## 15. Governor Monitoring & Training

Governor working Group took place to discuss data, improvement plan and school top 3 risks.

Monitoring visits:

- Visit to discuss the school vision (PC). *Attempted but not successful for numerous unforeseen reasons; will be covered at next working group.*
- SEND meeting with SENDCO/local offer/PPG impact & expenditure (EB) *Discussions with SENDCO have taken place but face to face meeting will not happen before Christmas due to Covid numbers. Will follow up in the spring term.*
- Performance Management completed by AC.
- Chair met with the Trust CEO and reported back to the governors that she discussed items such as the curriculum, staffing, tutoring and recovery funding, improvement and high costs associated with SEND provision.

### Governor leads were agreed as:

AC will remain the lead for safeguarding, whistleblowing and personnel

EB will remain the lead for SEND and vulnerable groups including PPG

PC will lead on stakeholder engagement, vision and ethos

RW will lead on PE

JM will lead on data

ST will remain the lead on information/data protection

### Monitoring for next term:

- **Working group to discuss the 5 year plan and curriculum in February. This will be followed with a PE discussion with PE lead (RW) and a data discussion with LH (JM)**
- **Governor orientation visit by JM in January.**
- **Chair fortnightly meeting with LD (including discussion on safeguarding)**

### Governor Training

Challenge & Accountability training 20 Oct 2021 (AC & RW)

Safeguarding for Governors (JM)

Prevent training (JM)

**16. Policies**

TM explained the statutory policy cycle for the 7 statutory school level policies and that they are all in date. Safeguarding and admissions on an annual cycle, Accessibility plan on 3 yearly and the remainder will also be reviewed on a 3 yearly basis.

**17. Admissions Policy**

Governors agreed with the 23-24 Admissions policy for LT school.

**18. Any Other Business**

LH gave a brief update on the Land/Forest school site immediately next door to LT school.

On behalf of all the governors, the Chair wished all the staff a huge thank you and wished them well, particularly those that are currently ill.

Father Philip offered to hold a governor gathering at the rectory in order for new governors to get to know each other.

**19. DONM**

Date of next meeting is provisionally Wednesday 23<sup>rd</sup> March 2021 at 4pm.

Meeting closed at 5.45pm

Toni JH Martin  
Governance Officer

**Distribution List:**

Amy Crompton – Chair & Parent Governor  
Emma Bending – Vice Chair & Co-opted Governor  
Father Philip Conway – Foundation Governor  
Sharon Thorp – Staff Governor  
Ruth Wilson – Foundation Governor  
Joy McSmythurs – Co-opted Governor  
Liz Davy – Head of School  
Louise Hussey – Executive Head Teacher

Graeme Barriball – ADMAT Board of Directors Chair  
Will Hermon – Executive Head/CEO