

17/06/19

### Minutes

**Local Governing Advisory Board; Lew Trenchard Church of England School – Summer  
Monday 17<sup>th</sup> June 2019 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), Alan Hobbs, Jayne Biddle, Sally Powell (HoS), Louise Hussey (EHT)

**Apologies:** Ginnette Sutherland

**Not Present:** Andy McCarthy

**In Attendance:** Governance Officer

SP led the governors in a prayer.

It was agreed that JB's term of office should start when she was appointed as a Foundation governor by the Diocese of Exeter on 1<sup>st</sup> May 2019. TM noted governor terms that are due to end in the next year; AC in March 20 and AM in Sep 20. Governors discussed options for recruitment and **AH challenged what the school is doing to engage the community?** Options were discussed.

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

None relevant to this agenda and governors signed up to date annual declarations.

**3. Confirm Minutes of LGAB Spring Meeting (18<sup>th</sup> Mar 2019) and Matters Arising**

No actions. Governors accepted the minutes as a true and accurate record of meeting and the Chair signed a copy.

**4. Confidential Agenda Items**

Confidential staffing matters were discussed at the working group and separate confidential minutes were produced. Item 5 is covered at confidential minutes.

**5. Staffing Changes**

Covered at confidential minutes. The governors agreed that there are benefits to being in a MAT – yes there are always financial pressures but there are benefits for access to school improvement and staff training, development and promotion.

**6. Head of School's Report**

Some aspects were discussed previously at working group. **JB challenged that there still seems to be challenges with achieving GDS** and LH explained the situation. **JB challenged the reason**

that KS1 seems to be below national average and SP updated on the situation, and that with moderation, the results should be more positive. English is looking more positive than maths, but moderation will firm up the judgements.

**AH challenged the pace of learning in the classroom to support GDS and noted the checklist he used for his visit is useful for following up on GDS.** LH and SP noted that GDS is more about exposing reasoning to the children and enabling them to think about things in greater depth. **AH challenged that grouping the children in the classroom means that not all children are exposed to something that allows a greater depth of understanding.** LH noted that the practice of grouping children in classrooms and sending a group out for separate lessons will cease; instead during the core lessons, all children will have access to the class teacher. If there are any targeted sessions, these will take place in the afternoons with a much more intelligent use of TA time. TAs will be given the tools to make a difference with the children.

**AC challenged whether the GDS are ever moved up a class to challenge them in maths for example?** LH noted that this is not done as the children will miss the curriculum in their own year and GDS is more about doing their own curriculum but in much greater depth. LH and SP noted some other positive exercises/provision that is being used to really push the children to achieve more. Visible learning approach has also helped GDS children a great deal because they are not used to failing but they learn to realise that a problem is something to be challenged and then try a different way to achieve it.

#### **7. Improvement Plan Update & Progress**

LH noted the likely adjustments that will be made next term to the improvement plan.

#### **8. Class Structure 19/20**

Staff changes will be published in a letter to parents. Reception will be merged with Year 1. Pre-school will be stand-alone for a year. The governors were updated on how the classes will be allocated and they discussed use of school space for PE and other activities. They also discussed access and security with regard to safeguarding – covered at item 9.

#### **9. Safeguarding**

Online safety was discussed at the working party. There was a serious incident that resulted in an update and review of procedures in place in school. Additional pupil training has been put in place to tackle online issues. Pupils now have signed acceptable use agreements.

AC visited to check the SCR and it is up to date. It was noted that a couple of staff need to sign that they have read latest policy updates.

During a premises discussion, **AH challenged the security of the back gate** and LH explained the issues with the boundaries, and that the CIF bid was rejected and will be appealed. **AH challenged that given the safeguarding risks the governors should be concerned with the boundaries and the safety of the children.** JB and LH noted that everything is risk assessed and that procedures are put in place if necessary. **AH challenged how governors know that the various procedures and policies are actually being implemented properly** and LH noted that there are rehearsals and staff briefings happen, lock down and fire drills etc.

**Action: Review site security risk assessments at next meeting (LH)**

#### 10. Review SEND

JB has scrutinised SEND during her visits; she confirmed that SEND provision is a priority at the school, staff CPD in this area is conducted and the school is compliant with the SEND code of practice. LH confirmed that Tracey Laithwaite will be covering SENDCO for ½ day a week at the school. Local offer will be emailed to governors for approval.

#### 11. Curriculum

OFSTED expectations around curriculum provision have changed. They will expect the rigor and depth that non-core subjects are planned and taught to match that of English and Maths. Clear progression and challenge needs to be planned in. Subject leaders with depth of knowledge are needed and these are being recruited from across the MAT. A new curriculum is being developed at MAT and school level. It will be under-pinned by the school ethos. The governors were familiarised with Rebecca Brewer's research on a capabilities curriculum. JB will support the development of visions and values.

#### 12. SIAMS

There is a SIAMS protocol in place, which includes Tim Woodward as Director with lead for SIAMS, and JB as Foundation governor with SIAMS lead at the school.

LH updated the governors on the school vision and ethos that she has developed with JB. "Together we grow in wisdom and serve with joy, we seek to educate our children through our core values of kindness, responsibility and respect". The logo was discussed and how this will be articulated across the school, including school jumpers (although there will be no pressure for parents to buy new jumpers). The staff training on the new vision and ethos was discussed, along with how it will be 'launched' across the school and weaved into policies such as behaviour policy. JB noted that this has to be sold to everyone and everyone has to buy into it to make it work. It is important that governors and staff contribute but it needs to be done soon, as it is the framework from which everything else follows. AC noted that the current logo has been around for a while but the meaning behind it has been lost so it will be good to refresh everything.

**AH noted that there are a number of changes and with so many, he challenged that its important not to overwhelm everyone and to think carefully about how all the changes are implemented?** The governors discussed this and LH confirmed that if the vision is implemented, everything else falls from that, and that it is not always about changing practices to do something extra, it is quite often about changing practice to do something different – so it doesn't necessarily mean more work.

JB noted that SP has been superb during collective worship sessions and when dealing with the children, she always brings everything back to the school values.

#### 13. Proposed Dates for 20/21

LH explained 5 training/inset days, 2 are MAT level and 3 are school level. Term dates approved.

#### 14. Working Group Feedback

All governors were present. Vision, Ethos & SIAMS was discussed at item 12 and covered in working group notes. PPG and PE provision impact will be covered in visits next term.

#### 15. Visits

Summary of visit feedback from Summer term (detail found in visit reports).

- AC – safeguarding; SCR

- JB – Vision, Culture & Collective Worship, priority 3
- AH – data/GDS
- AC/AM – GDPR/on-line safety/website compliance – covered in working group

Outline visit plan & focus for next term:

- Safeguarding Audit (AC)
- SEND related visit (JB)
- Data & PPG Impact (AH) – PPG impact carried forward
- PE Impact (AM) – carried forward

#### 16. **Governor Impact Statement**

Governance statement is required by Board of Trustees in a MAT and is not technically required by committees of the Trust Board, of which LGABs are included. It is considered good practice but not a requirement. However, it is important that each LGAB reviews where they are and the impact they are having, including that everyone is contributing to the LGAB's activities, to ensure they remain effective.

**Action: Self review of LGAB impact at Autumn working party (All)**

#### 17. **Training**

Improvement Plan monitoring session 1<sup>st</sup> May – AC  
PPG discussion session 4<sup>th</sup> June – AC  
JB attended Foundation training at Diocese of Exeter

#### 18. **Any Other Business**

The Chair met with the CEO on 3<sup>rd</sup> June to discuss school leadership.

TM notified of minor amendments to LGAB cyclical plan for new academic year; no real changes, more about making some areas more explicit to ensure they are covered when required.

Skills audits update; outstanding return from AM and for completeness, also need GS.

**Action: Send clerk a copy of skills audit (AM & GS)**

#### 19. **DONM**

Date of next meeting confirmed as Monday 18<sup>th</sup> November at 6pm. Provisional dates for future meetings are Monday 23<sup>rd</sup> March and Monday 6<sup>th</sup> July at 6pm.

On behalf of all the governors, the Chair thanked Sally Powell for her service as a teacher and Head of School at Lew Trenchard. She stated that her commitment, diligent approach and enthusiasm have been second to none and that she should be very proud of what she has achieved. As she will be teaching at another school in the MAT, she will be missed but will always be welcome back to visit the school.

The meeting closed at 8.45pm.

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 – Foundation Governor

Sally Powell – Head of School

Louise Hussey – Executive Head Teacher

Will Hermon – Executive Head/CEO

Sarah Owen – Eden Clerk