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29/06/2022

Minutes

Local Governing Board, Lew Trenchard Church of England School

Wednesday 29th June 2022, 4pm at Lew Trenchard School

1. Welcome and Apologies

Present: Amy Crompton (Chair), Emma Bending (Vice), Father Philip Conway, Sharon Thorpe, Ruth Wilson, Liz Davy (HoS), Louise Hussey (EHT)

Apologies: Joy McSmythurs

In Attendance: Toni Martin (Governance Officer)

The Chair thanked everyone for attending. TM requested all governors sign the church undertaking forms that will be returned to the Diocese.

2. Declarations of Interest Relevant to this Agenda

None declared.

3. Confirm Minutes of LGB Autumn Meeting (6th April 2022) and Matters Arising

- Results of parent survey to be shared with governors, along with the staff survey results from summer term (LD) *See items 13 & 14*
- Monitoring Visits *see item 15*
- Governor Training and Induction *see item 15*

Decision made to accept the minutes as a true and accurate record of meeting and the Chair signed a copy.

4. Confidential Matters

None.

5. Headteacher Report

It was noted that this report was purposely brief with the updates clearly noted; the governors agreed this was better. The governors discussed various aspects of the report including:

Is the data the most important factor or should it be the broader experience that the children are getting across the curriculum that is more important? LH explained how Ofsted are likely to do deep dives into certain curriculum subjects. The trust improvement officers due to do more practice deep dives with any teacher that hasn't yet had the practice. It was confirmed that deep dives ensure subject leads really do have a deep understanding of the subject. LH and LD confirmed that much preparation has taken place for potential Ofsted visit but it is all work that would be done anyway. **Will the trust improvement officers glean information from the pupils too, as Ofsted seem to do this to triangulate what they are seeing?** This was confirmed and explained in detail. VL strategies are helping the pupils to embed their knowledge and LD noted that this enables extensive input from the pupils. The 5 year vision plan is very much about the

children giving their voice to the future of the school/curriculum. The staff taken pupil feedback, assess, trial new initiatives and then give feedback. Home learning feedback highlighted some elements to be tweaked. VL plays a large part in how the children think about their learning. **A governor noted that it is very much about a conversation between pupil to pupil, pupil to adult and how the pupil thinks of themselves – is this a fair assessment?** This was discussed. Are the trust improvement officer visits adding value? It was agreed that they are 'tough' but rightly so as it is important to prepare the staff well. Staff feel prepared for a forthcoming inspection. It was noted that the Ofsted framework has changed a lot over the last decade or more and it is difficult trying to achieve everything well.

With regard to reading, what is the school doing to raise standards particularly the bottom 20%? Read Write Inc has had a big impact. It is being introduced much earlier now at Foundation, so they have phonological awareness. The lowest group are now on track and the top group were in spring term where they were expected to be at the end of the year; some are reading at greater depth. LD explained in detail what is happening with reading, even those not doing so well on attainment have made really good progress. There are a few pupils playing catch up due to mobility. The support is very detailed. **The drop off with parents engaging with reading, is this a drop off with the requirements set by the school or just a drop off from usual expected background reading?** This was explained and what is being done to address it, for example where parents are working when early bird reading is on, older children are coming in to listen to the younger ones read. The pressures of modern day life were discussed and the teaching methods used now are different to what parents might have been used to. However, this does not detract from the children being keen to learn and read.

Have you assessed the position that next year's Y6 will be in and are you putting plans in place to deal with? Yes this is in hand and plans are in place. **Y5/6 group next year will be bigger than usual at @ 30 so what have you considered staffing wise for the class?** LD confirmed that the teacher knows the children well, is an experienced Y6 teacher and will have TA support. It is hoped that some tutoring funding will be available.

6. **Improvement Plan & Attainment/Progress**

The plans for the next improvement plan were discussed. Trust wide focus will be on SEND, VL and problem solving, and middle leadership development. The school will look at further curriculum development and gaps in the 5-year vision plan. **What are pupil numbers looking like for next year?** It was confirmed that currently 5 are leaving and 13 starting, although there have been visits recently from prospective families. The frustration of receiving funding for pupils later than it is actually needed was discussed briefly.

7. **SIAMS**

Nothing significant to report. Another trust school has recently achieved a 'good' on SIAMS inspection and lessons from that will be shared with LT (Deputy Head at St Catherine's has been to conduct training). Values and ethos are understood and lived by all.

8. **Curriculum**

Discussed at length in item 5. It was noted that at the alternative sports day, the staff will take the opportunity to discuss how next year will be managed. **It is fair to say that subject leader development has been extensive hasn't it?** Yes definitely, this was discussed in detail including sharing best practice across the trust. Importantly, the staff are passionate about the broader curriculum.

Extra curricular activity was discussed in detail. Well-being and mental health was also discussed, noting access to mental health services is poor presently. **Are you noticing a trend in mental health issues?** Anxiety and worrying about things such as cost of living, price of fuel and food, and the like. **Are you using PPG funding to ensure activities are accessible to everyone?** It was agreed that enrichment and extra-curricular activities are good for mental health, well-being and life skills but it is important that they are accessible to all, so PPG should be used where appropriate. There was further in depth discussion on this subject.

9. **Five Year Ambition Plan**

Complete but a working document, so will be reviewed regularly.

10. **GDPR**

Governors sought reassurance that the school is only holding information required and that staff are trained and know what to do if there is a breach? Yes. New signing-in system which protects personal data more effectively was noted. DPO is external so school is 'not marking own work' and the DPO has recently carried out an audit. Staff have been trained as has the school 'named person'.

11. **Safeguarding / Health & Safety**

Usual regular safeguarding meetings have occurred. Pre-school manager has completed H&S training. LH, LD will be attending safer recruitment training on 13th July, and it was agreed that EB will attend this also.

12. **SEND & SEND Local Offer**

Trust SEND review discussed and the updated local offer will be on the website for September.

13. **Parental Survey**

Elements discussed under item 5. Key areas such as learning and safety were positive on the survey. Liaison with parents was discussed. It was noted that parents commented that they didn't know who the governors are but governors are visible and regularly in school. It was agreed that a small section will be included in the parent's newsletter on what the governors have been up to, who they are and also to raise awareness of the role of the staff.

14. **Staff Matters**

The survey was positive overall despite everything that has happened over the past few years. **Given the ever increasing demands on school staff, how are you managing work/life balance?** LD noted a number of measures in place such as giving subject leaders school time to do deep dives, on line homework so less need for marking, buying into high quality schemes of learning, sharing trust resources, focused meetings only, practical initiatives to help with time, cut to moderation and an open door policy. There is also a trust well-being charter.

15. **Governor Monitoring & Training**

Monitoring Visits

- Working group to discuss 5 year vision plan in more depth and the curriculum which will be followed by a PE discussion with PE lead (RW) and a data discussion with LH (JM) Other matters may arise that need to be discussed (All). *Complete*
- AC to pupil conference for pupil input into 5 year plan. *Complete*
- Review impact of PPG plan and discuss plan for next year (EB). *Complete*
- Safeguarding (AC). *Complete*
- Fortnightly meetings with Head (AC). *Complete*

- Chair's meeting with the trust CEO; discussed curriculum, early reading, Ofsted, collective worship, staff survey, trust improvement support, local governance audit, premises bids, policies, attendance guidance.

Governor Training and Induction

ST completed Prevent training. No requirement to complete safeguarding training due to L3. LH to book Safer Recruitment training during summer term. *Booked, see item 11*

- **EB and PC to complete Safeguarding and Prevent or provide evidence of suitable alternative training achievement**
- **EB and PC to complete local governance course**
- **JM complete local governance course for 12/7/22**
- **ST complete local governance course on 12/7/22**
- **EB attend SR training on 13th July at trust central office**

Governors to send in copies of training certificates and bios so that records can be updated. All governors to complete basic cyber security training once it is available.

Monitoring for next term:

- **Working group to discuss SATs results and implications for future provision, curriculum, improvement plan and Ofsted preparation – early September (All)**
- **SEND monitoring (EB)**
- **Pupil conferencing about the curriculum (EB)**
- **Safeguarding (AC)**
- **Pupil voice committee's feedback to governors (RW, JM, PC)**
- **Ofsted prep with improvement officers (AC, others requested to attend)**
- Governors invited to sports day on 5th July
- Governor presence requested during transition week

16. Any Other Business

None.

17. DONM

Date of next meeting is provisionally Wednesday 30th November at 4pm at the school.

Meeting closed at 5.45pm

TJH 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

Will Hermon – Executive Head/CEO
Steve Tavener – Chair, ADMAT Board of Directors