

# 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

10/4/22

## MINUTES

### Local Governing Board; Low Trenchard Church of England School Wednesday 6<sup>th</sup> April 2022 at 4pm at Low Trenchard School

#### 1. Welcome and Apologies

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

**Apologies:** Joy McSmythurs

**In Attendance:** Toni Martin (Governance Officer), Ann Cullum (Assistant Governance Officer)

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

None relevant to this agenda.

#### 3. Confirm Minutes of LGB Autumn Meeting (1<sup>st</sup> December 2022) and Matters Arising Monitoring: *see item 14*

- 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 meetings with LD (including discussion on safeguarding).

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

#### 4. Confidential Matters

None.

#### 5. Headteacher Report

Head's report has been made available to all governors and all have seen. Key points were discussed at meeting.

LH noted the continuous challenges with staff and pupil absence. She also noted the impact on tutoring as tutors have been covering teacher absences. **Was there any evidence that the tutoring was having an impact?** Been hard to assess because tutoring has been compromised due to staff absences. A governor noted that LT has done well to protect the provision of those with additional needs. **How have external services and referrals been affected?** The school has tried to deal with this but their staff shortages are extensive due to covid. **Is there a Trust expectation that home learning takes place for children off school?** It is a DfE expectation but the reality of this was discussed in detail. **Is the school expecting children to prove home learning has taken place?** The school doesn't require evidence but expects the parents to ensure the children complete the home learning. LD mentioned that they didn't want the children to fall behind now that they have all worked so hard to keep them on track. Staff working practices, emailing and contact with parents were also discussed in detail.

Attendance figures no longer need to specify how many absences are due to covid. **Are you getting a high % of unauthorised school absences?** There are some, mostly due to holidays in term time. Governors discussed absences due to covid versus other illnesses and the difficulties with this, trying to keep the children up with where they should be, the pressures of SATs and

the pressure of Ofsted visits. **Do staff absences have an impact on children's mental health?** The academic pressure on children is massive due to time lost during covid. The school is trying to keep disruption to a minimum but some children are anxious, as are parents. **How is the children's and parents' wellbeing managed?** LD spends a lot of her time helping and supporting parents and pupils. Parents are becoming more anxious about living costs and the children are much more aware of the issues such as fuel costs, Ukraine and so on. **Do we regularly reiterate to families the ability to claim for FSM as some may become eligible that weren't before?** This was discussed including the fact that many families are just hovering above FSM limit and these are the families who need financial help at the moment also. LH attended a meeting with local MPs and other Heads present were experiencing the same problems. The MP said that schools had to transition through the pandemic.

LH updated on data:

- Yr 2 is at 60% across the board (about 15% below where it is normally expected but it hasn't been normal times)
- Yr 6 is at 80% reading, 60% writing, 80% GAPs, 60%
- Data for Yr 3, 4 and 5 is looking good , Yr 4 have made great progress

LD reported that reading is well on track and has continued all through covid. The use of Read Write Inc was discussed and it is clearly effective although hasn't been used as consistently as it would have normally because of covid.

**Are the most able pupils stretched and sufficiently challenged?** Yes, it was confirmed that they are with plenty of examples including problem-solving and that there is plenty of support for children and parents in this regard. All children, regardless of ability, are consistently challenged so the not-so-able children have the same curriculum. A governor commented on the children's ability and confidence with sentence construction.

Behaviour has been good, policy updated to instil further the values of church ethos. It was noted that there is a gentle, supportive approach to behaviour. The consistency is good because anything inconsistent is then easily identified. Culture is for the teachers and TAs to work together for the benefit of the children.

The school is currently reviewing and streamlining the curriculum. Policies will be updated at the same time. **Is there consistency and sharing of resources across the Trust?** All schools share plans with other schools in the Trust.

Email protocol has been sent to all staff regarding the use of email and a wellbeing charter is being created which has to be realistic and include how to support staff with mental health and wellbeing. It was noted that the staff are very supportive and work as a good team. LH felt this was due to the church ethos of treating others as you would want to be treated. **How else can staff wellbeing be managed?** This was discussed in detail, including that it is difficult to have 'one size fits all' measures in place because every member of staff's home life is different. **How can the pressures of Emails be reduced?** It was suggested that notifications are turned off and emails sent at appropriate times.

## 6. Improvement Plan & Data

External moderation and monitoring has taken place and actions required will be followed up. Staff have been prepared for this and in the summer term the focus will be more on support to allow the school to ensure everything in the improvement plan has been covered.

7. **SIAMS**

No concerns and SIAMS not due until 2025.

8. **Vision & Ethos**

LH is currently working on this, focussing on the vision specifically for Lew Trenchard as part of the 5 year vision plan.

9. **Cyber Security**

TM explained actions from external audit, including a suite of policies. Trust will link these in together and training for all will be required, including governors. TM encouraged everyone to undertake the training as soon as the link is received. LH has done a 360 review and reported that Lew Trenchard is about 80% complete.

10. **Safeguarding / Health & Safety**

LH explained Confide to the governors, highlighting that Confide can be used for reporting safeguarding concerns about staff and children. **How will this be checked and monitored?** This was discussed including escalating when required, disciplinary procedure if needed and how the staff will be briefed on it. **What if the reason for the concern raised is due to mental health and not discipline?** As part of the training any mental health difficulties and related concerns would be identified, escalated and dealt with appropriately. Concerns about a staff member are referred to Occupational Health.

PC gave apologies and left the meeting.

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

LT is early adopter of EYFS. Early years are doing well, admissions are up and reception is full from September. All projects have been completed.

12. **Stakeholder Engagement**

Pupil Voice – LD has covered many items, including safeguarding policy for children in ‘child speak’. SEN pupil voice has been conducted and will be shared with governors. Pupil Voice for music has been completed and was really positive – many children would like to learn to play musical instruments.

Parent survey not completed this term; the plan is to do so in the summer term along with the staff survey. **Action: Results of parent survey to be shared with governors, along with the staff survey results from summer term (LD)**

13. **Set Term Dates**

Term dates for 2022-23 all agreed.

14. **Governor Monitoring & Training:**

Governors met at a working group to discuss data, Trust moderation, and the depth and breadth of the curriculum subjects that are offered and the hard work by the staff to achieve this despite everything else that is going on. The curriculum is on a rolling programme. The disruption from covid was noted. The 5 year vision plan was discussed briefly. **AC offered to pupil conference for pupil input.**

**Governor monitoring and other activities:**

- RW attended the Diocese Virtual Conference with LD and shared what the other schools have done and how they approached this

- PE monitoring with PE lead (RW). Assessed that funding has been well spent and used very effectively; biggest challenge is space to carry out the different PE activities. It is acknowledged that more swimming lessons are needed. RW reported that she has challenged and was provided with satisfactory answers on the following (noted in her report): **Are there any other suitable locations locally that can be used for PE activities in the mean time until better weather? Are you able to arrange transport to and swimming? Are there still suitable facilities and are they affordable? How do you plan to engage with parents to encourage a healthy lifestyle outside of school? What evidence do you have to show that the PE expenditure is having a positive impact? Which groups of children do you think would benefit from other options such as non-competitive sport?**
- Governor orientation visit by JM completed in January
- SEND monitoring by EB - focussed on the following challenges: **attendance rates of SEND children, level of liaison between staff and parents and how this was supporting progress of SEND children, impact of covid on resourcing at a local level, understanding how the pupils feel via pupil voice survey and how the behaviour policy supports a consistent approach at Lew Trenchard?**
- Chair holds fortnightly meetings with LD (including discussion on safeguarding) – these meetings are ongoing and there is nothing to report other than what the governors are already aware of.

#### **Agree monitoring and working group for next term:**

- **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).** Scheduled for Weds 8<sup>th</sup> June at 10am
- **Review impact of PPG plan and discuss plan for next year (EB)**
- **Safeguarding (AC)**
- **Fortnightly meetings with Head (AC)**
- **SATs results to be discussed in Autumn working group (LH) Note this will be carried forward as an action from the summer meeting**

#### **Governor Training**

KCSiE Update course 2<sup>nd</sup> March 2022 (AC)

Safeguarding for Governors 8<sup>th</sup> March (AC)

Safeguarding for Named Governors 9<sup>th</sup> March 2022 (AC)

Prevent 13<sup>th</sup> March (AC)

EYFS Training 17<sup>th</sup> Jan (LD, RW)

Visible Learning Brief (EB)

Governor Induction Training with Diocese on 1<sup>st</sup> and 8<sup>th</sup> March (RW)

**LH to book Safer Recruitment training during summer term.**

**All governors to send in copies of training certificates and bios so that records can be updated.**

#### **Chair's meeting with CEO**

Many items discussed have already been covered in these minutes. Woodlands Skills Centre is soon to be opened (earlier than planned) and all schools have a timetable.

#### **15. Any Other Business**

LH thanked all the governors for their support during these unprecedented times, with specific thanks to LD for her work during the 2 difficult years she has been in post. The governors expressed their thanks to LH, LD and all the staff for their hard work, commitment and sacrifice over the last couple of years.

**16. DONM**

Date of next meeting is Wednesday 29<sup>th</sup> June 2022 at 4pm at LT school.

Meeting closed at 6:15pm.

Ann Cullum

Assistant Governance Officer

**Distribution List:**

Amy Crompton – Chair & Parent Governor

Emma Bending – Vice Chair & Co-opted Governor

Father Philip Conway – Foundation Governor

Liz Davy – Head of School

Louise Hussey – Executive Head Teacher

Sharon Thorp – Staff Governor

Ruth Wilson – Foundation Governor

Joy McSmythurs – Co-opted Governor

Steve Tavener – ADMAT Board of Directors Chair

Will Hermon – Executive Head/CEO