

# 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

18/11/19

## Minutes

**Local Governing Board; Low Trenchard Church of England School – Autumn**  
**Monday 18<sup>th</sup> November 2019 at 6pm at Low 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), Doug Honey, Emma Bending, Jayne Biddle, Sharon Thorp, Liz Davy (HoS), Louise Hussey (EHT)

**Apologies:** Alan Hobbs (emailed challenges in his absence)

**In Attendance:** Governance Officer

The Chair welcomed everyone and thanked them for attending the meeting. The Clerk led in a prayer.

The governors welcomed the new staff governor; Sharon Thorp.

The governors welcomed and agreed to co-opt new governors; Doug Honey and Emma Bending.

Emma Bending will be co-opted until she becomes a Foundation Governor.

It is noted that AM resigned on 16/10/19 & GS resigned on 14/10/19. They were thanked for their contribution.

### 2. Declarations of Interest/Pecuniary Interests Relevant to this Agenda

New declarations were submitted. No interests declared for this agenda.

### 3. Elect/Re-elect Chair & Vice Chair

Amy Crompton was nominated to continue as Chair and volunteered to do so. Doug Honey (as he has previous experience as a governor) was nominated to be Vice and he agreed. All governors agreed to these nominations.

### 4. Annual Paperwork & Admin

All governors confirmed that they had seen the Code of conduct and will abide by it, and have seen KCSiE and are aware of the changes this year.

### 5. Confirm Minutes of previous meeting (17<sup>th</sup> June 2019) and Matters Arising

- Review site security risk assessments at next meeting (LH). *LD updated the governors; drop off and collection procedures have been changed and tightened up, lockdown procedures have been looked at, a key safe is outside, a door has an internal lock and signing in*

procedures have been tightened up. **EB questioned how many entrances there are and how secure the grounds actually are?** LH explained that the building is secure and procedures are in place to ensure the children are safe but it is not possible to completely secure the grounds. LD noted that quotes are in hand for internal phones as mobiles and walky-talkies don't work. **JB questioned whether risks assessments are in place for children who try to leave the school without authorisation?** LH explained that this is in place and health and safety procedures are being reviewed and tightened. **EB questioned how the responsibility for the children is balanced between the parents and teachers at start and end of the day?** LH explained that pick up procedures have been tightened up so that children are not left playing on the grounds without staff supervision when they should be under parental control, and LD explained the new fire safety procedures.

- Self review of LGB impact at Autumn working group (All). *This has been started by AC and AH, and will be reviewed again next year now that there are more governors on board. See notes under item 11.*
- Send copy of skills audit to TM (AM & GS). *No longer relevant.*
- No actions on confidential minutes.

LGB agreed minutes are an accurate reflection of the meeting and the Chair signed a copy.

## 6. Confidential Agenda Items

None.

## 7. HoS Report

The report was provided previously governors:

### a. Current Top 3 Risks

School top 3 risks were confirmed as (1) Falling standards, (2) Poor Ofsted results, (3) Loss of staff

### b. Data

**Regarding the Ofsted requirements, DH challenged what is being done to support the staff, including support from the MAT, to ensure that they provide the very best teaching for the children?** LH explained what is being done with curriculum support from MAT curriculum leaders, school effectiveness training, middle leader training is on the improvement plan as a priority, phonics training, Read-Write-Ink training, schemes of learning provided to teachers to save them planning time, and other initiatives. EB noted that the collaboration is essential and it is not just about the planning but the doing together. LH noted the MAT curriculum leads that can visit other schools to help develop curriculum subjects; this is essential in small schools. LH noted how moderation and assessment is working, noting the evidence that is required. **AC challenged whether there is any evidence yet that the provision in place for reading is having an impact?** LH noted that there isn't an assessment drop until Christmas and LD gave an update on what is happening. **JB challenged what happens to the children in KS2 who have not had the current provision previously?** LD noted that sometimes children need to move backwards in order to move forwards, and she noted some of the reading initiatives that have been put in place.

LH noted that attainment is in line with national but the progress needs to be worked on, including for GDS. **EB challenged that there doesn't seem to be specifics in place for GDS and what is being done to support these children?** LH said that this does need improvement and is on the improvement plan, however, it is about building resilience and their attitude to learning so that they can be challenged. **EB challenged whether there is anything done across the MAT to get the more able children together to be challenged with other more able children.** This doesn't happen at the moment and LD explained what is done to try and push more able children. LH noted that every child should be pushed every day.

**c. Improvement & Priorities for next Plan**

Priorities for the next plan will be improving reading progress, development of non-core subjects in the curriculum, developing the learning powers of the children (expectations and challenge), visible learning aspects of the curriculum and continue developing middle leaders.

**d. Curriculum Update**

The new capabilities curriculum is being put in place. The MAT Improvement Officer's report was referred to and **EB challenged whether the report reflects with where LH and LD thinks they are?** LH and LD confirmed that it does match where they assess the school to be. LH noted what is being done with curriculum planning, the resources, what is being taught that is more specific and so on. It was reiterated that it is not a new curriculum, it is just being restructured to broaden it as it had become narrowed previously due to focus on core subjects. Governors discussed in detail curriculum planning and sharing best practice.

**AC & AH challenged what is being done with school trips to enrich the curriculum, particularly to ensure that every child in the school has an opportunity and it is not just limited to a specific class?** It was noted that there are plenty of enrichment opportunities in the programme but any enrichment opportunity or trip does need to have an impact on the learning, and cost and resources do have to be considered? It was noted that previously some children had had more than others, and LD assured governors that enrichment activities are being mapped out to ensure that every child has access to them.

**e. Attendance**

Attendance is sitting at 95% which is good for this time of year and there are no major issues. **JB challenged whether the new start procedures have improved the late attendee figures** and LD confirmed that it has. Also parents are good at phoning in if they are going to be late.

**f. Discipline/Behaviour/Exclusions**

Two exclusions are in place and being dealt with as per the policies. No details were discussed.

**AC challenged what support is being given to the NQT?** LH noted the draft NQT policy and the training and support that will be given. **JB challenged whether the non-contact time will be used to visit and learn from other teachers including at other schools?** LD noted that this is in hand.

**AC noted the collaboration for the staff across the MAT but challenged whether there is an opportunity for the children to collaborate across the MAT?** Potential opportunities were

discussed but the logistics of transporting the children to different schools is costly. **DH challenged that there are other ways of collaborating than face to face such as working on collaborative projects or using webcams etc.** The governors discussed the lack of opportunities for middle leaders in a small school and that being in a MAT does provide greater opportunities.

**8. SIAMS**

SIAMS not due but work is always in hand. Deputy of Education from the Diocese visited the school. Pippa Warner from St Catherine's Church of England School will be conducting some staff CPD on Understanding Christianity. **JB challenged on whether the school vision and values have been tightened up and shared since the last meeting;** LH and LD confirmed that work that is on going.

**9. Safeguarding/SCR/KCSiE**

Governors are aware of latest KCSiE and safeguarding policy. On-line safeguarding training has been made available to governors. They are requested to complete this or provide evidence of other training to TM. AC has completed the audit with LD. The MAT Child Protection Officer has issued a new SCR format and she will be completing a check later this term. LH updated the governors on staff safeguarding training.

**10. Admissions**

LGB approved admissions policy. It will be reviewed by the Trust Board on 25<sup>th</sup> Nov 19 (Audit Committee)

**11. Working Group**

Key outputs from working group; discussion on admissions policy, safeguarding, top 3 risks, staffing, ISDR, SEF, EIF and the focus of governor visits, PPG map, report formats and confirmation of governor visits. Separate notes produced.

AC & AH met to review the effectiveness of the governing board. The following was agreed:

- All governors have completed a skills audit and assigned clear roles based on the 4S of local governance. Expectation for visits pre-determined and co-ordinated, and are focussed in advance rather than reactive.
- Strategy well laid out in our AIP.
- To support the Chair, all governors need to be reliable in carrying out their roles and to take on responsibilities so that it's not all left to the Chair. DH has been appointed as Vice Chair.
- The Board does not have the luxury of changing governors frequently and needs to do more to attract governors to the school.
- It is important to review each governor's contribution in line with their other commitments on a regular basis to ensure the workload is shared appropriately.
- A mechanism is present to listen to and respond to pupils, parents & staff; parent and staff surveys and the school council but there is a concern about how willing any of these groups are to truly be open and express themselves. There is an option to engage more with these stakeholders.
- Understanding of data is improving but this could be discussed more as a group. We needed a complete year of data to really see the picture on track and need to continue to be involved even if the inspection framework has changed emphasis.
- Governors visit the school regularly and complete reports.

**Spring working group must include discussion on website compliance, on-line safety, data protection/GDPR, new AIP and any other subjects deemed relevant. Attendance required from AC, ST & JB at a mutually convenient time.**

## **12. Visit Feedback**

Visits, training and activities conducted this term:

- Safeguarding (AC) – completing the annual safeguarding audit.
- Pre-school visit & learning focus (AC) – separate report.
- Data visit (AH) – separate report.
- Meeting with MAT CEO (AC)
- School Effectiveness training at ADMAT with N. Swaite (JB)
- Governor Networking Session with Diocese of Truro (AH)
- Harvest festival afternoon at school (JB)

**Visits for next term were agreed as:**

- **Initial visit & curriculum & meet with LD/LH (EB)**
- **SEND visit with SENDO (EB)**
- **Initial visit & PE impact (DH)**
- **Data (AH)**
- **Initial training (EB, DH & ST)**

## **13. Policy Approval**

Statutory policies that require governor approval:

- a. **Admissions** – approved
- b. **Accessibility Plan** – approved
- c. **Behaviour** – approved. **EB challenged that this policy must be in line with the exclusions policy.**
- d. **First Aid** – approved
- e. **SEND approved** – approved
- f. **Children with health needs who cannot attend school (Access to Education)** – approved
- g. **Supporting Pupils with Medical Conditions** – approved

## **14. AOB**

TM explained how the new governance site on sharepoint will work in future.

## **15. DONM**

Date of Spring term full Board meeting is Monday 23<sup>rd</sup> March 2020 at **5.30pm** at LT

Meeting closed at 8.25pm

Toni JH Martin  
Governance Officer

## **Distribution List:**

Amy Crompton – Chair & Parent Governor  
Alan Hobbs – Parent Governor  
Jayne Biddle – Foundation Governor

Doug Honey – Vice Chair & Co-opted Governor  
Emma Bending – Co-opted Governor (to be Foundation Governor)  
Sharon Thorp – Staff Governor  
Vacancy – Co-opted Governor  
Vacancy – Foundation/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  
Sarah Owen – Eden Clerk