

Low Trenchard & St Catherine's Church of England Primary Schools Hub

Chair of Governors – Amy Crompton, acrompton@andaras.org Executive Head Teacher – Louise Hussey



An Daras Trust

Igniting Curiosity Growing Capabilities

Low Trenchard Church of England Primary School

Lewdown, Okehampton

Devon EX20 4DP

Tel: 01566 783273

Head of School – Liz Davy

St Catherine's Church of England Primary School

Moorland Road

Launceston, Cornwall PL15 7HX

Tel: 01566 772198

Head of School – Pippa Warner

30/11/25

MINUTES

Autumn Term Meeting 2025

Local Governing Board: Low Trenchard & St Catherine's CofE School

Wednesday 19th November 2025 / 12 noon at Central Office

1. Welcome (to include Trust Identity Recap) and Apologies

Present: Emma Bending (Vice Chair), Louise Hussey (EHT), Sally Powell, Natalie Pankhurst, Naomi Smith, Jade Weston

Apologies: Amy Crompton (Chair - in her absence this meeting will be chaired by the Vice Chair, Emma Bending), Joy McSmythurs, Toby Lee

Absent: Martin Hampton

In Attendance: Pippa Warner (HoS St Catherine's), Liz Davy (HoS Low Trenchard), Ann Cullum (Local Governance Officer).

LH briefly introduced the Trust Identity. It was suggested that this could be on the wall in the Central Office Meeting Room. LH said it was good to recap on this as it reminds us that our first goal is to make sure the children in our area have access to high quality learning and that we are therefore meeting the needs of our local community. We behave by treating all within the An Daras family as being significant. We create a family of schools that maximises learning opportunities for children in our trust, treating all with dignity and respect. We will succeed by maintaining a holistic approach and ensure, among other things, aligned autonomy is a fully established and collaborative convergence.

2. Opening Prayer

EB opened the meeting with a prayer by the Rev. Jane.

3. Declarations of Interest relevant to this agenda

All governors confirmed no changes in their pecuniary interests and no other interests were declared. Pecuniary Interest form was received from new governor, Jade Weston.

4. Re-Elect Chair and Elect Vice Chair, Governor Appointments & Roles

The governors re-elected Amy Crompton as Chair (in her absence) and she has agreed to continue for a further year. The governors re-elected Emma Bending as Vice Chair and EB agreed to continue for a further year.

The governors agreed for JM (in her absence) to continue in office for a further 4-year term ending 1st December 2029. JM has agreed to continue.

PP resigned with effect from 23rd July 2025 due to relocation.

MD has left the Local Governing Board.

The governors appointed new Co-opted Governor Jade Weston and she was assigned Curriculum as a governor role. LH explained that new areas being focussed on are Arts & Music, Creativity, Climate & Sustainability.

5. **Confirm Minutes of LGB Summer Meeting (1st July 2025) and Matters Arising**

The governors accepted the minutes as a true and accurate record of the last meeting and the Chair (EB) signed a copy in ACr's absence.

- **TL has contacts with 'KICK' (who offer mentoring and sports coaching in schools). TL offered to enquire if they may be interested in helping to set up P.E. resources. TL absent, AC to email TL – carry forward**
- **Governors to familiarise themselves with the Trust PR Strategy and bring ideas to the next meeting (All) – ongoing.** LH has attended many meetings recently which broaden the reach of schools: attending conferences, social media to log events, secured meeting with Jack Newton (Head of inclusion & Learning at Devon County Council). LH is a member of CAPH (Cornwall Association of Primary Heads) and is on the SEN committee, LH met with Lee Moscato (Director of Education, Truro Diocese), represented the Trust at the London PTI (Princess Teaching Institute) Round Table conference, attended the Devon working party looking at early involvement, and arranged for Andy Warhole (national CofE representative) to visit one of the CofE schools. Special Needs is high on everyone's agenda and it would be good if the Trust could feed into this.
- **Monitoring and Governor Training (All) – See item 18**

6. **Agree Term Dates 2026-27**

These were agreed at the Working Group and have been made available to all governors.

7. **Confidential Matters**

LH shared confidential funding matters which are recorded separately in Confidential Minutes.

8. **Head's Reports**

The Heads' Reports have been made available to all governors. LH explained the Heads' Reports for the benefit of JW. LH also explained the purpose of the Working Group where governors present also discussed policies, the AIP and SEF reports. Neil Swait has created new report templates for both schools based on the new Ofsted requirements.

Can you explain the outcomes from the recent Y6 data? There are only seven pupils so the data won't be published. Only one of the pupils isn't a mobile pupil (i.e. only one pupil has been in the school since R/Y1). Due to the lack of funding we have been unable to provide additional tutoring/TA support. LH spoke to the Regional Ofsted Director regarding one of the changes in that context will now be relevant in assessments. This is difficult to assess as the iDSR is 95 pages long and there is no longer a progress measure. The Ofsted Director implied that this could be done. It is really important that all the evidence is logged. The SENCo talks to class leaders and any extra SEN provision is highlighted. **Will the transition to secondary school be difficult for these children?** Yes, we try our best, but it is difficult, especially with SEN children. A decision was made at the Working Group to opt out of enforced teeth brushing at both schools. This decision was welcomed by all governors present. Some parents are struggling to afford to pay for residential and this will be looked at. **Have we heard how Gill Shippies got on with raising Sustainability at Director level?** Not yet, but Trust level meetings are happening now so we will probably hear later in the year.

There can be as much as a 66-week delay for EHCP assessments. We are very grateful to Tracey Laithwaite (Trust SENCo). She is trying every avenue to help the SEN children and her workload is immense. Her hours have been increased but her workload has increased more than her hours. At St Catherine's we have introduced a SEND Café which is a round table staff meeting with TL at the beginning of each term so

staff can bring their problems, issues and questions. Quite often other staff can answer the questions so it isn't all extra work for TL. **Would there be time at the SEND Café for questions from parents?** Maybe, but the main question would be why they haven't heard about provision for their SEND child and this is out of the school's hands as they need to wait for EHCP assessment. It may help if TL's role is shared with families as it is so frustrating waiting for responses from outside agencies. Currently staff will share which parent has been chasing for answers. As a team, it is about making sure parents and staff are kept as informed as possible; even if there is nothing to pass on to parents - they do want to be kept up to date.

The governors were satisfied with this and raised no further questions nor challenges.

9. Budget

This has been covered in Confidential Matters.

10. Improvement Plan and Data Analysis

This was discussed at the Working Party and details have been made available to all governors.

11. Top 3 Risks for 2025-26

These were agreed by the governors to be the same as last year.

<u>LT</u>	<u>SC</u>
1. Finance	1. Finance
2. Staffing	2. Falling Standards
3. Falling Standards.	3. Staffing – cover for long term absences.

12. SIAMS

We haven't heard anything from SIAMS. The comments from Plymouth's Bishop James were very encouraging. Both schools exude a good sense of belonging, which is part of the school's vision and ethos. Lee Moscato has visited both schools in his role as Cornwall's Director of Flourishing Schools and was very encouraging.

13. Safeguarding

ACr has shared her report with all governors.

It was confirmed that all governors have valid and current DBS checks, JW's DBS is in progress.

Governors still to confirm they've watched the KCSiE Update video –EB, NP, NS, MH, TL, JM.

14. SEND

EB had a meeting with TL about ongoing issues. EB feels the St Catherine's Café will be a good idea.

Keeping parents up to date via the newsletters and parent hubs on the websites will be put in place as even small amounts of information will help parents with anxieties and assure parents that they haven't been forgotten.

15. Attendance

Attendance is good and above national figures. The Attendance Officer has visited both schools and there are no concerns. There have been no disciplines nor exclusions and behaviour is good. NS visited and both schools were praised on the level of behaviour.

16. PPG Review and next academic year plan

The annual PPG Review is on the website. LH assured the governors that PPG children are very well supported in class to help with progress.

17. Pre Schools

Numbers have increased at both Pre-Schools. Both schools are very pro-active in terms of promoting the pre-schools. It is good to be able to offer wrap-around care.

18. Parental Engagement and Complaints

LH explained the Cornwall Parental Engagement which is good to help the schools improve even more. LH would like to encourage and support parents to speak to Heads when there is a complaint. Discussions took place about various ways we can assure parents that our main priority is the children in our care. We do want to meet and have a dialogue with parents when they have complaints and issues, but obviously we can't deal with this on the door in the morning. Apparently teacher wellbeing is now nationally at a very low level.

19. Compliance

LH confirmed that she did the compliance check and there were no concerns. **How do you know that staff are compliant?** LH has a dashboard to record all staff Cyber Security training and also a Cyber Security Officer who checks that we are compliant as a Trust. We also have a GDPR Officer who has been in to school to check GDPR. Building checks and annual visits are organised by the school secretary who does weekly audits on fire alarm checks, playground checks and so on. **Would governors be able to access these checks?** LH monitors this very diligently and can share any requested reports.

20. Governor Monitoring & Training

Monitoring/Visits and Working Group

- **PPG impact and provision for next year (TL) – carry forward – LD will chase TL**
- **PE impact and provision for next year (MH) – carry forward – LD will chase MH**
- Improvement Plan priorities confirmation – discussed at Working Party and the link to the folders has been sent to all governors
- SEND (EB) – completed
- Safeguarding (ACr) – completed.

Agree monitoring for next term

- **Improvement Plan review (LH)**
- **Website compliance / On-line safety (ACr)**
- **Curriculum (JM)**
- **EYFS (NP)**
- **SEND (EB) - EB will be meeting TL early next term**
- **Safeguarding (ACr).**

LH will add an agenda to the dates for the Working Party – LH will send a copy to AC.

Governor Training Completed

ACr – Safer Recruitment 27/10/25, KCSiE 25/10/25

NS – Safeguarding 13/11/25.

Governor Training Overdue – to be completed as soon as possible

JM to complete GDPR Refresher training

JM, NP to complete Cyber Security training

NS to complete Local Governance training.

Governors to Email copies of certificates to AC so that records can be updated.

Chair's meeting with CEO.

ACr met with CEO. Items discussed included Workload / Wellbeing, OFSTED update, Attendance, Disadvantaged Pupils and Premises / Health and Safety update.

21. Policies due for Renewal

All governors acknowledged that they are familiar with the School Safeguarding policy and governors had reviewed the Trust Admissions policy as part of consultation process.

22. Any Other Business

LH invited all governors to both schools' Christmas events:

St Catherine's:

Infant performance Central Methodist Church 4.15 Tuesday 9th Dec (Gill Shippies attending)

Junior Carol Concert 4.30pm St Mary's Methodist Church Thursday 11th Dec

Christmas Dinner 12-1pm 17th Dec (Natalie and Jade attending)

Lew Trenchard:

Infant Christmas Craft Day 2-3pm in school on 17th Dec (Gill Shippies attending)

Junior Christmas Concert 2-3pm in school on 18th Dec

23. Date of Next Meeting

The date of the next meeting is Wednesday 11th March 2026, 12 noon at Central Office.

The meeting closed at 2.10pm.

Ann Cullum

Local Governance Officer

Distribution List:

Amy Crompton	– Chair & Parent Governor	Jo Callow	– CEO
Joy McSmythurs	– Foundation Governor	Jon Sharpe	– Chair of Trust Board
Natalie Pankhurst	– Parent Governor	Louise Hussey	– Executive Head Teacher
Naomi Smith	– Co-opted Governor	Liz Davy	– Head of LT School (ex officio)
Emma Bending	– Co-opted Governor	Pippa Warner	– Head of SC School (ex officio)
Sally Powell	– Staff Governor		
Martin Hampton	– Parent Governor		
Toby Lee	– Foundation Governor		
Jade Weston	– Co-opted Governor		