



An Daras Trust
Igniting Curiosity Growing Capabilities

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

4/12/22

MINUTES

Autumn Term Meeting 2022

Local Governing Board - Low Trenchard Church of England School **Wednesday 30th November 2022 / 4pm at Low Trenchard School**

1. **Welcome and Apologies**

Present: Amy Crompton (Chair), Emma Bending (Vice), Rev. Philip Conway, Joy McSmythurs, Ruth Wilson, Mat Booth (new Governor), Liz Davy (HoS), Louise Hussey (EHT)

In Attendance: Ann Cullum (Local Governance Officer)

The Chair welcomed everyone to the meeting.

Governor Resignation

Sharon Thorp resigned as Governor on 12/9/22.

New Governor

All governors agreed to appoint Mat Booth as a Board appointed Parent Governor. MB was appointed for a 4-year term until 30th November 2026.

LH will now fill the Head's seat on the LGB and LD will fill the Staff Governor seat. This will be reflected on the register and 'Getting Information About Schools'

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

Governors' annual Pecuniary Interests declaration form received from all governors.

3. **Chair Election**

All agreed for ACr to continue as Chair for another year.

4. **Governor Administration**

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct (inc. Diocese Code of Conduct), KCSiE, Health & Safety and school Safeguarding Policy.

5. **Confirm Minutes of LGB Summer Meeting (29th June 2022) and Matters Arising**

The decision was made to accept the previous Minutes as a true and accurate record of the meeting. The Chair signed a copy.

Monitoring (agreed prior to next main meeting in November) – *as listed in item 17*
Governor Training and Induction – *as listed in item 17*

6. **Confidential Matters**

A confidential matter regarding Admissions was discussed.

7. Headteacher Report

The Head's Report has been made available to all. The governors raised the following challenges:- 91 pupils are currently on roll compared to last year's total of 72. **Is the Council funding the additional 19 pupils?** No, Devon County Council will not provide the additional funding.

What is attendance like for the most significant groups (SEND/disadvantaged) and how does this compare to their peers? PPG attendance is good at 96% (compared to 95% non-PPG attendance) both of which are higher than the national average. SEND attendance is 96% which is also higher than the national average. **Are there any concerns relating to attendance, in particular incidences that are being investigated/supported by the school and the Education Welfare Officer? Can you explain how you are addressing this?** The school has a protocol for dealing with attendance issues (including unauthorised holidays). LD speaks to the families first then sends a letter and keeps a track of these families. A couple of families have been identified to discuss with the EWO when they meet before Christmas. **Do you feel that the engagement with families is positive?** Yes, and this is ongoing.

With regard to staff training, how is the impact measured on children's progress? For example, how do you know if the training has been worthwhile? This can be triangulated, for instance Read Write Inc. takes 3 years to embed so it will take at least 3 years to see the benefits. Two years with no CPD due to covid has also had a negative impact. Behaviour and class management may have an immediate impact but raising standards takes longer and needs disseminating through staff meetings and training; staff leaders are responsible for coaching and can meet for extra coaching (the notice board in the staffroom is very useful for this); sensory and autism approach is available free for TAs who can pass the training notes on to others. Trust events focus on events for all staff.

How is the knowledge gained, then shared and disseminated within the school and also the Trust? There is a lot of cross-support throughout the schools as this is a small and local Trust, although retention of teachers and leaders is difficult. **Is there an impact yet from the Maths lead's training?** The school is seeing a good impact from the Maths lead. Staff reflect after lessons through forums and general conversations. A new training programme has been purchased to look at instead of White Rose.

How do you feel the new 'on alert' tracking system is supporting, at an early stage, staff and pupils in reviewing provision and making adaptations? This helps with early identification of SEN. 'On Alert' might be with just one subject. LD talks to the relevant teacher, starting with a base line assessment, which is ongoing. This helps classroom planning and support. **Is the early evidential part likely to be helpful further down the line?** It really helps with the "graduated response" as so much evidence is needed for SEN support. Pupil Progress meetings happen at the beginning of term so that children have the support immediately.

How are you able to assess staff well-being and mental health? Do you see the strategies in place working? There are good relationships with the whole school team which makes dialogue easy, so if any staff have problems they can be discussed. This links to the school/church ethos. Trust HR procedures are adhered to and Return to Work meetings identify further support needs. The school has a good policy of raising mental support and awareness (not just for the pupils) and there is a facility for occupational therapy if needed. Teachers have so many responsibilities so cover is arranged to reduce their workload wherever possible and give the teachers "time-back". This is a really happy school.

What are the challenges you face in fulfilling your statutory duties in delivering the Equalities Act? How does the curriculum offer/promote equality of opportunity and an inclusive environment? Potentially the biggest challenge is pre-conceived ideas from home. There aren't usually any equalities problems. As a church school, acceptance is promoted and modelled throughout the school. RE, PHE and History as well as Collective Worship lend themselves to Equalities teaching. Choice of literacy gives the school reading resources which can be linked to

Equalities. The school values and vision are underpinned by the story of 'The Good Samaritan'. All children, regardless of their needs, are given access to all resources in the school.

Visible Learning: How effective is the Walk thru training? Are we accessing provision? Is it helping with staff planning? Release time for the Walk-thru has been planned so teachers have time to properly read and follow the plan. The Visible Learning audit has been completed by all staff. The school promotes a long-term bespoke CPD for all staff.

8. Approval of Term dates 2023-24

Inset dates were agreed as 4th & 5th September 2023, 2nd January, 15th April, 28th June 2024 (also 24th & 25th July 2024). LH mentioned that the Bank Holiday for Coronation Day (8th May 2023) is in SATs Week. The 'Report Writing Day' has been changed from May to June 2023 so that staff have more time before reports are due out.

9. Length of School Day

From September children must be in school for 32½ hours a week. The school currently opens at 8.40am with register at 9. A "soft trial" is proposed with the school day starting at 8.45am, beginning after February half term 2023, with the official time change at the start of the next academic year.

10. Improvement Plan

This is covered in the HoS Report and in the Working Party Minutes, details of which have been made available to all governors.

What are the strengths and weaknesses in the school's curriculum? How is this being addressed?

Most subjects are strong within the school and developing subjects are Music and Computing. Teachers for these subjects are shared with other Trust schools. There is a problem with the diocese not accepting that Lewdown is in Devon. PC offered to help if this was needed.

11. SIAMS/Christian Distinctiveness

LH will be attending Exeter Diocese training in February and Cornwall training in the summer, which will give an insight into what is needed for the school's SEF and the theology behind their vision. There will be very specific requirements for the SIAMS inspection which isn't due until 2025. PC explained the difference between Catholic Schools and CoE Schools, in that CoE schools were originally provided to help under-privileged children, not necessarily of any particular religion although the Christian ethos is adhered to.

12. School Top 3 Risks

The top 3 risks were agreed as:-

1. Falling standards (school fails to meet national floor standards therefore there is a risk of returning Ofsted not maintaining 'Good')
2. Attendance (pupil absences mean the school does not meet the national average % which will present a risk to the 'good' judgement in Ofsted)
3. Financial (becoming financially insecure due to falling roll/higher staffing costs/fuel bill increases).

13. Safeguarding / Health & Safety

A new Safeguarding audit will be available soon. A new template has been prepared for the SCR and this will be looked at in the Spring term.

14. Attendance/Discipline/Behaviour/Exclusions

This was covered in the Working Party and also in the HoS Report. Both reports have been made available to all governors. The governors were content and had no questions at this time.

15. Pupil Voice

This is incorporated in the HoS Report. The governors were satisfied that the pupils are engaging and had no challenges.

16. Compliance

Report by exception: Cyber Security, GDPR, Health & Safety, Website

Cyber security: Does the school know who to contact if it becomes a victim of a cyber incident?

The school has a delegated member of staff who will report to ICT4. **Does the school have a proper back up and restoration plan in place?** The CEO is working on an Incident Response Plan for the Trust as a whole.

17. Governor Monitoring & Training

Monitoring

- Working group to discuss SATs results and implications for future provision, curriculum and improvement plan (All) - completed
- SEND monitoring (EB) - completed
- Pupil conferencing about the curriculum (EB) - completed
- Safeguarding (ACr) - completed
- **Pupil voice committee's feedback to governors (RW, JM, PC). LD has had training from diocese – carry forward**
- **EB has been monitoring SEN and will visit again next term**
- **Ofsted prep with improvement officers (ACr, others requested to attend) – carry forward.**

Agree monitoring and working group for next term (ALL) - meeting arranged for Friday 10th February 2023

- Improvement Plan priorities - All
- Website Compliance - MB
- Online safety - MB
- Curriculum - RW
- Safeguarding – ACr
- SEND - EB

Agree Governor Leads

MB to cover information, Compliance (GDPR, CyberSecurity), Computing. **Should the school have a Curriculum Lead?** This will be covered in the Working Party. PC will also cover Music

Governor Training

ACr – KCSiE 25/9/22, Safer Recruitment 25/9/22, Chairs' Training 14/11/22; CyberSecurity training 13/11/22;

EB – Safeguarding 28/6/22, Mental Health & Well Being of Children & Young People 26/10/22, KCSiE 27/10/22;

RW – Diocese of Truro Governor Monitoring & Challenge 6/10/22

JM – TPAT Local Governance Training – 12/7/22, CyberSecurity 29/11/22.

Networking Evening (NS Ofsted presentation) on 12/9/22 attended by ACr, LH, LD, PC, RW

NS school-specific Ofsted Preparation Zoom Meeting on 7/7/22 attended by ACr, LD, EB, RW.

- LH to book Safer Recruitment training during summer term - completed.
- **PC to complete Safeguarding training, Prevent training and a local governance course as soon as possible. ACr asked PC if he would be able to complete training soon.**
- **Cyber Security training to be completed by all governors before the end of December 2022.**

AC has sent details to all governors.

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

Bios have been received from all Governors except MB.

Chair's meeting with CEO

The following items were discussed:- EYFS and Pre-School Effectiveness Update, School Improvement Priorities – Trust Strategy and Support, Curriculum Effectiveness and OFSTED, Trust Growth Plan - 22-25, Local Governance Effectiveness Update, Sustainability and Climate Change Working Party Update, Sites and Buildings Update, Latest Trust Policy Awareness, Safeguarding, Equality and Diversity Update - incl. new policies, LGBTQ+ and Protected Characteristics. No questions were raised.

18. Policies (Statutory Policy Cycle)

Policies for review:-

Admissions - Approval for 24-25, out for consultation and on website

Behaviour – reviewed until 2025

First Aid – reviewed until 2025

SEND Policy and SEND offer reviewed until September 2023.

No questions were raised and the governors were satisfied with the new policies.

19. Any Other Business

Climate Curriculum will be looked at and also Sustainability Working Party. The school is trying to fund building work around Yes Tor. Ray Clarke will be asked to look at this. Re-Wilding funding may be available.

20. DONM

The date of the next meeting is Wednesday 8th March 2023, 4pm at the school.

The meeting closed at 5.40pm.

Ann Cullum

Local Governance Officer

Distribution List:

Amy Crompton – Chair & Parent Governor

Emma Bending – Vice Chair & Co-opted Governor

Rev. Philip Conway – Foundation Governor

Ruth Wilson – Foundation Governor

Joy McSmythurs – Co-opted Governor

Mat Booth – Nominated Parent Governor

Liz Davy – Head of School

Louise Hussey – Executive Head Teacher

Will Hermon – Executive Head/CEO

Steve Tavener – Chair of Trust Board