

# Lew Trenchard Church of England Primary School

---



Lewdown  
Okehampton  
Devon  
EX20 4DP

Central Office Tel: 01566 783273  
E-Mail: [governance@andaras.org](mailto:governance@andaras.org)  
Executive Head Teacher – L Hussey  
Head of School – E Davy  
Chair of Governors – A Crompton

19/05/2021

## Minutes

### Local Governing Board; Lew Trenchard Church of England School Wednesday 19<sup>th</sup> May 2021 at 1.30pm remotely via zoom

#### 1. Join Meeting

All participants had audio and video.

#### 2. Welcome and Apologies

**Present:** Amy Crompton, Emma Bending, Adrian Bell, Liz Davy (HoS), Louise Hussey (Executive Head)

**Apologies:** Doug Honey

**In attendance:** Toni Martin (Governance Officer)

#### 3. Governor Appointment & Resignation

Adrian Bell has volunteered to be a parent governor and due to no other parents applying, it was agreed that he should be appointed as a Board appointed parent governor. DBS, governor training and IT support will now be actioned. LD & AB should arrange a school tour and initial discussion later this term. Afternote: AB's governor lead will be PE and Improvement, and Curriculum jointly with other governors.

DH has submitted a letter resigning as a governor. He noted that he has been very impressed with the way AnDaras MAT and the school is run and the commitment they show towards pupil development. He believes that each and every child will have the opportunity to reach their full potential with LD, the teaching and support staff, who are working with the children on a daily basis. As a qualified teacher who worked in schools for many years, he believes the support shown to pupil development is fantastic. He wishes the governors and staff all the best going forward.

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

None.

#### 5. Confirm Minutes of LGB last meeting Autumn (10<sup>th</sup> March 2021)

- The governors will be advised on the process for changing the school days, including timelines or consultation (TM). *Complete. Consultation complete, timings will change from September.*
- It was agreed that the following monitoring would take place prior to the summer main meeting, record updates or completion here:
  - Pupil voice will take place on 31<sup>st</sup> March with AC, DH & EB. *Not complete yet due to fairly recent pupil voice. Parental questionnaire completed instead. Pupil conferencing may be done before the end of summer term.*
  - SEND monitoring with Tracy Laithwaite (EB). *Complete and report submitted. See item 6.*

- Working group to cover recovery, on-line safety and data protection. *Covered at this meeting.*

LGB agreed the minutes and a copy will be provided for Chair to sign when normality resumes.

## 6. Recovery

Regular updates and monitoring reports sent to governors as and when. Recovery schedule is updated regularly. Further monitoring is taking place this term. Interventions have been ongoing through the term. Phonics assessments have started and LD described the recovery provision that is underway and planned for the rest of term. Interventions are planned to fit around the main school lessons so that children don't miss out on other work while catching up. Staff are receiving the appropriate training to deliver the interventions. Formal assessments will be conducted in the next half term. Writing has fallen behind and the focus is developing independence in writing.

EB conducted SEN monitoring with Tracey Laithwaite on 26<sup>th</sup> April. TL has maintained positive links with and support for children on the SEN register, and the staff have continued to deliver learning programmes despite the challenges. The programmes were reviewed adapted as necessary. TL feels supported by the MAT structure that gives her the tools she needs to provide targeted support. The impact of less in school teaching was discussed. The necessary focus on the acquisition of basic skills and how the RWInc program can really support the learning for our SEN children was discussed. It was confirmed that additional opportunities and funding for support would be well used and targeted because the staff at LT have a sound knowledge of each child's needs.

## 7. On Line Safety

New On-line safety policy produced last term and is on the school and trust website. Part of the pupil induction pack includes a home school agreement that includes the use of ICT.

## 8. Data Protection

LD confirmed that the new cloud has included a new fire wall for additional security. TM noted that cyber threats where hackers are holding organisations to ransom with a threat of exposing their personal data into the public domain is increasingly becoming a serious threat. The DfE are now mandating that all schools need to have Cyber Essentials accreditation and are likely to need Cyber insurance; this is important but costs will be incurred for 3<sup>rd</sup> party audit and for any measures that need to be put in place.

ICT 4 annual audit for GDPR has been completed. A few minor issues, such as policy updates, have been addressed – so anything that showed red or amber on the rag rated list is now green. **Do all staff know what to do if there is a breach?** Yes all staff have been trained and informed. Do you have robust procedures in place in the event of a breach, and have they been tested? The system is reviewed regularly and is designed to be robust, although it hasn't been tested in a real case.

## 9. Safeguarding

Nothing significant to report. AC meets with LD fortnightly as Chair, but also safeguarding is discussed if required. New school fencing is almost complete. A full H&S audit is being conducted later this term. LD completed fire warden training earlier in May. **Security with the new front gate was enquired about?** Confirmed as fine.

Covid restrictions were discussed including the wearing of masks by staff, and the restrictions will be monitored and adjusted accordingly. However, there is no appetite to rush into

removing measures that are in place, this was discussed and governors agreed that this is a sensible way forward. School trips and the difficulty with having enough adults to supervise within current covid restrictions was discussed. It was agreed that visits should be simple and prioritised.

**10. Any Other Business**

Feedback from the parent survey was discussed and overall was very positive. It was agreed that the relationship between parents and the school has been very positive and developed over the various lockdowns.

**11. DONM**

Date of the main meeting is Wednesday 30<sup>th</sup> June 2021 at 5.30pm either at school or via zoom (TBC a few days prior).

Meeting closed at 2.30pm

Toni JH Martin  
Governance Officer

**Distribution List:**

Amy Crompton – Chair & Parent Governor  
Emma Bending – Vice Chair & Co-opted Governor  
Father Philip Conway – Foundation Governor  
Adrian Bell – Parent Governor  
Sharon Thorp – Staff Governor  
Liz Davy – Head of School  
Louise Hussey – Executive Head Teacher

Graeme Barriball – ADMAT Board of Directors Chair  
Will Hermon – Executive Head/CEO