

# 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

23/11/2020

## Minutes – Autumn Term 2 – 2020

### Local Governing Board; Low Trenchard Church of England School

**Monday 23<sup>rd</sup> November 2020/6pm remotely via zoom**

**1. Join Meeting**

All governors had audio and video connection.

**2. Welcome and Apologies**

**Present:** Amy Crompton (Chair), Emma Bending (Vice), Doug Honey, Sharon Thorpe, Father Philip Conway, Liz Davy (Head of School), Louise Hussey (Executive Head)

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

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

None relevant to this agenda. Annual declarations are complete.

**4. Elect Chair & Vice Chair**

AC volunteered to continue as Chair and all governors unanimously agreed.

EB agreed to be Vice Chair and governors unanimously agreed.

**5. Confirm Minutes of LGB last meeting Autumn 1 (5<sup>th</sup> Oct 2020)**

Action: Governors will remotely monitor the impact of the recovery plan, progress in phonics and reading, progress with the Ofsted actions and safeguarding. This will be done via email, zoom or over the phone. *See item 11.*

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

**6. Head Teacher Report / Current Situation Update**

LH noted the latest reports and risk assessments. She confirmed that the school routine is still working well, pupil and staff welfare are good, other than one serious behaviour incident, behaviour has also been good. There have been no known Covid cases and attendance is at 97%. A staff survey has been completed with very positive results; the staff are so supportive of each other. A governor noted that it is a credit to the team that the survey was so positive given what everyone is going through this year. A governor noted the % under behaviour and queried if we know where that has come from? LD confirmed that she has liaised with staff to ensure they are aware of the circumstances and the bigger picture. The staff are working hard on a consistent approach to behaviour, noting that in some cases their hands are tied by direction from external agencies.

## 7. Recovery Plan & Impact

LD confirmed that rather than trying to cover everything, recovery is focused on specific areas and being adapted as necessary; this is achieving good progress to date. English and Maths book scrutiny has been done, science will be done soon and LD continues with regular learning walks.

Academy Improvement Officers have assessed the recovery provision and EYFS. It was confirmed that progress is already being achieved but no-one is relaxing because there is still more work to be done. Attainment may be lower than usual but will be in line with national data given that the lockdown was national. The recovery funding will continue through the spring term. Monitoring is constant and being done informally, so that feedback is being given instantly. It was agreed that this instant feedback has a much greater impact than the usual method of monitoring with a follow up report.

**Are the strategies in place since September, already having a positive impact?** LD confirmed yes and gave some examples. Alongside the regular monitoring that is taking place, the approach is that of a 'whole school view' of each year and where they should be for the next year, so that gaps are addressed across the school and not just those that have forthcoming formal tests. There is a shared accountability across the school which is much more positive for the children and their future outcomes.

**Noting that informal assessments is a positive approach, when will data be available so that we can assess where we are in preparation for formal assessments?** By the end of the year and this can be discussed in the early spring term meeting.

## 8. School Risks

LH and the Chair discussed the current risks to the school and deduced that the top 3 risks are (1) Failing standards from impact of Covid (2) Staffing levels due to Covid and (3) the financial implication of future plans for the school. This was discussed and the governors all agreed.

PC joined the meeting and apologised for being late.

## 9. Safeguarding

My Concern is still being used effectively and S157 return is due later this term. LD will consult with AC on this matter.

## 10. Policies

Remote Learning policy – approved.

LD noted the new mental health and well-being policy.

## 11. Governor Monitoring

Chair has completed the following:

- Meeting to discuss performance management of LD
- Discussion with LH re school risks
- Regular chats with Head of School (with email reports submitted)
- Meeting with Trust CEO – discussion included school recovery and progress, and a confidential matter.
- Virtual meeting with School Improvement Officer on 16<sup>th</sup> November to discuss the effectiveness and impact of the school's planned recovery curriculum with a specific focus on teaching and learning. AC was satisfied that she had a clear understanding of the school's current performance and is confident in the LH and LD's ability to address

the weaknesses in the forecasted data set. Refer to Improvement Officer's report provided to governors.

EB took part in a visual learning meeting with a MAT Improvement Officer (DS).

AC and EB met to discuss ideas for monitoring 'from a distance' during Covid restrictions.

LD noted the work that is being done with learning ambassadors, and that this will be presented to governors. A governor noted that pupil voice is essential for governors to monitor and that is one of the key areas that is being missed because of Covid restrictions. It is important to get the feedback from the children as what the children think influences the progress of their learning. LD noted that zoom chats with pupils to get pupil feedback is possible. It was agreed to have informal chats and then focussed questions.

**It was agreed that the following would be conducted prior to the next meeting:**

- **EB will do a virtual learning walk with LD before Christmas.**
- **DH will conduct PE impact this term with PE lead teacher.**
- **AC and LD will liaise on safeguarding and the S157 return.**
- **Governors will be invited to activities in the school via zoom such as collective worship, virtual learning walks etc so that governors can visually see what is going on.**
- **Pupil voice discussions on zoom.**
- **Following the release of documents and data, send challenging questions to the Clerk to collate and obtain answers from LH or LD.**

#### **12. Governor Training**

Governors were reminded of the training on offer.

#### **13. Any Other Business**

Term dates for 2020-2021 agreed.

The governors welcomed Father Philip Conway to the governing board. He has been appointed as a Foundation Governor by the Diocese of Exeter (subject to receipt of a reference).

#### **14. Confidential Matter**

A confidential matter was discussed and is recorded under confidential minutes.

#### **15. DONM**

The early spring term working group will now be a meeting on zoom; Weds 27<sup>th</sup> January 2021 at 2pm. Spring main meeting will be Mon 8<sup>th</sup> March 2021 at 6pm. Provisional date for summer term main meeting is Monday 5<sup>th</sup> July 2021 at 6pm.

Meeting closed at 7.25pm

Toni JH Martin  
Governance Officer

#### **Distribution List:**

Amy Crompton – Chair & Parent Governor

Emma Bending – Vice Chair & Co-opted Governor

Doug Honey – Co-opted Governor

Sharon Thorp – Staff Governor

Father Phillip Conway – Foundation 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