



**An Daras Trust**

Igniting Curiosity Growing Capabilities

11/12/23

## MINUTES

### Autumn Term Meeting 2023

### Local Governing Board; North Petherwin & Werrington Schools

### Monday 4th December 2023 / 5pm at North Petherwin School

#### 1. Welcome and Apologies

**Present:** Bill Willis (Chair), Phil Marriott, Sue Willis, Mary Hairs, Jo Keenan, Jodie Trevorah (Staff Governor), Charlotte Prout (Parent Governor)

**Apologies:** Jonny Phillpotts (HT)

**In Attendance:** Jan Buckthought (Assistant Head, Werrington School), Ann Cullum (Local Governance Officer).

#### **New Governor**

The governors were happy to appoint Jodie Trevorah as new Staff Governor and Charlotte Prout as new Parent Governor (subject to DBS clearance). The governors agreed that CP would monitor Attendance initially. BW offered to accompany her on her visit and assist with the report.

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

None declared relevant to this agenda.

Governors' annual Pecuniary Interests declaration forms were received from all governors.

#### 3. Chair Election

The governors unanimously agreed for BW to continue as Chair for a further year.

PM agreed to continue as Vice Chair and the governors were happy to agree this.

#### 4. Governor Administration

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Prevent Update, Health & Safety, ADMAT and School Safeguarding policies and ADMAT termly Safeguarding Update. BW recommended all governors re-visited the website and read the Safeguarding policy again.

#### 5. Confirm Minutes of LGB Summer Meeting (17<sup>th</sup> July 2023) and Matters Arising

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

The school Vision & Values statement was discussed at the Working Party. **JP is now finalising the Lived Experience – carry forward**

**Review 5-year plan for any amendments required – this will be slightly amended due to the new Vision & Values - carry forward**

JK investigated external funding for the Transport Fund and has liaised with Cornish Heritage Fund, who are happy to meet to discuss transport to allow the children to make cultural visits.

BW had a positive meeting with JP regarding priority 5 (governors) on the Summer AIP.

JB reported that JP has been looking into using the same electronic survey method (Survey Monkey) for SEND parents in both schools. It is hoped this will be concluded by the end of the Spring term.

## 6. Confidential Matters

None were raised.

## 7. Head's Report

The Head's Report has been made available to all governors and the Chair thanked JP for such a comprehensive report. In JP's absence, JB raised key points. The number of children on roll at North Petherwin is 55 and at Werrington it's 50. The percentage of PPG at North Petherwin is 14% (SEND 12%, EAL 1%), and at Werrington PPG is 40% (SEND 27%, EAL 5%). Pupils' motivation at Werrington has dipped a little, particularly with older children, which could be attributed to the building work. Timetabling has been amended so that there is more consistency and less transition time for the children. Staff morale is very good and came out very strongly in the Ofsted report. **Are we still finding that Little Wandl is working well?** Yes, it is still working very well at both schools and prepares children to be lifelong readers. **Does this work with Accelerated Reading?** Yes, it is a good transition tool. **Are there sufficient challenges available in the library books?** Yes, specific books have been made available and the library service is also making different books available to both schools. **Is there still a difference between the girls' and the boys' reading ability?** Not so much, this has been addressed over the last few years and any gap between their reading abilities has been lessened.

**KS1 Reading/Writing is rather low, is there a reason for this?** This is a small cohort but there are now stronger children in KS1 so these figures will now be higher. **Year 5 will now be the children most affected by covid, what is being done to address any concerns with this year group?** Targeted English lessons have been implemented to fill the gaps in Reading. In January one-to-one tuition will begin. Any children in Year 6 who need extra intervention will also be included. Tracy Laithwaite (SENDCo) has visited to assess Year 5 pupils for any learning difficulties. **How is progress monitored?** We use the NTS (National Test Style) assessments and in Maths we use a continuous test-base. Reading is frequently monitored through Accelerated Reading. Now that data is available again, this will need looking at for a future Ofsted inspection. Data for any cohort with less than 10 is not published, which usually affects both North Petherwin and Werrington Schools, however, governors are still required to publish progress. **Why is there is a significant dip in progress levels from KS1 to KS2 at Werrington?** There were inconsistencies, which is mainly due to the building work and mobility (children who started later than others). We are starting to see the children gaining momentum again and the schools are confident that progress will soon be back on track.

Governors felt that more marketing is needed and that North Petherwin & Werrington could promote themselves more in the local nurseries, doctors' surgeries and other such places. Another 10 pupils in each school would be ideal. **Would a social media page be a useful tool? Could there be an eye-catching Ofsted banner displayed outside the schools? JP and BW will have a discussion regarding how best to market the school.** It is a priority to raise the roll numbers. A governor suggested the school website could be made to look more children friendly. This has recently been updated to fall in line with the Trust format. Some information is out of date on the website and JB will enquire about a login so that she can help with

updating. A potential parent with experience around websites and marketing was mentioned.

**Could JP investigate this?**

A new AIP was prepared in September. JP has finalised this and highlighted the priorities. This has been made available to all governors who were happy with this and raised no questions.

The School Top 3 Risks for both schools are identified as:

- i) Data and standards
- ii) Pupil numbers and Finance
- iii) Staff Retention.

The term Dates for 2024-25 are on the website and the governors agreed these.

Attendance has still not returned to pre-covid levels, although North Petherwin's is in line with the national average at 95%. Werrington's is 92%. **What can the schools do to improve the attendance figures to achieve the DfE target?** Parents seem reluctant to send children to school if their child is only slightly ill. This is constantly being addressed. The School Secretary contacts parents of pupils who are absent and the Head continues to send supportive letters to parents of pupils with persistent absences. All staff encourage parents/pupils to attend school and to recognise the correlation between attendance and learning. Last year's building work at Werrington upset the children's routines and behaviour dropped a little. Any incidents of poor behaviour are dealt with immediately and reported to parents where appropriate. There have been no reported cases of bullying and no exclusions.

#### 8. **PPG Review**

PM's PPG report has been made available to all governors. PM raised key points. It is a strength that all staff and children know each other. **Can the TAs be used more effectively?** HLTAs will help and tutoring is now in place. Most of the interventions are very short and TAs are better trained to do this. JB praised the TAs in that they are very good at what they do and valuable to the school.

#### 9. **Safeguarding / Health & Safety**

JK visited the school with SW. JK's report has been made available to all governors. **Is there anything that can be done about getting support from the council?** Any problems with children are raised with the Trust but there is currently no EWO for Cornwall. The Trust is looking into this. A Stay Safe Workshop has been booked for both schools for 2024 with focus on anti-bullying and internet safety. The SCR has been checked at both schools and is up to date.

#### 10. **Review SEND Policy and Provision, and agree Local Offer**

The Local Offers for both schools are on the website. The governors agreed the Local Offers and also the SEND Provision and Policy.

#### 11. **Nursery School**

The finances have been looked at and it was agreed to keep the costs as low as possible to encourage more children into the Nursery Schools. Werrington Nursery is open 5 days a week and North Petherwin is open 3 days a week. **Can the Nursery at North Petherwin also be open 5 days a week? BW will discuss the viability of this with JP.**

#### 12. **Pupil Voice**

Claire Paul visited both schools and this was a positive visit. Children were confident that the staff would be able to help them in case of any problems. JB carried out Pupil Voice in Geography and Pupil Voice will be utilised more this year. History and Geography are more

focused on discussion and articulating, rather than writing. Governors asked to see these reports once available.

13. **Compliance**

All staff have completed essential training. JP has completed GDPR. Any action points have been dealt with. BW completed website compliance. Everything is compliant.

14. **Governor Monitoring & Training**

Monitoring Visits/Working Group

- **Surveys, parental views & engagement (Working Group) – carry forward**
- SEND (MH) – completed. MH's SEND report has been made available to all governors. MH raised key points, particularly regarding TL's visit and the impact of the high numbers of new SEND pupils starting at the schools. **Can the schools provide more time for SEND pupils?** This has been looked at but there isn't sufficient budget for more time with TL, who is currently allocated half a day per week for each school. **Does TL have the capacity to give North Petherwin & Werrington more time? BW will raise this with the CEO.**
- Absences (SW) – covered in item 7.

Monitoring and Working Group for next term

- **Improvement Plan Review (BW/JP)**
- Website Compliance – completed – see item 13
- **Online Safety (BW)**
- **Data (BW)**
- **P.E. (BW)**
- **Curriculum (JP)**
- **EYFS (PM)**
- **SEND - MH will do a 'Learning Walk' with TL**
- **Safeguarding (JK)**

Governor Training

GDPR – BW 11/10/23, SW 11/10/23, PM 31/10/23, MH 1/12/23, JK 3/12/23

Safeguarding - JK 3/12/23

Prevent - JK 3/12/23

Cyber Security – BW 21/11/23, SW 21/11/23

Local Governance Course – MH 27/11/23.

All governors confirmed that they have received and read the ADMAT Termly Safeguarding Update as part of their ongoing Safeguarding training.

Governor Training Overdue – to be completed as soon as possible

- **JK to complete Local Governance and Cyber Security training.**
- All governors are required to take Cyber Security training annually. **PM, JK to take this term**
- All governors are now also required to take GDPR training.

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

GovernorHub – The Key

**JK to confirm access.**

Chair's Meeting with CEO

This was a positive meeting. Curriculum has been dealt with in the AIP. BW referred to the two DfE documents that the Trust is using as benchmarks. An audit of nursery provision is taking place but this should not affect either school.

**15. Statutory Policies for Review/Renewal**

SEND Policy – *see item 9.*

PHSE and RSE Policies are due for renewal and were agreed by the governors. [What is SCARF?](#)

This is a new scheme of work for PHSE that is very popular nationally.

The Safeguarding Policy was also agreed by the governors

The Admissions 25/26 Policy is on the school website and out for consultation. The governors had no issues with this.

**16. Any Other Business**

None.

**17. DONM**

The date of the next meeting is Monday 11<sup>th</sup> March 2024 at 5pm at Werrington.

The meeting closed at 7pm.

**Ann Cullum**

**Local Governance Officer**

**Distribution List:**

Bill Willis - Co-opted Governor (Chair)

Sue Willis - Co-opted Governor

Phil Marriott - Co-opted Governor

Mary Hairs - Parent Governor

Jo Keenan - Co-opted Governor

Jodie Trevorah - Staff Governor

Charlotte Prout - Parent Governor

Will Hermon - Executive Head/CEO

Steve Tavener - Chair, Trust Board

Jonny Phillipotts - Head Teacher

Jan Buckthought - Assistant Head (ex officio)