

# Federation of North Petherwin and Werrington Community Schools



**An Daras Trust**

Igniting Curiosity Growing Capabilities

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Chair of Governors – W Willis  
Head Teacher – J Phillpotts

18/07/2023

## MINUTES

### Summer Term Meeting 2023

**Local Governing Board: North Petherwin & Werrington Schools**

**Monday 17<sup>th</sup> July 2023 / 5pm at Werrington School**

#### 1. Welcome and Apologies

**Present:** Bill Willis (Chair), Jonny Phillpotts (HT), Sue Willis, Phil Marriott, Jo Keenan, Mary Hairs.

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

The Chair congratulated everyone for the tremendous amount of work done for the Ofsted inspections at both schools.

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

None declared.

JK confirmed that she has read the following documents and agrees to abide by them: Code of Conduct, KCSiE, Health & Safety and school Safeguarding policy.

#### 3. Confirm Minutes of LGB Spring Meeting (13<sup>th</sup> March 2023) and Matters Arising

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

#### Term Dates 2023-24

These are now on the school website. Inset days will be 4<sup>th</sup> & 5<sup>th</sup> September 2023, 15<sup>th</sup> April, 3<sup>rd</sup> June and 24<sup>th</sup> July 2024. The governors agreed to these.

#### Review Vision, Values and Lived Experience

The school statement is to be approved by the Governors – **BW will send to governors to discuss at the working party - carry forward**

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

#### Transport Fund

JK to investigate if external funding is available - **JK will liaise with JB regarding History and other extracurricular activities - carry forward**

Governor Monitoring: - *to be discussed in item 13*

Governor Training – *to be discussed in item 13*

#### 4. Governor Resignation

SW's term of office ends on 13/11/23. SW agreed to continue for a further 4-year term ending 13/11/2027 and the governors welcomed this decision. Donna Billing resigned on 3/7/23. BW has

written to her and thanked her for her time and commitment with the school. PM agreed to take on the role of Vice Chair and all governors agreed with this decision. JP advised that the member of staff previously interested in becoming a Staff Governor is no longer interested. The vacancy for a Staff Governor has been advertised in the school and there are 3 volunteers, so a ballot will be held. There is also a parent interested in becoming a governor. JP will put her in touch with PM and BW for an initial chat.

## 5. Confidential Matters

None.

## 6. Headteacher Report

The Head's report has been shared with all governors. JP raised key points. Ofsted information is included in the reports. The parental survey for North Petherwin was outstanding; Werrington didn't have many responses. The pupil survey was also positive. Staff structure is similar to the Spring term, except that one new staff member has been added, who was a great help with Ofsted. Another new member will start in September. New staff have taken on EYFS which did very well in Ofsted. There was a good safeguarding report from Ofsted. JP praised all the staff and governors for the team effort contributing to such good Ofsted reports. **Neil Swait's Trust Improvement Officer's report included behaviour and bullying. What action is being taken regarding behaviour and bullying?** These were addressed prior to Ofsted. JP recognises that there is still work to be done regarding pupils' attitudes to learning and is working to encourage children to enjoy their learning experience. **How is the Teacher training for Trauma Informed Schools training going?** This lasts for eleven days and a staff member from Werrington needs to go to North Petherwin for the training. **Is there a need for this service?** There are children who would benefit from this. **Is this something that needs to be covered long-term?** That will depend on incoming children. BW will raise funding with the CEO. **The Ofsted report highlighted that one person didn't follow the Behaviour Policy. What is being done about this?** JP will go through the Behaviour Policy with all staff in September. **Ofsted noted that whilst there is a "high expectation" in Humanities this isn't evidenced in the children's books. Why was this?** This is mainly because the school is using a new system and the evidence (i.e. children's books) hasn't been fully prepared yet. **How will this be addressed?** More monitoring will take place to ensure the children are frequently monitored and use their books more effectively. **Is any communication necessary to inform parents of the good Ofsted reports?** This will go on the website. Banners are being discussed.

**SEND surveys have been sent out. Are these electronic?** Tracy Laithwaite (Trust SENDCo) sent these out to parents. There are less SEN pupils at North Petherwin and there is quite a difference in results between the two schools. On the previous surveys it was discovered that the discrepancy was due to Werrington using paper surveys whereas North Petherwin used Survey Monkey. **JP will check to see if the same method of survey can be used at both schools. Is there any other reason for the difference between the two schools?** There is almost double the percentage of SEN pupils at Werrington.

**What is being done to ensure better SATs results in future.** SATs won't be disrupted like they were last year and a more consistent approach will help results improve and ensure there are no gaps in pupils' learning. Covid, building work, teacher absences have all been influencing factors. The governors were happy with this and raised no further questions.

## 7. Improvement Plan & Data Analysis

North Petherwin KS2 SATs data reveals combined 66% at ARE in all subjects and Werrington are at 67%, which is good. **Is there a Trust benchmark?** Yes, it's 75%, which is in line with the national average. Y6 have only 6 pupils at Werrington and 9 at North Petherwin. No data is published if there are 10 or less pupils. **Is this figure comparable to previous years?** The results are consistent. EYFS is 75% and has a good level of development. These are excellent results, particularly for Werrington, as 47% of the school are 'disadvantaged'. EYFS at North Petherwin did particularly well

in Ofsted. **Does the EYFS teacher have a lead across the schools?** Becky Johns is now EYFS Lead at North Petherwin and Laura Cooper is EYFS Lead at Werrington.

The AIP has been shared with all governors. JP handed out Summer copies explaining how the AIP is updated. Every point on the AIP has been covered. **BW will meet with JP to discuss priority 5 (governors).** Information has been received from the CEO with required alignments to Trust requirements. **Will this be straight-forward to implement?** JP didn't anticipate any issues. **When does the AIP have to be approved?** A new AIP will be prepared in September. **Can this be circulated to governors before it is returned to the CEO?** **JP will do this by Email.** The governors were happy with this and raised no further questions.

#### 8. Curriculum

This was praised by Ofsted, especially because the children are taken to local places. Extracurricular activities include after-school clubs, alternative sports (e.g. fencing, frisbee), visits to Woodland Skills Centre, participation in Wild Tribe. Parents are very happy with this and the school will be looking at further improvements, which will include encouraging more PPG/SEN pupils to attend the clubs. PPG funds will be utilised to help PPG children attend. Thinking Matters has been adopted for metacognition, moving on from Visible Learning. The curriculum is published on the school website.

#### 9. Safeguarding

SW conducted a safeguarding visit, which mainly covered computing and online safety. Her report has been made available to all governors. The SCR was checked by Ofsted and all is compliant. Ofsted were satisfied that safeguarding is effective in both schools. SW will assist JK with safeguarding monitoring. The building works at Werrington have been completed and the building and playground are secure. **Has the school child protection policy incorporated the new KCSiE?** Not yet, but it will. The S175 has been submitted to the LA for both schools.

#### 10. Review SEND and agree SEND local offer

SEND was praised in the Ofsted report. There is a high percentage of SEN pupils at Werrington. The SEND offer and policy will be reviewed in September when the new Trust policy is available – **carry forward.**

#### 11. Staff Matters

- Views of Staff (survey/feedback) -all positive
- Monitor welfare & workload, work/life balance - this came out well in the Ofsted inspection. The Trust have improved their well-being package and staff now have access to a GP, eye tests, medical help, counselling, physiotherapy and various other therapies
- Skills & Training – all staff training is up to date.

#### 12. Compliance

All is compliant. No issues to report.

#### 13. Governor Monitoring & Training

##### Monitoring/Visits and Working Groups

- PPG impact and provision for next year (PM) – completed. PM met with JP and also conducted a visit. PM's report has been made available to all governors.
- **Surveys, parental views & engagement (working group) – carry forward**
- **SEND (MH) – carry forward**
- Safeguarding (SW/JK) – completed, covered in item 9
- Online Safety – SW to meet with pupils about online safety - completed, covered in item 9
- **Data (BW) – carry forward**
- **Absences (SW) – carry forward**

#### Agree Monitoring and Working Groups for next term

- Improvement Plan priorities (JP)
- Curriculum (JP)
- EYFS (PM)
- Risk analysis to ascertain current top 3 risks (BW/JP)
- Safeguarding (SW/JK)

#### Governor Training Completed

Vision & Values training 30/1/23 – BW, SW, MH, JK.

BW encouraged governors to have a look at iTrack.

#### Training Overdue – to be completed as soon as possible

**JK to complete Safeguarding, Prevent, Local Governors' and Cyber Security training.**

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

#### Skills Audits and Governor Roles

**JK to return completed Skills Audit.**

BW will take on the governor role of Equality, Diversity & Inclusion.

PM will become Vice Chair and cover the governor roles of Recruitment and Whistleblowing.

#### GovernorHub / The Key

Governors to confirm access – all have access except JK.

#### **14. Chair's Meeting with CEO**

As result of zoom meetings prior to the Ofsted inspections, the content of the CEO's meeting has been discussed with the governors, who were happy with this and raised no questions.

#### **15. Policies due for Renewal**

The Accessibility Policy has been reviewed and agreed by the governors. It is now on the website.

The First Aid Policy has been reviewed and agreed by the governors. It is now on the website.

The SEND Policy is due for renewal in September – **carry forward**

**The PHSE Policy is due for renewal in September and will be agreed at the next meeting.**

#### **16. Any Other Business**

None.

#### **17. DONM**

The date of the next meeting is Monday 4<sup>th</sup> December 2023, 5pm at North Petherwin School.

The meeting closed at 7pm.

#### **Ann Cullum**

#### **Local Governance Officer**

#### **Distribution List:**

Bill Willis	– Co-opted Governor (Chair)	Will Hermon	– Executive Head/CEO
Sue Willis	– Co-opted Governor	Steve Tavener	– Chair, Trust Board
Phil Marriott	– Co-opted Governor	Jonny Phillpotts	– Head Teacher
Mary Hairs	– Parent Governor	Jan Buckthought	– Assistant Head (ex officio)

