

13/03/19

Minutes

Local Governing Advisory Board; North Petherwin and Werrington Primary Schools - Spring Wednesday 13th March 2019 at 5.30pm at North Petherwin School

1. Welcome and Apologies

Present: Bill Willis (Chair), Sharon Sadler (Vice Chair), Nicola Taylor, Marilyn Vacara, Janice Buckthought, Jonny Phillpotts (HoS) and Jo Callow (Executive Head)

Apologies: None

Present: Toni Martin (Clerk)

2. Declarations of Interest Relevant to this Agenda

None relevant to agenda and no changes to pecuniary interests.

3. Confirm Minutes of LGAB Autumn Meeting (29th Nov 2019) and Matters Arising

- Approach a potential parent governor (JP). *Not successful and closed.*
- Approach a potential co-opted governor from Launceston (JB). *Possibility but not at this time.*
Action: Carry forward to next meeting to approach this person again next term (JB)
Action: Include advert for school governors in the school material published in local flyers (JC)
- Carried forward; flowers and card for previous Clerk (JP). *Done.*
- Complete and submit skills audit (All). *MV and JB will complete after meeting.*
- Produce skill matrix to highlight gaps and training needs (TM). *See item 13.*

The Board accepted the minutes as true and accurate record of meeting and the Chair signed a copy.

4. Confidential Agenda Items

None.

5. HoS Reports

JP outlined which data was in the report and noted the latest monitoring of teaching that has been included. Attendance data for NP was corrected from 93% to 96%. Wer is confirmed as 93%. **The Chair challenged the unauthorised absence figures and what is behind them, and if matters are being escalated to deal with this?** JP explained that all is being done that can be done.

NT commented that it was positive to see that boys at NP were being enthusiastic. She questioned what is involved with 'i-moves' and JP explained the app, and the attempt to get children moving throughout the day. The issue of poor internet connectivity at Wer was discussed and noted that this is being looked at as part of the MAT wide IT provision. **NT challenged the AIO visit notes with regard to the use of the feedback policy.** JP explained what the issues are and what is being done. **NT challenged that the report states that letter formation needs to be agreed as she was of the opinion that this exists.** JP explained. **NT challenged that the opportunity for topic writing has been highlighted again and that there should be evidence of this by now?** JP referred to future curriculum discussion and changes. JB confirmed that the cross-curriculum writing is happening throughout the day but not always as separate sessions in the afternoons.

NT questioned why all learning intentions should come from the national curriculum? JB suggested it is more about linking what we do back to the national curriculum, and the governors discussed the creativity required in lesson provision to keep the curriculum engaging.

The Chair queried what was happening with the work being done on science links and JP confirmed it is underway. **The Chair challenged where we are now with VL, what is the future of this initiative now that the money has been spent?** JP explained that it is still in the early stages and there is more work to be done and the impact coach has returned. VL still embedded in the teaching and learning, and feedback to help a partner school is on-going.

6. **Attainment and Progress (including PPG/GDS)**

The Chair noted the findings on his data visit report. **He noted that the data shows some lower attainment by some SEND pupils and challenged what is being done to diminish the difference between SEND and other pupils?** JP provided an update showing that most of these children are making good progress. MV noted that when she visited, she was impressed that each child's needs are well known and managed, and that the provision is very needs focused. **NT challenged whether the staff have all they need to provide suitable provision** and JP briefly explained how this is managed.

During his visit, **the Chair also challenged how the apparent weakness at KS2 spelling previously identified is being progressed?** JP noted the strategies in place but **the Chair challenged whether they are actually making a difference?** JP highlighted the plan and explained that, in attainment terms, the schools should do well. The Chair questioned whether the marking is picking up improvements in spelling that perhaps were previously an issue? JP explained how this is being dealt with. **NT gave positive feedback on the support that is in place to tackle spelling.**

JP noted that KS2 Yr 6 attainment at both schools is looking strong and the progress is looking positive too.

7. **Improvement Plan Update and Progress**

Some detail covered in HoS reports and progress on the improvement plan priorities will be looked at in more detail next term when there is more data available.

8. **Safeguarding**

SS conducted SCR check at Wer in early March (see separate report). She noted the issue of 'regulated activity with volunteers' and that guidance is needed on this. Safeguarding audit is due 5th April, SS has seen a draft and previous actions have been met. It was noted that 2 governors are safer recruitment trained and there maybe scope to train others. **NT challenged that if a member of staff is TIS trained, it seems a shame to not be able to free them up?** JP confirmed that the member of staff concerned is now being released at certain times.

9. **Vision/Ethos and Curriculum Discussion**

JP briefed the governors on the curriculum and his thoughts on how it can be made better. He noted some themes; harvest around the world, celebrating through art, farming communities, saving energy, healthy lifestyles, local performance and also the questions that could underpin these to make them different year on year. JP will collate staff views and children's views, and the governors will give them some thought ready for the summer term working group (where all views will be brought together and discussed). JP's aim is to have an engaging and exciting curriculum and this will be more important with future OFSTED inspections.

Action: Governors to give some thought to curriculum material and come to summer working group with ideas (All)

10. School Sessions/Timings and Term Dates

Compliant. 2019-2020 is confirmed. Awaiting dates from the local authority for 2020-2021 and admissions policy approved at a previous meeting.

11. Working Group Feedback

Any relevant feedback/discussion not already in the working group notes or any follow up:

- Portal/IT update. *Movement to sharepoint noted.*
- BoD informed of school top 3 risks and associated notes regarding top financial risk. *WH will be inviting governors to the annual budget setting process in future.*
- Vision & Ethos – covered under item 9.
- On-line safety questionnaire – *covered under item 8.*
- GDPR update following contact with MAT DPO; are both schools GDPR compliant? *NT produced a report regarding GPDR and updated governors. Schools are compliant. An annual DPO report will be forthcoming in future.*
- Concern regarding JP teaching commitment; is JP able to fulfil management role to which he was appointed given excess teaching load? *BW updated on his discussion with WH regarding supply cover and additional funding for teaching staff.*
- Flexibility within the MAT structure for new curriculum design? *Covered under item 9.*
- Arena to provide a swimming coach? *JP hopeful for the summer term.*
- Werrington to use buses rather than mini buses to relieve time pressure? *Discussed and closed.*

All will attend the Summer term working group to partake in the curriculum.

12. Visits

SEND, GDPR, Safeguarding and Data already discussed. The Chair highlighted points from his literacy visit. NT noted points from maths visit regarding maths ladders, and that progress is being made, although on questioning the children, there was mixed views. Those more confident in maths seem to find it positive and JB noted that the lack of ceiling allows some pupils to progress further without feeling constrained. JP noted that a review will be done on maths ladders to ascertain the effectiveness of this provision. Planned visits for the summer term are:

JB – Early years

BW – data

SS – safeguarding (157) and attendance

NT – maths ladders lower years at Wer

MV – SEND

13. Training

Draft skills matrix has been done but will be completed with the remaining skills audits. TM noted that the Board is experienced and there are few gaps highlighted for recruiting or training. However, TM will highlight courses of interest to each governor as and when they become available. TM has a training budget for governance across the MAT; the priority is always governor induction training but there are limited funds available for other training.

14. Any Other Business

SS noted the state of the outside of Wer and JP agreed that it is an issue but inside the school is warm and inviting. A CIF bid is in place to sort the entrance of the school out.

Chair's Update from Meeting with MAT CEO

The Chair sent out a note to governors on this matter and a summary is:

- **Septic Tank (NP):** The current state of the septic tank and soakaways are beyond repair, requiring a water treatment plant. This is a better long-term solution but will be expensive. There are a number of planning controls and other legal processes that have to be complied with, for both internal justification of the spend and external approval with Cornwall Council Planning and Environmental Health. It is likely to take months up to the summer holidays when the work can be completed with the school empty. In the interim, the septic tank will be emptied more regularly. He noted that the parents who submitted a complaint regarding this matter have now been provided with a response from the MAT.
- **New Policies (in particular Safeguarding):** On the latest An Daras newsletter there is detail of the latest changes to policies. As we no longer have such a role to play in reviewing these, it is important we know when they change. So please have a look at the newsletter and relevant policies to remain up to date. All up to date policies, named with dates and review dates, can be found at https://andaras.eschools.co.uk/web/finance_and_assets
- **Sustainable Cover Solutions:** The CEO and Directors have been made aware of the work pressure on staff (in particular JP) to provide cover for other roles, such as swimming, transport, nursery and other staff absences. One of the issues seems to be the difficulty in obtaining cover for short periods. The CEO recognised this is an issue across the trust but recognised the more rural NP is most affected. The trust is investigating ways to provide cover across all schools and the CEO promised to look at how the budget can be spent to support JP to reduce his abstraction from his core role.
- **Financial Oversight:** The CEO was informed of governors concern regarding lack of financial oversight. He intends to liaise with governors at budget setting time for greater involvement in the process and for their input.
- **IT Provision:** New replacement IT screens, wifi and laptop are to provided to NP&W at the end of the summer term.
- **Parental Questionnaire:** Positive for both NP&W
- **GDPR:** An Daras took a slow approach to making changes deliberately as it was unclear to what extent changes had to be made. Thankfully, it appears this was a good decision as some schools are finding some work they completed unnecessary. A review is underway and further guidance for LGAB will follow.
- **Portal for Governors:** The governance (and school) folders will be moving to SharePoint that will be accessible through the Outlook Office 365 gateway we use for email. This system is used for much more than just our files so transition will take some time.
- **Other:** A new regional school commissioner is to be appointed for the SW.

15. DONM

Summer term full Board confirmed on Wednesday 19th June 19 at 5.30pm at Werrington School. Working group meeting date will be agreed later.

Toni JH Martin
Governance Officer

Chair.....

Date.....

Summary of Actions:

- Carry forward to next meeting to approach this person again next term (JB)
- Include advert for school governors in the school material published in local flyers (JC)

- **Governors to give some thought to curriculum material and come to summer working group with ideas (All)**

Distribution List:

W. Willis – Co-opted Governor (Chair)	J. Phillpotts – Head of School
N. Taylor – Co-opted Governor	J. Callow – Executive Head
S. Sadler – Parent Governor (Vice Chair)	
J. Buckthought – Staff Governor	
M. Vacara – Co-opted Governor	W. Hermon – ADMAT CEO
Vacancy – Parent Governor	B. Jennings – ADMAT Board of Directors Chair
Vacancy – Co-opted Governor	
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