



Members of An Daras Multi Academy Trust
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Chair of Governors – W Willis
Head Teacher – J Phillpotts

06/12/2021

Minutes

Local Governing Board; North Petherwin and Werrington Primary Schools Monday 6th December 2021 at 5pm at Werrington School

1. Welcome and Apologies

Present: Bill Willis (Chair), Sue Willis, Phil Marriott, Donna Billing, Nicola Hosking, Jonny Phillpotts (Head), Jan Buckthought

In Attendance: Toni Martin (Governance Officer)

2. Declarations of Interest Relevant to this Agenda

Nothing relevant to the agenda. Annual declarations submitted.

3. Chair Election

BW agreed to continue being Chair and the governors voted in favour of this.

4. Governor Administration

All governors agreed to abide by the Code of Conduct.

All governors confirmed they have seen KCSiE and the updates for this year.

TM noted the updated cyclical plan and the governor role document.

5. Confirm Minutes of LGB Summer Meeting (12th July 2021) and Matters Arising

- Complete DBS (PM). *Now cleared.*
- Look in to guidance and training for governors on EYFS (TM). *Training will be available in January, a date will be confirmed soon.*
- Working group – improvement plan, SEF, top 3 risks & how governor monitoring will done going forward. *Working group notes provide and covered at item 13.*
- Governor monitoring as agreed at the working group. *See item 13.*

Decision made to accept the minutes as a true and accurate record of the meeting and the Chair signed a copy.

6. Confidential Matters

None.

7. Headteacher Report

JP provided the governors with his report prior to the meeting. It did not include the detail of the AIO visits as these reports need to be redacted prior to circulation. **Following the AIO visits, are there any areas of that need addressing and that governors need to monitor?** It was confirmed that there are a number of things that need to be improved on and this will be worked through with the staff. It was noted that there is never any time when there isn't anything needs improving because that is the nature of school improvement. JP noted that there are a lot of AIO visits which puts pressure on the staff and time is needed to action the

points. **Are you consulted prior to the visits to ensure it is feasible?** Yes, but the AIO availability plays a factor in the dates and it was noted that it does prepare the staff with aspects such as subject deep dives, in preparation for the Ofsted visits in future. The Chair noted that from the governor's perspective, it does help to triangulate what is happening in the classrooms and provide reassurance to the governors on the standards and performance of the school. **Are the staff changes being managed to ensure the relevant classes continue to make good progress?** This was discussed and all is positive. JP was asked to explain the Red Write Inc colour bands. JP was asked to clarify what is meant by enhanced activities and noted that this is continuous provision in early years, and is being followed through in year 2, 3 and 4. Metacognition as part of visible learning was briefly discussed.

8. **Improvement Plan**

Assessment points have dropped to 3 a year and this term's data drop isn't until later in the term. The impact of Covid on data was discussed. **Do you have a feel for how far behind the children are following the various lockdowns?** Yes, the staff have a good feel for where the children are and it is felt that the recovery measures put in place have allowed the children to start making good progress.

The Chair noted the usefulness of a separate document for monitoring the improvement plan.

9. **School Top 3 Risks**

The Chair discussed the concept of risks. Each school can have its own set of risks even though they have a joint governing board. The governors discussed the potential current risks, in particular the pupil numbers on roll in future and how this will effect funding, and subsequently staffing. How will you mitigate against this risk? Advertising the school, selling the refurbishment, social media and other avenues. Covid and attendance for staff and pupils is a continuing risk because the recovery needs to be successful. There is also the risk of how Wer school operates while having the building works completed. For now the risks below were agreed but will be reviewed again next term to confirm they are still relevant.

Action: School risks on spring agenda

North Petherwin

- (1) Data and standards, including Covid recovery
- (2) Implementation, mapping and delivery of the new curriculum
- (3) Impact of staff and pupil attendance

Werrington

- (1) Data and standards, including Covid recovery
- (2) Implementation, mapping and delivery of the new curriculum
- (3) The building works at Werrington

10. **Cyber Security**

Cyber security audit has been completed by an external specialist. Report provided to trust board. It measures the trust against the cyber security essentials quality mark. Most areas requiring improvement had already been identified which is a positive sign. One key area is aligning all the IT related policies and templates will be provided for us to adapt; this will be done at trust level. The trust is relatively well prepared for an incident.

An e-safety/on-line safety audit has also been conducted and a trust wide on-line safety group is being looked at.

11. Safeguarding / Health & Safety

SW noted her safeguarding monitoring visit with JP; no issues to report. KCSiE updates issued to staff and training is up to date. Governors have completed safeguarding training – see item 13. SCR questionnaire has been issued to the school secretaries and SW will check these next term.

12. Attendance/Discipline/Behaviour/Exclusions

No issues with attendance less a few minor that have been dealt with. No issues with discipline, behaviour or exclusions (suspensions).

13. Governor Monitoring & Training

Working group took place to discuss improvement plan, SEF, top 3 risks & how governor monitoring will be done going forward.

Governor lead roles agreed as:

BW - Capability Curriculum, GDPR, Data, Website, Recruitment

NH – Writing

SW – Safeguarding, Attendance

DB – SEND, Writing, recruitment, whistleblowing

PM – Early Years/Enhanced Provision, Recruitment

Monitoring visits completed this term:

- SEND monitoring (DB) – zoom meeting with SENDCO. It was noted that the staff in both schools have been very co-operative with SEND matters. **Is there a benefit to having SENDCO in school rather than an 'external trust' SENDCO providing support?** The benefits of the 'external trust' SENDCO were discussed and it was agreed that this is a positive way forward.
- Writing (DB) – it was noted that there is much involved with writing including the SATs requirements and how writing feeds into the curriculum. DB is now better placed to monitor next term as she is more familiar with the subject. Staff training and mentoring was discussed length with regards to sharing practice and ideas.
- EYFS (PM) – initial meeting conducted. The biggest challenge is implementing the new curriculum and then embedding it all. It is noted that staff being able to share information and resources is important.
- Curriculum (BW) – this was a long monitoring meeting and the Chair acknowledged that sorting the curriculum is no mean feat. **Owing to school structures, a 2 or 3 year cycle will need to be identified, designed and mapped. Will this be in place with adequate detail and in time?** Yes, this has been planned and although it will take time, JP is confident that it will be a curriculum to be proud of. **The completion of a curriculum map with all the necessary detail and links is an extensive piece of work, will the time spent impact on other teaching, learning and leadership?** It is achievable in the background but will be hard work. Once the progression grids are done and the subjects embedded, it will come together and JP is confident that it will have good cross-curricular linkage. **How can we ensure there is a consistency to the planning format with many different members of staff involved?** Frameworks, sharing best practice, AIO monitoring and moderation.
- The Chair gave feedback on his meeting with the CEO which included discussion on the curriculum, requirement to evidence impact of expenditure on PE, PPG and tutoring, the LT woodland skills centre, the 5 year vision plan and the funds for additional IT at Wer.

Agree monitoring and working group for next term:

Working group to discuss data, curriculum and the 5 year vision plan.

Monitoring visits:

- Data meeting with Head in January (BW) – report back to working group.
- Writing monitoring (take place at NP) (DB)
- SG visit to both schools (SW)
- EYFS (PM)
- Curriculum (BW)

Governor Training

Local Governor Training 20/9/21 (PM)

Being Ofsted ready and understanding the curriculum 23/9/21 (BW)

KCSiE update training 28/9/21 (DB)

Safer Recruitment 29/3/21 (BW) 21/10/21 (DB)

Safeguarding for Governors 27/9/21 (BW) 28/9/21 (SW)

Safeguarding for lead governor 4/10/21 (SW)

Child Protection an intro to thematics 29/3/21 (BW)

GDPR in an education setting 4/10/21 (BW)

14. Policies

TM explained the statutory policy cycle for the 7 statutory school level policies and that they are all in date. Safeguarding and admissions on an annual cycle, Accessibility plan on 3 yearly and the remainder will also be reviewed on a 3 yearly basis.

15. Admissions Policy

Policy for 23-24 approved by governors and will now await Trust Board to determine all school policies in February 2022.

16. Any Other Business

Is the school in a good place to deal with another lock down should Covid or another unforeseen circumstances close the schools in future? Yes, remote learning could be up and running quite quickly if needed.

JP noted Christmas services at the schools that will include carols, father Christmas and refreshments. Start at 5.30pm until approx 6.45pm. Dates are 15th Dec for Wer and 16th Dec for NP.

17. DONM

Monday 28th March 2022 at 5pm at North Petherwin School.

The meeting closed at 7.30pm

TJH Martin

ADMAT Governance Officer

Distribution List:

W. Willis – Co-opted Governor (Chair)	J. Phillpotts – Head Teacher
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N. Hosking – Staff Governor S. Willis – Co-opted Governor D. Billing – Parent Governor P. Marriott – Co-opted Governor Vacancy – Co-opted Governor Vacancy – Parent Governor	J. Buckthought – Assistant Head W. Hermon – ADMAT CEO G. Barriball – ADMAT Board of Directors Chair
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