

Boyton, North Petherwin & Werrington Primary Schools Hub

Chair of Governors: Bill Willis govbw@andaras.org

Executive Head Teacher: Jonny Phillpotts



An Daras Trust

Igniting Curiosity Growing Capabilities

Boyton

Boyton, Launceston, PL15 9RJ

Tel: 01566 772484

Head of School: Kath Davies

North Petherwin

Brazzacott, Launceston, PL15 8NE

Tel: 01566 785886

Assistant Head of School: Jodie Trevorah

Werrington

Yeolmbridge, Werrington, PL15 8TN

Tel: 01566 772943

Assistant Head of School: Jan Buckthought

28/3/25

MINUTES

Spring Term Meeting 2025

Local Governing Board: Boyton, North Petherwin & Werrington Schools

Monday 17th March 2025 / 5pm at Boyton School

1. Welcome and Apologies and Trust Identity

Present: Bill Willis (Chair), Jonny Phillpotts (EHT), Phil Marriott, Sue Willis, Mary Hairs, Shirley Si Ahmed, Jodie Trevorah

In Attendance: Jan Buckthought (ex officio Assistant Head of Werrington), Kath Davies (ex-officio Head of School at Boyton), Ann Cullum (Local Governance Officer).

JP recapped the Trust Identity, briefly mentioning the four critical points. [Has this helped Boyton School?](#) Yes, the vision, the kindness, the humbleness, the supportiveness is certainly evident and very much appreciated.

2. Declarations of Interest Relevant to this Agenda

None declared relevant to this meeting.

3. Governors

PM would like to continue as Vice Chair and all governors were happy for him to continue.

4. Autumn Meeting (2nd December 2024) 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.

- JP to look into applying for funds for an apprentice through the government initiative – this has been looked into and for various reasons is not viable due to the criteria required
- Three Safeguarding issues have been looked into - *see item 9*
- JP to follow up on the Trust's decision regarding the re-opening of Boyton Pre-School - *see item 11*
- **BW to discuss with the CEO opening the pre-schools for longer, particularly during the summer and half terms - *see item 11***
- **JP to meet with JB and KD to discuss the best routes to encourage children with homework – this is a work in progress – *carry forward***
- **JB to look into including Governor News in the School Newsletters – JB will include a group photo of the governors in the next newsletter**
- **Monitoring Visits and Working Group - *to be discussed in item 13***
- **Governor Training - *to be discussed in item 13.***

5. Management of Top 3 Risks

Previous Top 3 Risks:

Boyton

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

North Petherwin

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

Werrington

1. Staffing and staff retention
2. Pupil numbers and finance
3. Data and standards.

Werrington item 2 should now be item 1. All schools now have the same Top 3 Risks and the same order.

Boyton

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

North Petherwin

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

Werrington

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

Werrington have four new children starting in the near future, which should help pupil numbers.

6. Confidential Matters

None.

7. Heads' Reports

JP shared the combined Heads' Report with all governors and raised key points. He explained the colour-coding and will include the schools in the same order in future reports. (*Colour coding = Black generic to all schools, Red Werrington, Blue North Petherwin. Green Boyton.* **BW will raise with the CEO the matter of the use of AI in writing reports, especially from the safeguarding aspect. Regarding the impending Ofsted visit at Boyton, have the items raised by the last Ofsted inspection improved and are there systems in place?** KD is confident that the school has developed very positively since joining An Daras. There is now a stable staff and a high level of confidence for good results when Ofsted visit. Monitoring is in place and safeguarding is excellent. Everything has been addressed that needs addressing and JP complimented KD on her hard work.

From the monitoring that was done at Werrington, many of the actions only talk about purchases we should buy - is this school-based or Trust-based? The English Hub has given North Petherwin money for the resources. Recommendations will be made regarding which resources to buy.

What will be the impact of the plans when EHCP funding is received? From April the TA unit cost will increase from £9 to £12.21 per hour. This will have a lesser financial impact on the school. Unfortunately, there is no additional funding for Tracey Laithwaite (Trust SENCo) to increase her hours, which are only 3 hours a week. It is a difficult time for SEN teaching. JB mentioned that most of TL's time is spent with SEN children. JP has noticed that parents are not happy about the time it is taking for the EHCP reports, even if this is not the schools' fault.

Can we use AI for the reports? This is something to think about for the future; it will certainly save time.

JT has almost completed her NPHQ. SSA offered her support for the Finance module if anyone needs this.

PM will complete a data deep dive at every school every year (therefore one a term) - this term it is North Petherwin, next term it will be Werrington. PM did a WalkThru with JT and PM's report has been shared with all governors. **Is progress being tracked every week with adjustments to include interventions and actions?** Yes. We are rolling out booster sessions with targeted interventions.

JP asked governors to remember that the current Y6 were part of a class whose teacher was off work for a long time and were taught by a TA. In addition, these cohorts were victims of the covid disruption, so their teaching was severely disrupted.

8. Review Vision/Ethos

Are all three schools forming an alignment? Yes, we all have the same vision and our under-arching ambition for our schools is very similar. **Ofsted expect to see vision and values in the curriculum. Are you confident that this is in place at Boyton?** Yes, it is woven into the entire curriculum. **Would the children be able to explain what it is?** Probably not, but there is a nurturing and supportive culture within the school which is evident in how children interact with each other. **Could you, as a leader, articulate where the vision and values are used?** Yes, Boyton have displays in the classrooms and there is a wide selection of books in reception. Children show respect and kindness to the staff and to the other children.

9. Safeguarding

KD contacted Ray Clark (Trust Health & Safety Officer) regarding moving Boyton's red fire alarm exit button so it is out of reach of the children. It isn't an easy job to move the fire alarm, although it could probably be disabled. Werrington also have a fire alarm by an exit door. We have had recent Fire Reports at all three schools and no areas of concern were highlighted.

JP enquired exactly what SCR data each school needs to hold. JP has looked into this and explained that Central Office/Trust records differ from the school records. **Could we have something from The Trust to show where the information is held? AC will enquire from Neil Swait (Trust Improvement Officer) what the current Ofsted criteria is regarding infrequent Trust staff visiting the school.** SW has collated all the information and checked the SCR. Everything is in order. **JP will see if the three school secretaries could share the same information and use the same format on the SCR monitoring questionnaires to ensure consistency.**

SW's Safeguarding Report has been shared with all governors. **Could Online AI safety be a concern?** North Petherwin has recently had training on this and it will be an ongoing concern that schools will need to keep abreast of. SW will monitor this.

All governors confirmed they've watched the KCSiE Update video. All governors confirmed they've received and read the Trust's termly Safeguarding Update as part of their ongoing Safeguarding CPD.

10. EYFS Statutory Framework

SSA visited Werrington and was impressed with the children. SSA sat in a Phonics lesson at Boyton and commented on the excellent teaching. **SSA's report will follow.**

11. Pre-Schools

JP followed up on the Trust's decision regarding the re-opening of Boyton Pre-School and this has been agreed. **BW will discuss with the CEO regarding opening the pre-schools for longer, particularly during the summer and half terms. JP has submitted an application but has no response yet – carry forward.** JB feels that Werrington, in particular, is at a disadvantage compared with pre-schools who are open 52 weeks per year.

12. Compliance

Cyber Security and GDPR are up to date. The Fire Service has visited the schools and no concerns were raised. Everything is therefore compliant in all schools. The S175 will be completed online.

13. Governor Monitoring and Training

Governor Training

GDPR – MH 12/2/25, SW 25/2/25, BW 25/2/25, PM 14/3/25

Cyber Security – JT 7/3/25, MH 6/3/25, BW 28/2/25, SW 28/2/25, PM 14/3/25, SSA 15/3/25.

All governors are up to date with training, although SSA still has to take a Local Governance course.

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

Monitoring and Working Groups

- **SEND - BW discussed with the CEO if Tracey Laithwaite can give more time to Boyton, North Petherwin & Werrington. There is no funding available, but this has been raised and will continue to be raised.** MH visited Boyton and her SEND report has been shared with all governors..
What opportunities do parents have to see what provision is made for their child? They are invited into the school and shown the work that has been set, with a map of work required and targets.
- EYFS (SSA) – *covered in item 10*
- Improvement Plan Review (Heads/PM) – completed
- **Curriculum (BW) – carry forward.** Attendance was monitored instead and BW's report has been shared with all governors. **How does the school address persistent absences?** JP sends a gentle letter to every parent whose child's attendance falls below 90%, mentioning that penalty fines for unauthorised absences may be implemented by Cornwall County Council. **How can parents know how their child's attendance is? JP will look into this. How was the meeting with the Attendance Officer?** We haven't met yet
- Safeguarding (SW) – completed, report shared with all governors.

Monitoring and Working Groups for next term

- **Improvement Plan review (Working Group)**
- **Next likely Improvement Plan priorities (Working Group)**
- **PPG impact and provision for next year (Working Group)** – JP has been asked to provide improvement charts for any child who will not make ARE. Across the three schools all children are making expected progress.
- **AIP Update and AIP 2026 Forecast (Working Group)**
- **PR Strategy (Working Group)**
- **PE impact and provision for next year (SSA)**
- **SEND – MH will visit Werrington next term (MH)**
- **Safeguarding – SW will visit Boyton next term (to include Pupil Voice) (SW)**
- **Data – Werrington (PM)**
- **Attendance (BW).**

Introduce new Monitoring Timetable pro forma

BW explained this new form and asked governors to try to do monitoring visits in the first half of the term and raise at least one challenge. Governors' reports should be on Sharepoint at least one week before the LGB meeting. **Governors to send reports to BW so that he can collate the information and put this on the Monitoring Timetable pro forma before the LGB meetings.**

Chair's Meeting with CEO

BW had a successful meeting with Jo Callow, the Deputy CEO who is temporarily taking over from Will Hermon.

14. Trust PR Strategy Guidance

Governors are requested to familiarise themselves with this document. **Governors were encouraged to re-read the document and bring marketing/PR ideas to the next meeting.**

15. Statutory Policies

No policies are due for governor approval at this meeting.

The Behaviour Policy, the SEND Policy and Local Offer for all three schools are due for approval at the next LGB Meeting.

Governors asked if any new or updated policies could be circulated before the meeting so they can be reviewed early to reduce time in the meeting.

Governors are requested to be aware of the Trust updated Complaints Policy.

JP was complimented that very few complaints are received at any of the three schools. This is because we (leaders and staff) deal with any problems before they get to that level. If we do have a complaint we go above & beyond to meet with the parent and iron out any issues.

16. Any Other Business

Can we add SEND and Attendance to every LGB agenda? AC will do this.

Are we checking website traffic? Yes, all three schools are.

17. Date of Next Meeting

The date of the next meeting is Monday 14th July 2025, 5pm at North Petherwin School.

The meeting closed at 7.30pm.

Ann Cullum

Local Governance Officer

Distribution List:

Bill Willis – Chair/Co-opted Governor (Chair)
Sue Willis – Co-opted Governor
Phil Marriott – Co-opted Governor
Mary Hairs – Parent Governor
Jodie Trevorah – Staff Governor
Shirley Si Ahmed – Parent Governors

Jo Callow – Deputy CEO
Steve Tavener – Chair, Trust Board
Jonny Phillpotts – Executive Head Teacher
Jan Buckthought – Assistant Head, Werrington (ex officio)
Kath Davies – Head of School, Boyton (ex-officio)