

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

15/12/22

MINUTES

Autumn Term Meeting 2022

Local Governing Board, North Petherwin & Werrington Schools

Monday 5th December 2022 / 5pm at North Petherwin

1. Welcome and Apologies

Present: Bill Willis, Jonny Phillpotts, Phil Marriott, Donna Billing, Sue Willis.

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

Appoint new Parent Governor – Mary Hairs. All governors agreed to appoint MH as a parent governor in the absence of a ballot due to no other parent volunteers for the role. Appointed for a 4 year term ending 5th December 2026.

2. Declarations of Interest Relevant to this Agenda

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

3. Chair Election

All Governors agreed for BW to continue as Chair for a further year.

4. Governor Administration

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Health & Safety and school Safeguarding policy.

5. Confirm Minutes of LGB Summer Meeting (11th July 2022) and Matters Arising

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

Translator software was purchased for the Ukrainian pupils. The school currently has 2 Ukrainian pupils but one is leaving after Christmas.

Cyber Security is covered in Compliance (item 13). The School doesn't require a Cyber Security Lead. Governors agreed to monitor future Cyber Security Issues under the 'Compliance' Agenda Item.

Governor Monitoring - *as listed in item 14*

Monitoring Visits – *as listed in item 14*

The 5 year plan has been reviewed and surveys, school vision and ethos will be discussed at a working group early next term at North Petherwin.

6. Confidential Matters

None.

7. Headteacher Report

The Head's Report has been made available to all Governors. JP raised key points.

There is a lack of impact at this time of the year as results of the children's learning aren't wholly visible yet. **Are there insurance implications with the Stay & Play Group at North Petherwin?** A member of staff has to be in the room at all times in order to validate the insurance. **Does this limit the functionality?** No, because the Stay & Play group only meet once a week. JP mentioned that this is very popular with other schools as it's good to encourage younger children into the school. **What is the reading challenge scheme?** Each child receives points for reading at home. The class with the highest points wins a small prize in assembly. **How many TIS are in each school?** There are 2 at Werrington and none at North Petherwin. The TIS at North Petherwin has recently left. Mental Health issues are being identified at North Petherwin and JB (plus dog) will work with these children. **Is Sustainability being worked on?** Yes, the school is working on Curriculum and the Working Party will meet on 9th January to finalise this. **How are the resources provided?** The school may need to change some books but otherwise everything should be covered.

Will the EWO threshold be impacted? JP spoke to the EWO who is hoping to meet all the Heads very soon. **Will the EWO be able to help with attendance issues?** The previous EWO was very good with absent children and would ring or go to the house. It is good to have someone external and this is successful. Attendance across the whole of the Trust is low. Attendance at North Petherwin is 93% due to sickness, which isn't good but children don't have so much resistance after covid. Children who are late arriving at school are also counted as absent. Children could come back to school quicker from an illness (e.g. if they are better on Thursday they could come back to school on Friday but quite often they don't). **Is the reward scheme being re-introduced?** JP heard today that the scheme isn't very popular as it is difficult for parents who are reluctant to send sick children to school. JP interacts with children and parents and greets them with "It's good to see you back" or something similar. There is a need to raise awareness with parents of how important it is for their children to attend school. **Are we happy that the staff who take the phone calls about absent children are saying the right things to encourage the children to school?** Secretaries don't feel confident to encourage parents the same way as JP would. JP can engage in a different and more persistent manner. Discussion took place about attendance. JP will add a note to the newsletter to send children to school unless they are really poorly; the school can make the decision if the child is well enough to stay in school. Staff illness is also a problem. **JP agreed to speak with the Secretaries at both schools to reinforce the need to promote positive action by telephoning and encouraging parents to return the children to school.**

Are the schools considering the Daily Mile? Not really, it's a good idea but it needs balancing with everything else in the curriculum. **Can this be linked to other activities?** This could be during PE session or before the bell. **JP will look into ways that this can be introduced. Do SEND and disadvantaged children engage with extracurricular clubs?** Yes they do. **JP will provide figures. Is the Breakfast Club extracurricular?** This is wrap-around care more than extracurricular. JP has allocated extra funds to support SEN and disadvantaged children with school trips, etc. **JP will provide figures.**

JP discussed the Curriculum Layers document which had been made available to all Governors. He explained that these are Visible Learning schools and showed how Capabilities Study worked in preparing children for their working life. Curriculum Layers shows all the different documents that support the schools' curriculum in one document. There is a Key Summary point for each school. Subject Leaders will have access to this document, covering pedagogy, assessment, systems, policy, perceptions (through pupil conferencing). JP explained how this document would help with an Ofsted visit, looking at school strengths and weaknesses and the deep-dive subject. The Curriculum Layers document is on SharePoint.

Subjects are on a 3-year rolling programme, except PE, RE and PSE which are 2-year. This uses adaptive teaching. JP showed a document that he and JB had been working on regarding the Rolling Programme which is on the website and shows a complete subject programme, including After School Clubs. JP showed the History document which demonstrates how the school programme links into the national curriculum. This is evidence that the school is following the whole curriculum. The Vertical Progression Map for History, which is a Trust document, shows how the children are assessed.

The Knowledge and Skills Progression Group document shows how the school maps the subject to the national curriculum, ending in what the children know. This includes subject vocabulary and disciplinary thinking skills.

JP shared the Medium-Term Plan document in Science. The National Curriculum, skills & techniques, SEND, learning assessments and prior learning, all tie in with the document.

This is a comprehensive document, the final page of which is the Class Teacher's plan.

JP thanked JB for her help and assistance with this. All governors thanked JP and the staff for the considerable work and effort they have displayed in preparing a very comprehensive set of curriculum documents.

8. Improvement Plan

JP shared a small section of the Academy Improvement Plan. There are similar targets for both schools, with slight tweaks on year groups and subjects. JP explained how the AIP worked, how it was compiled and why the priorities were selected. The governors all agreed with the priorities and the AIP. The detailed plan is available to governors on Sharepoint.

The AIP shows that pupils are strong in Reading but not so much in Writing. The Trust priority for the school is Writing.

Priorities have been identified as follows:-

Priority 1 (Learning Standards) - Writing is 50% ARE which is strong evidence why Years 1, 2 & 3 have been selected to improve on Writing. The school will run Pupil Progress meetings focussing on Writing, a daily Phonics programme through RWI and other actions to improve progress and the percentage of children to achieve ARE by the end of 22/23.

Priority 2 – Curriculum and Assessment. The school needs to train up subject leads. Once a week a member of staff is released to go to each school for monitoring so each member of staff will have 2 such visits per term.

Priority 3 – Vision and Culture (including Sustainability and Climate Change)

Priority 4 – Safeguarding (including Behaviour and Attendance)

Priority 5 – School Governance, Leadership and Business Management.

Will the key areas of inclusion into the curriculum feed into the AIP? Yes, they will feed in naturally. Governors can use this document for their monitoring visits. **How is it best for governors to access this if it is a working document?** JP will share this on SharePoint so governors can access it before their monitoring visits. **How are results monitored?** There will be a results column but this won't be updated until the end of the year. **How can the document reflect this throughout the year? How can this be evidenced to the governors?** The more the governors can see on the AIP then the better. This should be a valuable working document for governors. **Can this document be kept on Sharepoint and governors informed at LGB meetings of any changes?** Yes, but the timescale is the end of the year, although items are "ticked off" during the year. **Are we checking that pupils are on track at monitoring visits?** Yes, children will offer feedback during monitoring visits. Progress is obvious through children's learning books. **Is there anything relevant to the AIP on the monitoring form?** Yes, the action or priority point relates back to the AIP.

JP provided an Attainment Dashboard document showing how children's Programme of Study is progressing. JP provided a document that compared different years to show how covid and the

recovery phase had affected Reading, Writing and Maths. **Why is 46% currently the Writing figure?** This is because the children aren't assessed on Writing until next term. EGPS is tested regularly but not so Writing. Children's writing, in particular, has been affected during covid. **What about Science?** Science hasn't been assessed yet as there are no assessment papers for years 1,2,3 together. Most of North Petherwin & Werrington's data isn't published as the numbers are so low and below 10 pupils in a cohort isn't published. ISDR is therefore less relevant.

JP and JB met with the CEO (WH) and The Trust Improvement Officer (NS) for an Exceptions Review. WH and NS were pleased with what JP and JB had achieved. JP and JB returned for a second meeting in October for another review with extra documentation and they showed the curriculum to WH, NS and JC. **Did this provide an Action Plan for the rest of the year?** Yes, and the paperwork provided is available for scrutiny.

One of the items on the Exclusions Report was Computing -how is this being addressed? JP has arranged for an IT Technician to come in and provide new laptops, giving each child their own personal log in which will speed up the laptops and iPads. JP will arrange for IT support for iPads. A SmartBoard has been purchased for the halls at North Petherwin and Werrington. The Wi-Fi has also been replaced at Werrington with quick wireless action points in all classrooms. **Is this within budget?** It is essential to provide good hardware to teach Computing properly and will be covered by the school budget.

9. **School Top 3 Risks**

The top 3 risks, as covered at the Working Group, are agreed as:-

1. Data and standards
2. Pupil numbers and Finance
3. Staff Retention (North Petherwin) / Building Work (Werrington).

When is completion of the building work anticipated? March next year.

10. **Safeguarding / Health & Safety**

The AIP shows that the school is compliant with safeguarding.

JP reported that there is now a complete training checklist document available, which is a review of safeguarding. The Action Plan includes weak areas on the S157 document which JP has graded. WH advised to focus on a few points from the S157. **How do the governors know the weak points?**

These can be picked out from the S157 document. SW will utilise this new checklist document as part of her safeguarding monitoring. JP meets occasionally with a couple of parents but there are no major safeguarding concerns.

11. **Attendance/Discipline/Behaviour/Exclusions**

Attendance has been covered in the Head's Report (item 7). There have been no exclusions and discipline/behaviour are generally good.

12. **Pupil Voice**

The school parliament has restarted in both schools. The schools will look at the Pupil Survey as part of the Spring 2023 Working Group.

13. **Compliance**

Report by exception: Cyber Security, GDPR, Health & Safety, Website.

BW has completed website compliance and discussed this with JP. Any concerns have been rectified.

The school is compliant in Cyber Security, GDPR and Health & Safety.

The governors were content with this and raised no challenges.

14. Governor Monitoring & Training

Governor Monitoring

JP will prepare a progress report for this academic year. – Completed as part of Head's Report.

Monitoring Visits

- Data – BW. A comparison will be undertaken by BW and JP to examine pupils' attainment at AP4 in 2021 and 2022. This has been covered in the AIP. Due to AP1/2 not taking place until this week no data monitoring was completed this term.
- **PE - BW. PE impact and next PE plan. As DN resigned this was not completed. Carry forward BW will take on PE.**
- SEND – DB. DB has completed a walk-through at North Petherwin, but Werrington was disrupted with the building work. Everything flows through the school now and Tracey Laithwaite (The Trust SENCO) has brought useful resources into the school. **How does delaying referrals affect SEND pupils?** The child is identified anyway without formal referral so the child has support in place, especially before going to secondary school. TL can divide her time between the 2 schools. There isn't such a high need at North Petherwin. **Is the SENCO cover adequate?** There has been a lot of work to do as there wasn't anything in place until TL arrived. A lot of ground has been made up. Far more resources are now available for the children who need specialist support. Documentation is in place and provision is now adequate. BW thanked DB for her comprehensive report.
- **EYFS -PM – carry forward.**
- Safeguarding – SW. The SCR has been looked at to ensure that the school record, visitors, DBS checks, have all been completed. Also covered in item 10. Any concerns about a pupil will go on My Concern and JP will decide what action to take. **SW will visit next term to meet with pupils about online safety.** The schools have robust IT software to identify any concerns/breaches.
- The Working Group met at North Petherwin to review the 5 Year plan – Completed.
- **The next Working Group in January / February 2023 will focus on Vision and Ethos, Surveys and SEF / AIP updates.**

Agree Monitoring and Working Group for next term

- Improvement Plan priorities – covered in item 8
- Website Compliance – BW has completed
- Online safety (SW)
- Curriculum (ALL)
- Safeguarding – digital and Pupil Voice (SW)
- PE and Data (BW)
- EYFS (PM)
- SEND/Attendance (MH)
- SEND/Induction (DB)

Governor Training

BW – KCSiE 21/9/22, Better Governor Safeguarding Webinar 14/7/22, CyberSecurity 10/11/22, Governors for Schools "What does the SEND Review mean for your School?" 28/9/22, GfS My Journey from Failing to Outstanding – a Governor's Reflection 28/9/22, GfS Effective Onboard Steps to Creating a Governor Induction Plan 28/9/22, GfS Improving Attendance Rates – How Governors can Help 28/9/22, GfS Pupil Premium 28/9/22, GfS White Paper Takeaways – Developing an Action Plan for your Board 28/9/22; Safeguarding 16/11/22, GDPR 16/11/22, CS 10/11/22;
SW KCSiE 21/9/22, Better Governor Safeguarding Webinar 14/7/22, CS 10/11/22;
DB – Governors for Schools Introduction to School Governors 23/9/22, Governors for Schools SEND 28/9/22, Safeguarding 23/9/22, KCSiE 23/9/22, CS 2/12/22;

PM – KCSiE 9/11/22; MH – Safeguarding 7/10/22, KCSiE 31/10/22;
MH – Safeguarding 7/10/22, Prevent 7/10/22.

Networking Evening (NS Ofsted presentation) on 12/9/22 attended by: BW, SW, DB
Follow-up Discussion Evening on 10/10/22 attended by: BW, SW, DB, PM.

Cyber Security training to be completed by all Governors before the end of December 2022.

AC has sent details to all governors.

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

Bios have been received for all Governors except MH.

Chair's meeting with CEO

This has been covered in the Improvement Plan (item 8) and also at the Working Group. BW discussed the following with the CEO:-

Pre-school (nursery) - effectiveness update

AIPs

Trust Growth

Local Governance update

Sustainability Working Party

Latest Trust policies, including new policies (LGBTQ+, Protected Characteristics, Equality and Diversity), including new SSS package

Catering tendering.

15. **Policies**

Policies for review:

- Admissions - Approval for 24-25, out for consultation and on website. The governors were satisfied with this.
- Behaviour Policy – has been re-written and **will be sent by Email for approval by governors before the next meeting**
- SEND Offer and SEND Policy reviewed until September 2023.

No objections were raised and the Governors were content.

16. **Any Other Business**

Brief matters for notification only.

JP requested assistance from a couple of governors to help with interviews in early January.

17. **DONM**

The date of next meeting is Monday 13th March 2023, 5pm, at Werrington School.

The meeting closed at 7.30pm

Ann Cullum

Local Governance Officer

Distribution List:

Bill Willis – Co-opted Governor (Chair)

Sue Willis – Co-opted Governor

Donna Billing – Co-opted Governor

Phil Marriott – Co-opted Governor

Mary Hairs – Parent Governor

Jonny Phillpotts – Head Teacher

Jan Buckthought – Assistant Head at Werrington School

Will Hermon – Executive Head/CEO

Steve Tavener – Chair of Trust Board