

**Minutes of a meeting of the Local Governing Advisory Body of North  
Petherwin and Werrington Primary Schools held at Werrington Primary  
School on Wednesday, July 18<sup>th</sup> 2018 at 12.45pm**

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PRESENT: Mrs Jan Buckthought, Mr Jon Phillpotts (Head of Schools), Mrs Nick Taylor, Mr Bill Willis (Chair).

APOLOGIES: Mrs Jo Carlton, Mrs Sharon Sadler, Mrs Mala Vacara.

IN ATTENDANCE: Miss Caroline Stone (Clerk)

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1. **Apologies for absence:** There were apologies for absence from Mrs Jo Carlton, Mrs Sharon Sadler, and Mrs Mala Vacara. Ms Callow had also sent apologies.
2. **Opportunity to declare Pecuniary Interests:** none declared.
3. **Minutes of the previous Local Governing Advisory Body meeting on May 21<sup>st</sup> 2018:** the minutes of the meeting on May 21<sup>st</sup> were accepted as a true and accurate record of the meeting and were signed by the Chair.
4. **Matters arising from the Minutes:**
  - a. There had not been an oil leak at Werrington. The excessive use of oil was due to a faulty timer.
  - b. Governors had asked for spelling to be looked at. Mr Phillpotts said that the average score in Y6 SATs out of 20 words was 12 at Werrington, 8 at North Petherwin, 13.5 at Lewtrenchard, 12 at Windmill, and 13.3 at St Catherines. So there does seem to be a problem with spelling at North Petherwin. SPAG was good overall so other elements are secure. Mr Phillpotts said that having looked at actual results and having done some analysis he has an idea how to tackle it. He showed Governors the problems children were having with words. One point he isolated was that a lot of extra "r"s are being used in spellings. This could be a result of a West Country accent. Rules such as I before e except after c are not being followed. Of the group one girl got 18; the rest were below 10. Grammar is important; it is very difficult to get the balance right and tackle everything. A Governor pointed out what an important life skill correct spelling is. The expectation for children in writing is that they can recognise mistakes and correct them. The highest weight of marks goes to grammar and punctuation. Mr Phillpotts said he didn't feel it was a cohort specific issue. Mr Phillpotts will look back at previous tests. Mrs Buckthought has looked into teachers using Spelling Shape for monitoring and planning. If phonics is taught children need to be taught spelling rules. This is standard in MAT planning now. Moderation is being done across staff so they can work together to make improvements. Some sounds come at the end of phonics and children can pass screening without them. These must be focused on. Mr Phillpotts will look across the School and see where other years are. Data needs to be kept up and if it isn't an endemic problem then time shouldn't be wasted on it. It will go on the AIP as an area focus.

(Action: J Phillpotts)
  - c. The Governance Review findings will be sent out at the end of term.

- d. The Visible Learning report came back today. It was very positive in lots of areas. There was a wealth of evidence. There were impact coach files for each school and staff's own impact work. Mr Phillpotts has an evidence file with the Ofsted Report in it amongst other evidence. He has thirteen headings in a colour-coded matrix. Data is improving a lot. Input finishes in September. The matrix evidence will be shown by Mr Phillpotts in September and then it will continue to be implemented in teaching. \it will be demonstrated at an ADMAT staff meeting. **A Governor challenged what PP money would be spent on now the spending on Visible Learning is complete?** Mr Phillpotts is to meet with Ms Callow to develop a strategy. The comment was made that it is good to have had external scrutiny. Staff took the scheme on well and there has been good teamwork across both schools.

## 5. Head of Schools' Reports:

- a. KS2 SATs GDS:

<u>North Petherwin</u>	Reading 20% (last year's National average 25%) Writing 30% (last year's National average 18%) Maths 10% (last year's National average 23%) SPAG 30%
<u>Werrington</u>	Reading 50% Writing 25% Maths 12.5% SPAG 12.5%

Writing was moderated across the MAT.

On the combined score Werrington came second and North Petherwin third across the seven schools of the MAT.

- b. There were three SEN children at North Petherwin but 100% was achieved in Maths. This had been an area of worry throughout the school. Governors congratulated Mr Phillpotts and staff on the results.
- c. Mr Phillpotts has done interventions at Werrington on Wednesdays and Thursdays without fail. It was noted that the Ofsted report for Werrington had said that children were not stretched and challenged enough and yet GDS in reading was 50%. Seventy five percent reached the expected standard.
- d. Phonics screening was 1005 at both schools. Both were above the National Average.
- e. Priorities on the AIP have been updated and the SATs results updated.
- f. KS1 at North Petherwin achieved 50% in reading, 50% in writing and 63% in maths. The KS1 at North Petherwin is a small split cohort. Mr Phillpotts commented that it is a big class and it had always been known that this would be an issue. A lot are in the TI bracket now to will be a challenge to get them to expected. However it is hoped that seventy five percent will be by the end of Y3. Interventions will be targeted, and the curriculum and teaching style gives the children the chance to gain momentum over the next two years.
- g. Some Y4s at Werrington are not even TI.
- h. The Chair commented that Reception/Y1/Y2 wasn't an easy combination to teach and yet they have steadily moved up.
- i. **A Governor challenged that they were concerned about the level of PE provision. What is the plan?** Plymouth Argyle coaching has been well received. ARENA is coming into the MAT and ARENA and Plymouth Argyle have been bought into using sports premium to get good Wednesday provision. A Governor noted that staff should be watching the lessons to build their own skills.

- j. **A Governor noted that in future changes in year groups need to be notified to parents at a meeting before a letter is sent out.** Mr Phillpotts apologised that there had been no staff available to field questions when the letter went out. Concern had mostly been expressed by Reception parents and he spoke to them all individually. The ratio is good. Concerns have been heard recently about Y4/5/6. It was also noted that Reception transition days need a month notice not a week since parents pay a month in advance for child care. There are no concerns about the class structures. The teachers are experienced and have done it before.
- k. There will be 58 children at North Petherwin and 56 at Werrington.
- l. **A Governor challenged on the Ofsted comment regarding the wider curriculum at North Petherwin.** It meets Maths and English expectations. Mrs Sharpe will be taking on Science and raising its profile bringing in to Maths and English teaching. Staff meetings are being reformatted to make them more productive. Teachers will bring books and moderation will take place with individual members of staff leading on subjects. A Governor questioned whether topic books were still being used – the School is using up surplus stock.
- m. **A Governor challenged why both KS1 and KS2 reading and writing is below Maths at Werrington?** The data shows that it was only the difference of one child in reading and writing. The cohort were above for GDS. It is a group with a high weighting of SEN; maths is easier to teach children with SEN since it involves less use of language. Language skills can be a barrier for reading and writing. Mrs Buckthought teaches to groups for maths and is considering it for reading and writing although that is not so easy. The group is boy-heavy and needs to be engaged differently. It has been a difficult combination of children. Next year some of the children are moving into a different class. It should also be noted that maths has been the focus for several years. Mrs Buckthought also noted that TIS training has had a huge impact on her understanding of how to engage children.
- n. A Governor queried what the definition of Safe Space is? Is it physical? It is what the child interprets as a safe space.
- o. The Werrington Ofsted report commented on precision and rigour when picking issues up. Mr Phillpotts said he hasn't been back in to do formal monitoring since the inspection. He feels the staff have had enough monitoring for now. There was some point to the comment however. There is too much to the role to handle everything perfectly. Staff generally welcome observations but not all and there are Union-agreed frequencies for such activity. He could do learning walks however. **The Governor challenged whether he could get support from elsewhere if it were needed?** Yes, he could. But he does feel people need space and staff can ask for help if they need it. Mrs Buckthought said that Mr Phillpotts is not judgmental, and staff do feel they can ask for help.
- p. It was noted that the PTFA at Werrington have been very successful and managed some significant fund raising. They have given outstanding support, and the School is building a good name.

#### 6. Governor vacancies:

- a. The possible candidate who has a child in Reception at Werrington is not interested in the role.
- b. There is a possible candidate at North Petherwin with a finance background. Mr Phillpotts will sound them out. (Action:JP)
- c. There is another possible candidate who Mr Willis will approach. (Action: WW)

## **7. An Daras update:**

- a. Coads Green joined the MAT on July 1<sup>st</sup>.
- b. The MAT is taking on Princetown as a managed partnership. Ms Callow will spend half a day a week there, and the Assistant Head of Windmill will be acting Head on a year's secondment. A Governor noted the location of the school and wondered whether the opportunity could be taken to use it as a Forest School.
- c. Mr Phillpotts has renewed his minibus license.

## **8. Finance:**

- a. Budget setting for next year has just been finalised. Mr Phillpotts noted what a frugal year the Schools have had.
- b. It was noted that North Petherwin has let its connections with Kernow Analytical slip. They are a good local resource for science days and support for the School. The clerk will arrange for Mr Phillpotts to meet Mr David Phillips the owner and Mr Neil Chilcot, the managing director. Mr Chilcott has been to the School before and done inspirational work at a Science Day. It helps to raise children's aspirations knowing this sort of work is available in the locality.  
(Action: clerk)

## **9. SEF update:**

- a. The SEFs are updated. There are no "3"s. The latest data will be inserted over the summer holiday.

## **10. Safeguarding, SEND, CiC:**

- a. A Safeguarding Governor monitoring report was available to Governors before the meeting.
- b. The s175 has been completed and signed.
- c. The contact list for parents and carers needs reviewing to ensure clarity for subsidiary contacts.  
(Action: Ms Callow)
- d. Rhianna Abbot is undergoing TIS training and will do cascade training. Mrs Buckthorough, Mrs Cummings and Tanya (?) are also doing training and the company will carry out twilights. Mrs Buckthorough has already started training TAs and teachers.
- e. Mr Phillpotts has done refresher tier 3 training.

## **11. Home/School agreement:**

- a. The Home/School Agreement has already been sent out. Governors are happy with it but like to have to reviewed in the light of TIS.

## **12. Governor visits:**

- a. An Attendance report was available for Governors before the meeting. Governors queried the hand washing at Werrington. In the past the Environmental Health Department have come in to give lessons on hand washing to children. There is also a good on-line resource connected to science teaching.
- b. The schools will push to get better attendance through a reward system. It has not been decided whether it should be for 97% or 100% attendance, or whether it should be termly or half-termly. Enamel badges have been bought to give as the reward for good attendance; the children were involved in choosing them. Mrs Sadler will come in to present the badges and a letter will go to parents thanking them for their part in achieving the good attendance.

- c. A Data report had been available for Governors before the meeting. **A Governor challenged the low Y4 attainment at Werrington. Are you confident you know what the issues are?** Yes, and they have two years to get to the level. Mr Phillpotts will be doing targeted interventions for the current Y4 on Thursday afternoons. 60-75% would be a result for that cohort. Y3 should be 100%.

### 13. Governor Training:

- a. Mr Willis has completed the finance package on the induction e-learning provided by the MAT clerk.

### 14. Health and Safety:

- a. The recent Health and Safety walks in both schools didn't reveal any major issues.
- b. The children were using a pile of tyres to climb and they have been removed.
- c. The fence has yet to be properly repaired; the MAT have been notified.
- d. A child is a potential escaper although there have been no issues yet. Procedure has been reviewed and gate latches made more difficult to open.
- e. Mr Phillpotts' office at North Petherwin is out of bounds due to a severe infestation of woodworm. The loft is also affected. It can't be sprayed due to the presence of bats in the loft.
- f.

### 15. Future dates:

LGAB Meeting: Monday, October 15<sup>th</sup> 2018 at 5.30pm at North Petherwin.

(There being no further business the meeting closed at 3pm)

Chair.....

Date.....

### ACTIONS

#### Brought forward

Investigate possible use of VoIP

Action: JC

#### New

Contact possible candidates for Governor

Action: JP/ WW

Analyse past spelling tests

Action: JP

Contact KAT

Action: Clerk

Check contact list

Action: JC