

Federation of North Petherwin and Werrington Community Schools



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

13/11/19

Minutes – Autumn Term – 2019 **Local Governing Board; North Petherwin and Werrington Primary Schools** **Wednesday 13th November 2019 at 5.30pm at North Petherwin School**

1. Welcome

Present: Bill Willis (Chair), Nicola Taylor, Sharon Sadler (Vice), Sue Willis, Jan Buckthought, Jo Callow (Executive Head), Jonny Phillpotts (Head of School)
Present: Governance Officer

It was noted that Marla Vacara has resigned since the last meeting.

The Chair introduced Sue Willis, highlighted the background that SW brings to the board and that she is his wife (declarations made at item 2). Governors agreed to co-opt SW on to the board and welcomed her. SW has completed necessary paperwork and should sort DBS through the school.

2. Declarations of Interest/Pecuniary Interests Relevant to this Agenda

Annual declarations completed last term. BW and SW submitted new pecuniary interest forms.

3. Elect/Re-elect Chair & Vice Chair

Bill Willis was nominated to continue as Chair and agreed to continue for the next academic year. Sharon Sadler was nominated to continue as Vice Chair and agreed to continue for the next academic year. All governors agreed.

4. Annual Paperwork & Admin

All governors have seen and agree to abide by Code of Conduct, and all governors have seen latest edition of KCSiE.

5. Confirm Minutes of previous meeting (14th October 2019) and Matters Arising

- Carried forward - Approach a potential co-opted governor from Launceston (JB). *This is no longer an option and to be removed from the action list.*

LGB agree the minutes are an accurate reflection of the meeting and the Chair signed a copy.

6. Confidential Agenda Items

None.

7. HoS Report

JP noted the various exceptions reports made available to the governors and the governors discussed the format of the Head of School report, and the work required to put together all this paperwork. **A governor challenged the amount of reading required for the meeting and importantly how long it takes JP to put it together, and is it all necessary? Governors thought it was important that if JP produces the work then it should be read by governors but it is**

important to spread it out, and make pertinent information available at the right time, and not all information available all of the time. Governors agreed that updates to HoS report go to working group and exceptions reports to main meeting; this will ensure governors see everything but that the workload for JP is spread out throughout the term.

- **Confirm Current Top 3 Risks**

Risks to the school agreed as (1) Data, (2) Finance, (3) Pupil numbers.

- **Data**

Exceptions for NP&W highlighted concerns with data, specifically KS2 maths progress.

A governor challenged what is happening with Maths Ladders, whether it is continuing and having an impact, and given that maths is an issue, when a decision will be made to continue with it? JP explained how the progress is being made in each school, the staff are more familiar and results should be seen through the year. **A governor challenged that the data should be looked at in January to ensure decisions can be made on the provision in good time for it to help those children.** The Chair enquired as to what information JP can provide to prove that the Maths Ladders scheme is working and challenged whether Maths Ladders will assist GDS pupils to develop and stretch themselves? JB confirmed that the scheme does allow GDS to push themselves.

Action: Assessment to be provided to governors regarding whether the maths ladders scheme is having an impact on the attainment and progress of maths for next working group (JP)

The Chair noted that the SATs results were disappointing. JP noted why the results that were hoped for were not achieved; the issues were based on mobility, illness and small numbers. Taken into context the results are not as bad as they look.

A governor challenged whether the school should be encouraging children who are ill to come to school and take the test; is this the right message to give to parents? JC noted that children can take the tests the following week and governors agreed that parents should be made aware of this.

The Chair noted the Ofsted data set. JC and JP will provide a readout from IDSR data regularly so that the governors know what Ofsted can see. However, it was noted that in small schools, Ofsted will need to consider internal data and circumstances because of pupil numbers.

The Chair noted the local authority data dashboard and the pictorial presentation is easier to look at. JC and governors discussed the accuracy of these reports. Governors agreed that something simple, visually positive, user & child friendly one pager presented to parents would be useful but if it is not accurate or only contains data then it does not show the full and true picture.

- **Improvement**

Exceptions reports produced for governors on each AIP priority.

- **Curriculum Update**

See item 8.

- **Attendance**
JP noted a correction on the attendance figures at Wer and one particular attendance improvement. Governors discussed attendance and JP highlighted the use of 100% attendance badges.
- **Discipline/Behaviour/Exclusions**
No concerns to report.

The Chair sought confirmation that the NP library has been completed and whether Wer will be improved. JC noted the reading schemes that are being bought into and governors discussed funding avenues. It was suggested that parents are asked to bring in used books to restock shelves. A governor suggested an initiative to promote the love of reading such as the 'drop everything and read (DEAR)' that is done at Launceston College. The staff shared concern about whether the less able readers will benefit from this and JP agreed to trial it at NP until the next working group.

8. **Curriculum Design & Structure**

NT produced a concise report on the curriculum evaluation. JP explained about how the themes and concepts (historical or geographical) work, and how building the children's capabilities are incorporated into the curriculum. Pupil conferencing, pupil choice and separate subjects were discussed. Resources for ICT were discussed. NT noted that the curriculum programmes are not showing detail of some subjects and JB/JC noted that the programmes are based on the concepts and the actual subjects can vary; and the detail behind each session will occur in the lesson planning. However, governors did stipulate that the programmes across all classes across both schools should be consistent and this will be looked at across the next year.

9. **Safeguarding/SCR**

Governors have seen latest safeguarding policy. On-line safeguarding training has been provided; NT & BW have completed to date.

A governor challenged the use of auto-injector pens and what the policy is as there seems to be conflicting information; following discussion it was noted that this should be clear in the first aid policy.

Action: Confirm what is actually allowed with the use of auto injectors and where this direction is taken from (and reference in the first aid policy) (JC)

10. **Admissions**

Admissions policies for both schools approved.

11. **Working Group**

The working group was attended by JP, BW and SS. Discussion included expectations for visits, confirmation that performance management had been completed, policy review, risks, curriculum, SATs results, Ofsted data sets and exceptions reports.

The Chair queried the staffing to cover maternity and a vacancy; JP noted the cover and who has been offered the posts.

The spring working group will discuss data protection/GDPR, curriculum, parents school data & information one pager, maths ladders attainment and progress, and two policies; Children with health needs who cannot attend school and first aid.

12. Visit Feedback

No data visit complete due to change of data points.

Completed visits; Disadvantaged (BW), Safeguarding (SS), Curriculum (NT) – separate reports.

Performance Management & Recruitment completed by BW.

The Chair met with ADMAT CEO - separate report made available.

Visits for next term agreed as:

- Website compliance and on-line safety (BW)
- Data (BW)
- Curriculum – ICT (NT)
- Safeguarding (SCR) & attendance (SS)
- School Parliament (SS)
- Introductory visit and SEND (SW)

13. Policy Approval

Policies previously circulated to governors were discussed:

- **Admissions** – covered at item 8, approved.
- **Accessibility Plan** – approved. The Chair is continuing to press the MAT for funding to have reception and access to disabled toilet at Wer.
- **Behaviour** – approved. Note a link to “Peer on peer” and a minor point to be addressed.
- **First Aid** – will be covered at spring working group.
- **SEND** – naming errors and change SEND lead governor to SW, also link to other policies - otherwise approved.
- **Children with health needs who cannot attend school** – will be covered at spring working group.
- **Supporting Pupils with Medical Conditions** – note that parents must ensure medicine is in date – otherwise approved.

Action: Produce ‘First Aid’ and ‘Children with health needs who cannot attend school’ policies for the spring working group & make necessary amendments to the ‘SEND’ and ‘Supporting Pupils with Medical Conditions’ policies (JC/JP)

Other policies noted at the working group:

- Sex Education – existing policy is fit for purpose at this time.
- Allergy – approved but should cover NP&W schools.
- Packed Lunch – approved but should cover NP&W schools.

14. AOB

The Chair briefed on additional funding for interventions and HLTA support. He also noted the requirement for funding improvements at Wer.

The Chair updated that the Septic Tank work is going ahead; the MAT are funding the work prior to receive the funding for it (which will hopefully follow). Treatment for woodworm is in hand. There is now an oil leak at NP and this is affecting the heating; currently being investigated.

A parent governor has been identified and possibly 2 further co-opted governors.

15. DONM

Date of Spring term full Board meeting is Weds 5th March 2020 at 5.30pm at Werrington School

Meeting closed at 8.15pm

TJH Martin

ADMAT Governance Officer

Distribution List:

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