

30/11/18

### Minutes

#### Local Governing Advisory Board; North Petherwin and Werrington Primary Schools - Autumn Thursday 29<sup>th</sup> November 2018 at 5.30pm at Werrington School

##### 1. Welcome and Apologies

**Present:** Bill Willis (Chair), Sharon Saddler (Vice Chair), Nicola Taylor, Marilyn Vacara, Janice Buckthought, Jonny Phillpotts (HoS) and Jo Callow (Executive Head)

**Apologies:** None.

**Present:** Toni Martin (Clerk)

The location was changed to Werrington School due to a power cut in North Petherwin. The Chair welcomed everyone including the new clerk.

##### 2. Declarations of Interest Relevant to this Agenda

All governors completed and handed in their up to date pecuniary interest forms. It was noted that governors are now required to inform the Clerk of any changes as they occur rather than leave it to the annual declaration. The Clerk will place a 'live' register on the website.

##### 3. Elect/Re-elect Chair and Vice Chair

All governors nominated BW to remain as Chair. He agreed and all governors voted in favour. NT noted her wish to step down as Vice Chair and she was thanked for her contribution. SS was nominated as Vice Chair, she agreed and all governors voted in favour.

It was noted that Jo Carlton has resigned as governor as at 15 Oct 18. It was noted that there are 3 vacancies and governors discussed potential candidates.

**Action: Approach a potential parent governor (JP)**

**Action: Approach a potential co-opted governor from Launceston (JB)**

##### 4. Annual Signature Paperwork

All paperwork completed.

##### 5. Confirm Minutes of LGAB Meeting Summer 2 (18<sup>th</sup> July 2018) and Matters Arising

- Analyse past spelling tests and consider spelling as an area for focus on the AIP (JP). *JP analysed the spelling aspect of the SATs papers and the average school last year was 8 out of 20 possible marks for NP. Other schools in the MAT were 12-14, including Wer which was around 12. As a consequence, spelling is being pushed hard at both schools and JP highlighted a number of techniques being implemented to improve spelling. It is also part of the AIP from Jan 19. It was noted that the SPAG in general was very good, it is just certain elements that need addressing.*
- Contact possible candidates for governor (JP/WW). *Carried forward action from item 3 (JP/JB)*

- Contact Kernow Analytical (Previous Clerk/JP). *JP has visited Kernow Analytical. He explained what they do and is now looking at how this can be incorporated in to the curriculum, and how it can be used to explain to the children the wider breadth of jobs available to them. The governors noted the international perspective and that it promotes science.*
- Review contact list (JC). *JC updated the governors on the contact list and JP offered his opinion that being able to get hold of the child's parent quickly if required is paramount. Governors were content with a pragmatic approach noting the need for data security.*
- Brought forward; Investigate possible use of VOIP (JC). *JC informed governors that this has been raised with the MAT, and IT and phone systems are being looked at across the MAT wide.*

The minutes were accepted as a true and accurate record of the meeting and the Chair signed a copy.

## 6. Confidential Agenda Items

None.

## 7. HoS Reports

HoS briefly discussed his reports and noted that the formats have changed to include more detail. The current data is 'emerging' which is where the children should be sitting at this stage in the curriculum. He expressed concerned regarding the data of a cohort at Werrington. **A governor challenged whether this was across all subjects and whether mobility was a contributory factor?** JP updated on the mobility of this group and noted that he is content with their progress but the attainment needs some work. He highlighted the interventions that will be put in place.

**A governor challenged whether the current data is showing that the children are where they are expected to be, and if this assessment is accurate?** JP confirmed that they are capable but some of the curriculum hasn't been taught and so they are where they are meant to be. **A governor challenged that the data for a cohort at NP seemed to be a cause for concern?** JB explained why the data looks like it does and that by Christmas this should improve. JB updated the governors on the % of disadvantaged and SEND at both schools. A governor questioned what "Twinkl" is and JB confirmed that it is a source of teaching resources that the staff find valuable to use.

JP highlighted the learning walk (book scrutiny) conducted by a MAT improvement officer. The Chair commented on the content of future HoS reports and JP confirmed that each report will only contain new information. **A governor challenged whether the OFSTED focus on the wider curriculum is going to affect the way the schools manage their curriculum?** JP stated that he sees it as a positive thing and that the schools do explore the wider curriculum, using science and music as examples. **A governor challenged what is being done about the areas where GDS is not being met?** JP explained the provision including maths mastery techniques such as ladders and how this allows them to move beyond their ceiling. He noted that attaining GDS in writing is now very difficult, it is teacher assessed and evidence has to be provided for monitoring. It was noted that writing is a MAT wide priority and so resources/training will be MAT wide. The Chair noted the results for dis- advantaged data at Werrington are very good and congratulated the staff. **However, JP was challenged on whether he understands why the data is much better?** JP noted that the necessary pupils have targeted interventions and help in the classroom as required. There may be some issues with other cohorts but in terms of

progress this is not an issue. He noted, however, that it is important to keep attainment up as this is what attracts parents to the school and there is a need to keep pupil numbers up.

## 8. Risk Register

Top 3 risks on the previous register were:

- (1) Finance – issue at both schools
- (2) Data – not maintaining good levels
- (3) Pupil numbers, particularly in NP

Governors raised concern over finance and that as they are not in control of the finance, should finance continue to be on the risk register? They are very concerned that they no longer have sight of the finances, let alone control them. The Chair suggested that staffing needs are highlighted and a request made for additional staff if required and see what the outcome is. JP was asked if he has any concerns regarding staffing. He stated that given numbers of pupils, the class sizes are to be expected. **The governors challenged that just because it was expected doesn't mean it is the optimum solution and more staff should be requested if needed.**

**A governor challenged whether opportunities are taken for the staff to do something useful when wider curriculum activities are taking place including wild tribe, arena sports etc?** JP and JC confirmed that teachers must remain with the pupils during this time because the PE funding cannot be used to release teachers for something else. **A governor challenged that although a staff member is trained in TIS, does she actually get time to get involved in interventions?** JP explained the situation. The Chair summarised that if the schools need more staff, it should be requested and not assumed that the money is not there. JP stated that it is a fact that staff have to do more than they used to but that the provision is as good as it can be in the circumstances. **A governor challenged that the Directors should be raising funding shortages the ESFA and not just making do.** The Clerk confirmed that she thought this was the case but she will raise it with Directors at their Board meeting. It was confirmed that the risk register will be reviewed at the Spring term governor working group. The Chair noted that literacy lead governor may need to be considered on the risks, given that it is a priority but he agreed to take it on for time being.

## 9. Improvement & Data

JP concerned that data in general is good with a few pockets of concerns. A governor questioned the involvement of parents in the school council and JP agreed that this will be looked at. A governor questioned why the combined scores are seem lower than the 3 incorporating figures and JP explained the nuances behind these figures. JP noted the SEF, rolling records and AIPs are more detailed and the governors agreed they are good documents. He noted that the Improvement Officer has noted some amendments required and that all documents are working documents, so will be subject to regular change.

**The improvement priorities for North Petherwin School are noted as:**

(1) Raise attainment in boys writing by the end of key stage 1 and 2 by ensuring positive progress for all pupils. (2) Extend consistent impact of visible learning strategies with a specific focus on the instructional model of feedback. (3) To increase parental engagement to ensure parents are partners in their children's learning. (4) To become a Trauma Informed School (TIS) to enable staff to support children with their mental health, to improve attendance and reduce unauthorised absence. (5) Increase skills/capacity of middle leadership to deliver improvements in curriculum effectiveness.

**The improvement priorities for Werrington School are noted as:**

(1) Increase writing/spelling attainment/progress for boys and disadvantaged groups at KS1 and KS2. Priorities (2) – (5) inclusive are as for North Petherwin.

**10. Safeguarding**

SS completed a safeguarding visit and produced a report; she checked the SCR at NP and will do the Werrington SCR next term. BW has completed L2 Safeguarding training with DofE. The issue of a lack of calls from Operation Encompass was raised and this has been chased up with the Child Protection Officer. There was very little feedback from the S157 and this was considered positive (as there were no issues).

**11. Discipline/Behaviour/Exclusions**

No exclusions. Nothing serious to report and very little low level behavioural issues. OFSTED picked up behaviour as positive in their report. The governors discussed that behaviour at Werrington has improved over the years.

**12. Policies**

Admissions policy approved. The Clerk gave a brief update on ADMAT policy management. The Chair noted it was positive that there are less policies that governors have to deal with.

**13. Working Group Feedback**

The Chair highlighted what was discussed in the working group including the new governance structure and the allocation of governor leads. The Chair raised the issue of HLTA pay and JC updated the governors, including the apology given to the staff member involved. The next working group will include the SEF, risk register, review of school level policies, website compliance, on-line safety and data protection. It was confirmed that working groups will take place during the day and main Board meetings will be evenings.

**Action: Carried forward - organise flowers and card for previous clerk (JP). Will be done first week in December.**

**14. Visits**

SS conducted a safeguarding visit and attendance visit – reports made available to governors. The governors discussed the use of hand sanitiser when illness is prevalent. It was noted that attendance was affected by a small number of children that only attended school for a short time. Visits prior to the next full Board meeting were confirmed as:

- Maths Ladders (NT)
- Improvement/data (BW)
- Literacy (BW)
- SEND (MV)
- Safeguarding Werrington (SS)
- Early Years (JB)

**15. Maths Ladders**

JC gave an update on maths ladders; it is a trial, is based on good learning behaviours and there is no ceiling for GDS. The first steps included discussion with schools using this approach, resources have been purchased and one class was trialled in the summer term. She explained the ladder system that involves children working at their own level, very independently and self marking (to see and rectify their own mistakes). Importantly it enables GDS to push themselves and not have to wait for others to catch up. Resources are available to each teacher, with sharing of skills and practice across MAT schools. **A governor challenged that if each child is**

**working on different things, how can the teacher manage this in the class?** JC explained how it should happen and JB illustrated how it can be managed. Feedback from monitoring is positive and JC gave some detail. She also gave feedback from pupil voice which is also generally very positive. The governors were content that it seems very child focussed and enables the GDS pupils to be challenged.

NT left the meeting. The Chair confirmed that new resources or teaching methods being employed across the MAT don't need to be used at the schools if they are not required.

#### 16. Class Structure

The Chair confirmed that there was a concern that the class structure at NP may put parents off enrolling their child. JP gave his opinion that although it is not ideal having year 1, 2 and 3 together, it is in fact only 6 pupils with one teacher and there are not enough pupil numbers to employ an additional teacher. **A governor challenged what can be done to reassure any parent that has a concern regarding the class structure?** JP confirmed he has had no concerns from current parents regarding the class structure now, he strongly believes that it is not an issue as no-one has left because of it and that the reasoning can be explained to prospective new parents. A governor questioned to move around of classes in Werrington and JP explained.

#### 17. Valuing of Staff

Covered under item 13.

#### 18. Any Other Business

The Chair updated the governors on his termly meeting with the CEO. Some aspects have been discussed in previous items. Any MAT issues affecting governance will be highlighted at these meetings. The CEO noted that OFSTED are focussing on progress now and not just attainment.

A governor noted the work that JP has done with data management; it is now excellent.

Governor training will be added to all future agendas. Governors were requested to fill in an up to date skills audit and return to the Clerk electronically (scan or photo) or via JP (paper copy). She will then produce a skills matrix to highlight skills required from new governors or training required for current governors.

**Action: Complete and submit skills audit (All)**

**Action: Produce skills matrix to highlight gaps and training needs (Clerk)**

#### 19. DONM

Spring term full Board date was confirmed as Wednesday 13<sup>th</sup> March 2019 at 5.30pm at NP School. Provisional date for Summer term full Board is Wednesday 19<sup>th</sup> June 2019 at 5.30pm at Werrington school.

Meeting closed at 8.20 pm.

Toni JH Martin  
Governance Officer

Chair.....

Date.....

**Summary of Actions:**

**Approach a potential parent governor (JP)**

**Approach a potential co-opted governor from Launceston (JB)**

**Carried forward - organise flowers and card for previous clerk (JP)**

**Complete and submit skills audit (All)**

**Produce skills matrix to highlight gaps and training needs (Clerk)**

**Distribution List:**

W. Willis – Co-opted Governor (Chair) N. Taylor – Co-opted Governor (Vice Chair) S. Sadler – Parent Governor J. Buckthought – Staff Governor M. Vacara – 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 B. Jennings – ADMAT Board of Directors Chair
---	---