

4/4/22

MINUTES

Local Governing Board; North Petherwin and Werrington Primary Schools Monday 28th March 2022 at 5pm at North Petherwin School

1. Welcome and Apologies

Present: Bill Willis (Chair), Sue Willis, Phil Marriott, Donna Billing, Nicola Hosking, David Nichols, Jonny Phillpotts (Head)

In Attendance: Ann Cullum (Assistant Governance Officer), Jan Buckthought (Senior Teacher)

New Governor

All agreed to accepted DN as co-opted governor as at 28th March 2022, with a 4 year term due to end on 28th March 2026.

2. Declarations of Interest Relevant to this meeting

None relevant to this agenda.

3. Confirm Minutes of LGB Autumn Meeting (6th December 2021) and Matters Arising

- School risks on spring agenda. *See item 8*
- Working group to discuss data, curriculum and the 5 year vision plan. *Working group should have been in February but due to covid this was cancelled.*
- Curriculum will be covered in *items 6, 7 and 9*
- 5 year vision plan will be covered in a group meeting before the end of April. *See item 9.*
- Monitoring visits: *See item 16*
 - Data meeting with Head in January (BW) – report back to working group.
 - Writing monitoring (take place at NP) (DB) – *see item 16*
 - SG visit to both schools (SW) – *see item 11*
 - EYFS (PM) – *see item 13*
 - Curriculum (BW) – *see item 7*

Decision to accept minutes as true and accurate record of meeting. Chair will sign copy.

4. Confidential Matters

None.

5. Headteacher Report

Head's report has been shared with governors and read by all.

Numerous AIO monitoring visits took place during January. The number of Exceptions Reports within the AIO is very comprehensive, so JP summarised these points and made one Exception Report to Governors. With regard to the Science Exceptions Report – 2 AIOs met the subject lead and discussed evidence, looked at books in one particular year group.

School-based deep dives have taken place in many subjects by the AIOs. **Are staff now prepared for an Ofsted deep dive?** Still more deep dives expected, for example with Computing and RE. The deep dives raise staff understanding of what needs to be in place. When the curriculum is ready JP will meet with each subject lead in preparation for an Ofsted visit. **A Governor stated the school staff and governors need to be Ofsted ready.** The HT stated they were now more prepared and the further work on deep dives will improve this. The chair explained a new Key Points document – the Chair has this for Maths and would like one to be available for all subjects to ensure the school is prepared for Ofsted and to give both schools a one-stop document for signposting. Perceptions/outcomes is an important point, for example are children happy with Maths? The Chair explained that as many governors as possible are required to be available during an Ofsted visit. The HT stated this would be completed for all subject areas and made available for all staff and governors once completed.

Attendance is currently North Petherwin 94% and Werrington 92%, which is good considering the absences from covid and the usual illnesses that are passed around in the colder months.

Home reading is a challenge and the school now needs evidence that home reading is taking place (reading record signed by parent). JB explained various schemes in place to help home reading, with competitions, certificates and so on which will be recorded in children's reading records. Visits from volunteers/parent readers to listen to children read is not currently happening due to covid. Children who aren't doing much home reading are identified and helped in class. **How can the schools recruit more volunteers to listen to children read?** This was discussed and is not as easy as just getting people in the door, but also about the quality of recruit and what they can offer or do to support learning.

The results of PPG and SEND pupils were compared to the overall outcomes. SEND pupils are not doing as well as non-SEND but this is expected. A governor asked what emerging meant? JP clarified that "emerging" category is pupils' progress and different to attainment. Emerging child is not yet at expected level.

6. **SEF/Improvement Plan & Attainment/Progress**

JP handed out the SEF and briefly explained. All areas are considered good except 'Personal Development' but the school is aware of the areas which need improvement and 'Personal Development' is expected to move to good very shortly. The EYFS curriculum will be developed to enhance the progression of skills from Nursery to Reception.

AIP is an ongoing document throughout the year. The actions are worked through including visible learning. 60-70% of Year 6 are expected to achieve ARE and the staff have worked hard to get students ready. Year 5 appear to be looking very successful at the moment. Years 1, 2 & 3 have not had a good experience so far due to covid and attainment is a concern. JP expects progress to pick up soon. Year 4 is looking good. The Chair noted that Werrington has more than the national average number of PPG pupils. JP mentioned that Werrington has more than the national average number of SEND pupils.

Action for JP to look into Personal Development (item 4 on the SEF) for both North Petherwin and Werrington to see if the amber section (grade 3) could be turned green (grade 2).

7. **Curriculum**

JP has shared the 3 year Rolling Program document with governors and explained that children made topic choices. The same curriculum is now planned for both North Petherwin and Werrington. There are three age groups in each class, as mapped on Rolling Programme (Class 1 follow EYFS). Staff will make links between subjects wherever they can. It is uncertain if the

music hub will continue. **If Launceston Pool closes where will children swim?** Bodmin is a possibility, but distance would be a problem and funding the travel will also be problematic. There are still a few subjects to complete on the Rolling Program document and this is scheduled for completion just after Easter. JP will then work on progression grids, showing which subjects link into which term. **How will curriculum be linked and imbedded into the subjects? How will governors monitor curriculum and school progress?** Pupil voice would be most important, also meetings with Head and deep dive evidence. JP said he would pass on “headlines” to the governors. At the end of the curriculum development AIO will assess the progression of the curriculum. When the Rolling Program document is complete it will be published on the school website.

What is happening with the Woodland Skills Centre? It will be open sooner than planned and it is being manned by a member of staff (Woodland Ranger) who will plan and organise the activities. Slots have been allocated but during SATs week.

8. **School Risks**

Priorities – data & standards, information & planning for new curriculum, staff & pupil attendance (mainly due to covid). **How can governors influence pupil numbers? Is covid still a risk?** JP advised that numbers are quite high but not as bad as it looked. Currently 66 on roll.

Is safeguarding a big risk? Should children’s safety should be more important than data & standards? Where is this publicised? Would it put off prospective parents? The Chair will consider the risks and make enquiries with other chairs on school risks surrounding safeguarding, however for the moment the risks for Werrington to remain unchanged and NP unchanged, except risk 3 is to change from Staff and pupil attendance due to COVID to Finance and pupil numbers.

It will be essential to ensure that the disruption to the children due to the building work at Werrington is kept to an absolute minimum.

9. **Five Year Vision Plan**

Action: 5 year vision plan to be covered in a group meeting before the end of April (including reviewing school vision and ethos) (All)

10. **Cyber Security**

The Chair explained that in the autumn term there will be a learning package for all (including governors) to complete. Long term desire from Trust is that all schools are cyber-secure, having completed actions from the audit action plan. **What will happen with all the policies?** All these will be brought together in one suite, dealt with at Trust level.

11. **Safeguarding / Health & Safety**

Report is not complete as SW was unable to come into school in January due to covid. Visits planned to both schools after Easter. Draft questionnaire sent to JP. All training up to date. No major safeguarding concerns at the moment. KCSiE actions complete. No major concerns, monitoring a couple of families but no issues highlighted. Peer assessment carried out as a shared experience between the schools. Staff training to take place for Confide, a new teacher / staff safeguarding reporting tool.

12. **Review Vision & Ethos**

The Chair recommended that this be reviewed at the 5 year Vision Plan meeting (see item 9). All agreed.

13. Pre-School/EYFS Statutory Framework

PM met with JB and Trust lead and followed up on last year's curriculum. This is still "bedding in" with continued monitoring. JB noted that most places were struggling with EYFS as evidence has become more complicated. JP stated that they are very confident about EYFS, but noted some forthcoming staff changes including staff that will be leaving. JP said it may be difficult to fill these positions due to village school location. **Could this be an opportunity to re-structure?** This will be looked at.

14. Stakeholder Engagement

Pupil voice and parental views surveys will be sent out in Summer term.

Action: Results of pupil voice and parental surveys to be discussed at next meeting (JP)

15. Set Term Dates

Dates for 2022-2023 academic year were agreed.

16. Governor Monitoring & Training

Monitoring visits completed this term and reports shared with fellow governors:

- Data meeting with Head in January (BW) *Data was discussed at item 6 when discussing the AIP*
- Writing monitoring – DB visited school and everything is positive and the content of her report was noted.
- SG visit to both schools (SW) – *see item 11*
- EYFS (PM) *see item 13*
- Curriculum – *see item 7*. Enrichment money and leftover PE money being used to recruit staff at Woodlands centre.

Chair's Meeting with CEO

- The previous Equality and Accessibility Plan will be out of date later this year. The Trust has produced a new 2022 version that will run from 2022-2025. This will be approved by Directors and issued in the summer term.
- It was noted that there are some reviewed trust policies this term including staff code of conduct, Critical Incident and business continuity.
- BW advised that there is a DfE proposal for individual governing bodies to be replaced with governing hubs that cover a few schools. An Daras is keen to provide a good education and meet local needs, and for the schools, although part of the trust, to maintain their own identity. They consider it important for the schools to have their own local governing boards and will continue to do so, although recruiting is always an issue.

Agree monitoring and working group for next term

The following monitoring was agreed:

- **Data (BW)**
- **Safeguarding (SW)**
- **PPG impact and next PPG plan (PM)**
- **PE impact and next PE plan (DN)**
- **SEND & PE impact and next PE plan (DB)**

Governor Training

PM has completed governor EYFS training. DB is hoping to complete some more training very soon.

17. Any Other Business

The government white paper was noted. **How long does it take for various government white paper proposals to be implemented?** JP explained that this varies quite markedly.

Has the school seen any evidence of the Ukrainian crisis? JP has been asked if the school will take in children if anyone takes in a refugee family. JP agreed that the school would do this.

JB has undertaken part of mental health training, not mental health first aid, but recognising and managing the system.

18. DONM

The date of next meeting is Monday 11th July 2022 at 5pm at Werrington School. If this is affected by the building work, the meeting will be held at NP; this will be confirmed when the agenda is sent out.

The meeting ended at 7:15pm.

A Cullum

ADMAT Assistant Governance Officer

Distribution List:

W. Willis – Co-opted Governor (Chair)

N. Hosking – Staff Governor

S. Willis – Co-opted Governor

D. Billing – Parent Governor

P. Marriott – Co-opted Governor

D. Nichols – Co-opted Governor

Vacancy – Parent Governor

J. Phillpotts – Head Teacher

J. Buckthought – Assistant Head

W. Hermon – ADMAT CEO

S. Tavener – ADMAT Board of Directors Chair