



27/3/23

MINUTES

Spring Term Meeting 2023

Local Governing Board: North Petherwin & Werrington Schools
Monday 13th March 2023 / 5pm at Werrington School

1. Welcome and Apologies

Present: Bill Willis (Chair), Donna Billing (Vice Chair), Jonny Phillpotts (Head), Sue Willis, Mary Hairs, Jo Keenan

Apologies: Received and accepted from Phil Marriott

In Attendance: Ann Cullum (Local Governance Officer), Jan Buckthought (Assistant Head, Werrington School), Sheila Manning (Chair, Princetown School) - attending to observe another Governors' meeting as part of her CPD.

New Governor

Jo Keenan volunteered to be a co-opted governor and the governors formally co-opted her to the board for a 4-year term ending 13th March 2027. JK will share the Safeguarding role with SW.

2. Declarations of Interest Relevant to this Agenda

None relevant.

3. Confirm Minutes of LGB Autumn Meeting (5th December 2022) and Matters Arising

- Governor Monitoring - *see item 8*
- Governor Training - *see item 8*
- JP has spoken to parents regarding persistent absences and attendance has risen by 0.8%.
- It was suggested that North Petherwin and Werrington looked into the 'Daily Mile'. JP is hoping to arrange this towards the end of the summer term at North Petherwin. This will not be possible at Werrington yet while the building work is taking place.

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

4. Confidential Matters

None.

5. Headteacher Report

The Head's Report has been shared with all governors. JP raised key points.

An Exceptions Report by Jo Callow and Louise Hussey has been shared with all governors regarding their visit when they completed a deep dive in Geography and History. The report was largely positive. JC and LH also took a pupil conference, a book look and looked at classrooms. JP and JB met to discuss ways of improvement which the deep dive highlighted required more book evidence. JP and JB have addressed all points raised. Neil Swait visited North Petherwin and reported that there is now sufficient evidence on the walls and in the books although Werrington still needed more evidence in books. Developed areas in both schools were Geography and History. **Is there sufficient evidence of marking?** Marking is not sufficient evidence but the school doesn't overmark and JB asks the children challenging questions during lessons.

Are there extracurricular activities planned? How will these help? Yes, extra-curricular activities are planned for the summer term; the children benefit greatly from these activities. As there is now a minibus available this will help, although it will only be possible to take half a class at a time. **What about a transport fund? JK will investigate if there is external funding available.**

JP has also completed a report on the priorities for the AIP. This has been read by all the governors who were happy with this and raised no questions.

The school is now using Little Wandle (a new Phonics scheme which is replacing RWI) and The Literacy Tree. **Are there any problems with funding? How have you dealt with any changes in the learning process?** There is some additional cost for materials and release time for teachers, but this has been budgeted. Little Wandle is taught by teachers and all children take part in the same session. Catch-up is offered to any children requiring this. Early reading is a massive focus and the change will be very beneficial. **What is the ambition of the new Phonics programme?** There is a good mix of books which is encouraging children to enjoy reading. The Literacy Tree has reading linked in with it which matches books the children are already using. This is the Trust's recommended programme and there is support in place. **How will The Literacy Tree and Little Wandle work together?** They both complement each other and it is good for English as a package.

What is the impact of the building work at Werrington? Is there a plan? Is there any catch-up required to get the pupils back on target? Behaviours have been affected. The building work is causing disruption with the classes and the children. JB has produced a plan to lessen the disruptive impact on the children. "Quiet Zones" have been created for the children to sit to reduce distractions in the playground. The building work should be finished at Easter.

The curriculum around Protected Characteristics has been covered at a Working Party. Both schools have focussed on Personal Development: diversity, political impartiality, British values, protected characteristics and how it's taught in schools (PHSE). The range, quality and take-up of extracurricular activities is paramount to extending the children's diversity knowledge. **How can this area be monitored?** Pupil voice will be very important. **How is equality and diversity promoted in the classroom?** Both schools challenge negative attitude among pupils, promoting multi-cultural themes and treating everyone equally and fairly, using a variety of assessment methods. This is diversity in its widest form. Knowledge of diversity will help the children in many aspects of life, for instance political Impartiality (teaching about political issues, different views, how pupils can engage) and upholding that discriminatory views should not go unchallenged. Any concerns from parents should be investigated. The curriculum also covers British Values (democracy and the rule of law) as well as Protected Characteristics (age, disability, sex, marriage / civil partnerships, race, religion and belief). JP explained how the schools' PHSE curriculum is taught across the two schools. The Literacy Tree books also cover diversity and other curriculum subjects.

JP shared a PowerPoint on how Collective Worship is taught in both schools. Children are reminded of the "learning power" each week challenging them as to how they have been independent, reflective and resilient. British values, protected characteristics, diversity and race are covered in Collective Worship. **Is religion taught in Collective Worship?** Yes, it runs through the Collective Worship programme, linking religion to the schools' weekly themes. Pupils say a prayer twice daily and there is a school prayer. There is a bible study at North Petherwin once a week. **How can the Collective Worship themes be covered in classes?** JP explained this, noting that children are encouraged to share views, the use of Picture News to discuss topics and share emotions. The lessons end with asking the children "How can I talk about this at home?" **How can this be used as a trigger for further discussions?** Children will often talk about the topic/event in the playground, with their friends and at home.

6. Safeguarding / Health & Safety

SW met with both Secretaries; the SCR is fully up to and complete. There are entries in the SCR for past staff members going back many years which JP is looking at to make sure the schools are up to date and the correct retention policy is being used **Is Operation Compass still used?** BW explained that Operation Compass supports children experiencing domestic abuse. **Are there any instances of**

domestic violence at the school? No, not recently, and reporting to the school is now by email rather than by telephone.

7. Set Term Dates

Term dates for 2023-24 are as agreed by the Trust and are on the website. **Do we need to look at any specific dates for an INSET day, e.g. Royal Cornwall Show? – carry forward.**

8. Governor Monitoring & Training

Monitoring/Visits:

- PE impact and next PE plan (BW) - the report has been shared with governors. **How do we ensure that accessibility is available for all pupils, including SEN?** The curriculum is the same for all children, however adaptations are made depending upon any individual needs of the child. **Do the schools require any specialist equipment?** None is currently required. **Has there been any impact on P.E. during the Werrington building work?** No. 54% of Werrington children have accessed a club this year, with a good uptake from SEN/PPG pupils. North Petherwin doesn't have such a high uptake as Werrington, which confirms that the building work hasn't affected after-school clubs. The range of activities isn't as good as it was a few years ago, probably due to staffing and costs. **Can we explore the use of clubs within a parental survey?** Yes, this can be looked at.
- EYFS (PM) – PM has visited the school and submitted a report which has been shared with all governors. Everything is going well. The impact of Little Wandle was discussed in detail in the Head's Report, item 5.
- Online Safety – This was covered in the pupils' questionnaire. **SW will meet with pupils about online safety this term.**
- Working Group in February focused on Vision and Ethos, Surveys and SEF / AIP updates. Reports have been shared with all governors. **How is the school's Vision and Ethos progressing and what will it focus on?** Surveys are being collated from parents, pupils, staff and governors and ideas are being discussed to include community feedback into the development of the new Vision and Values.
- Curriculum – this was covered in detail in item 5. The Chair advised governors that their areas of monitoring should link to the curriculum.
- Safeguarding - digital and Pupil Voice – SW conducted a safeguarding visit and submitted a report which has been shared with all governors. No issues were reported. Safeguarding is also covered in item 6.
- SEND/Induction – MH met with Tracey Laithwaite (Trust SENDCo) and has submitted a report. Parents of SEND pupils from both schools completed a survey; Werrington had a higher response rate than North Petherwin. **Can this be looked at to see why North Petherwin parents haven't returned more surveys.** Yes, these surveys will be going out again next term and responses will be carefully monitored. **Can the results be covered in a Working Party?** This can be looked at but timing may not be practical. JP has asked for more time with TL and praised the results she has achieved.
- SEND/Attendance – DB's report has been shared with all governors. DB attended a webinar regarding SEND attendance in both schools, which is around 92% across both schools. Attendance is a national problem. **Can incentives be offered for good attendance?** Potential reward and recognition processes were discussed. The general feeling is they can be discriminatory to some and often those we need to reach can be disadvantaged by the scheme, so at this time they are not being utilised.
- **Parental Views & Engagement (BW) – to be discussed at next Working Group - carry forward. Governors need to agree what questions to ask at both schools.**
- Data at North Petherwin is relatively secure; year 6 is good, year 2 is fairly strong, A little work is required with year 2 at Werrington. **What can be done to improve this?** Lots of interventions are going on and the school is aware of pupils needing support to get them on target. **What can be done to improve Werrington data for year 5?** A lot of the children have come from other schools. They will be assessed quickly and learning gaps identified. **How can we use improvement data to measure if these are working?** JB advised that with iTrack it is possible to look at progress from one part of a term to another. **How do we improve the Phonics data?** It is expected that the introduction of Little Wandle will improve the children's Phonics, although the impact of Little Wandle won't really be seen until next year.

Agree monitoring and working group for next term

- **PPG impact and provision for next year (PM)**
- **Likely Improvement Plan priorities for next academic year (BW)**
- **Surveys (JP)**
- **SEND (MH)**
- **Safeguarding (SW/JK)**
- **Data (BW)**
- **Absences (DB)**

Governor Training

BW – Cyber Security (CS) 10/11/22, SEND 30/1/23, Equality & Diversity 26/2/23

SW – CS 10/11/22, SEND 30/1/23

DB – CS 2/12/22

PM – CS 14/12/22

MH – Local Governance 12/12/22, CS 6/1/23, SEND 30/1/23.

All governor training is up to date.

Skills Audits received from all governors – **this will be looked at in the next meeting.**

9. **Chair's Meeting with CEO**

BW's report of his meeting with the CEO has been shared with all governors

BW explained Vision and Values and that the document has been prepared with just a few items to be added. The terminology will need changing to conform with the Trust's Vision & Values. JP has sent out surveys and is waiting for the Parish to return theirs but this won't be available until April/May. JB would rather have the document in place quickly so that it can be weaved into the children's learning as soon as possible. JB felt that the current document isn't depicting the schools' Vision and Values. JP will adapt the surveys before sending to pupils and staff and the Parish Clerks. **BW would like a meeting before Easter to finalise the schools' Vision and Values.**

10. **Policies**

Accessibility Policy to be reviewed – **JP will review this for governors' approval at the next meeting – carry forward.**

All other policies are up to date and on the website.

11. **Any Other Business**

Brief matters for notification only – none.

12. **DONM (Chair)**

The date of the next meeting was re-arranged to **Monday 17th July, 5pm at Werrington School**

The meeting closed at 7.10pm.

Ann Cullum

Local Governance Officer

Distribution List:

Bill Willis	– Co-opted Governor (Chair)	Will Hermon	– Executive Head/CEO
Sue Willis	– Co-opted Governor	Steve Tavener	– Chair, Trust Board
Donna Billing	– Co-opted Governor (Vice Chair)		
Phil Marriott	– Co-opted Governor		
Mary Hairs	– Parent Governor		
Jo Keenan	– Co-opted Governor		
Jonny Phillpotts	– Head Teacher		
Jan Buckthought	– Assistant Head at Werrington (ex officio)		