

Boyton, North Petherwin & Werrington Primary Schools Hub

Chair of Governors: Bill Willis govbw@andaras.org

Executive Head Teacher: Jonny Phillpotts



An Daras Trust

Igniting Curiosity Growing Capabilities

Boyton

Boyton, Launceston, PL15 9RJ

Tel: 01566 772484

Head of School: Kath Davies

North Petherwin

Brazzacott, Launceston, PL15 8NE

Tel: 01566 785886

Assistant Head of School: Jodie Trevorah

Werrington

Yeolmbridge, Werrington, PL15 8TN

Tel: 01566 772943

Assistant Head of School: Jan Buckthought

16/7/25

MINUTES

Summer Term Meeting 2025

Local Governing Board: Boyton, North Petherwin & Werrington Schools

Monday 14th July 2025 / 5pm at North Petherwin School

1. Welcome (which included a brief recap of the Trust Identity) and Apologies

Present: Bill Willis (Chair), Jonny Phillpotts (EHT), Phil Marriott, Sue Willis, Jodie Trevorah, Mary Hairs, Shirley Si Ahmed

In Attendance: Jan Buckthought (Assistant Head, Werrington), Ann Cullum (Local Governance Officer).

2. Declarations of Interest Relevant to this Agenda

None relevant to this meeting.

3. Governors

PM's term of office ends on 14/7/25 and he has agreed to continue for a further 4-year period ending 14th July 2029. All governors were happy for him to continue in office.

4. Confirm Minutes of LGB Spring Meeting (17th March 2025) and Matters Arising

The governors agreed to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

- Monitoring Visits and Working Group – *to be discussed in item 18*
- Governor Training – *to be discussed in item 18.*

5. Management of Top 3 Risks and Sustainability

Boyton

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

North Petherwin

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

Werrington

1. Pupil numbers and finance
2. Staffing and staff retention
3. Data and standards.

The top 3 risks are unchanged.

6. Confidential Matters

JP raised a confidential safeguarding concern which is recorded separately in Confidential Minutes.

7. EHT's Report

The Heads' Reports have been made available to all governors. JP explained that when Boyton joined there were three different reports in three different colours in the one report, which was confusing. He has now re-designed the form so that all schools follow the same template which should make it easier for governors to follow. The wording is the same in all documents across all three schools, which may not always be a good reflection of the point; although it is a summary of significant impact since the last report. There were 330 lost staff days at Werrington, 10 at North Petherwin, 27 at Boyton which has had a significant impact, especially given the high level of special need at Werrington. This is a contributing factor to the low ARE data. There is a lot of time lost with the pupils. The governors discussed ways to fine-tune the document which JP will incorporate in his next report.

GLD and Phonics are good across all the schools, North Petherwin are doing particularly well. The Chair praised the Head and all the staff for their enrichment opportunities. Boyton was congratulated on such a successful Ofsted Inspection.

The governors were satisfied with this and raised no questions nor challenges.

8. Improvement Plan – Review and Data Analysis

The SEN numbers at Werrington are increasing and if this trend continues can we put a cap on this? JP explained that if there were spaces on the PAN (Published Admission Number) then we couldn't turn any child away. The Chair has raised this with the CEO because the data from Werrington doesn't look good due to so many SEN children. The Trust asked for further information which the school provided, and Neil Swait (Trust Improvement Officer) visited the school and confirmed that the school is doing everything right in providing excellent SEN provision. This has resulted in Tracy Laithwaite being able to offer more SEN time for Werrington. **Is this proportionate to the number of SEN children?** No, it's a set amount of time. We need to find the staff to sit with some of the SEN children. Werrington has a high SEN need and we don't have the staff to manage this, especially when long-term sickness happens. JP felt that the data was good when the number of SEN children were considered. Pupils have made massive gains compared to where they were last year. Boyton doesn't have a high SEN need but a year ago staffing was unsettled, which adversely affected the children. The staffing problems were rectified in January. We have made massive strides in turning this school from Requires Improvement to Good, but this isn't going to change results in just six months.

Will more interventions be in place for next year? Yes, we have interventions agreed for all of next year. Attendance dropped during the Royal Cornwall Show week. **What can we do to allow the children to attend the Royal Cornwall Show without it affecting our attendance as RCS is educational?** **Can we make it an INSET Day?** We have looked at this in the past. A governor asked why the Trust couldn't give the schools more INSET days? **JP will discuss this with the CEO.** Staff could use the day for report writing.

The governors were happy with this and had no further questions nor challenges.

9. Curriculum

All three schools offer many extra-curricular activities, sports, arts, clubs, enrichments and others. Full details of the Curriculum are on all the schools' websites.

10. Safeguarding

AC asked Neil Swait (Trust Improvement Officer) what the current Ofsted criteria is regarding infrequent Trust staff visiting the school. NW advised that "infrequent" visitors don't need to be on the SCR. NS's email reply has been forwarded to BW and circulated to all governors.

SW enquired if the three school secretaries could share the same information and use the same format on the SCR monitoring questionnaires to ensure consistency. North Petherwin and Boyton have

responded but **Werrington's reply is still awaited. Could the secretaries write a few words about the safeguarding rather than just ticking to confirm all is well? JP will look into this.**

SW's report on her visit to Boyton has been made available to all governors. **Can the site boundary at Boyton be looked at as the hedge isn't going to be satisfactory in the winter? JP will look into this.** **The use of mobile phones within Boyton school has increased from one to four. Is there a policy about pupils' phone use and handing in their mobile phones? Are parents aware of this?** Yes, there is a policy which **JP will look at to check if it is adequate.** The use of mobile phones isn't an issue at North Petherwin nor Werrington. We need to get a policy in place at Boyton to prevent the use of mobile phones becoming an issue.

11. Review SEND and Attendance

BW discussed with the CEO if Tracey Laithwaite can give more time to Boyton, North Petherwin & Werrington. As recorded in item 8 (Improvement Plan) more time has now been allocated.

MH visited Werrington school and spoke to five children who were very positive. The children did say they would prefer smaller groups. **Do we take pupil views into account?** We have a school parliament but the actual SEND offer wouldn't necessarily directly impact into that. Pupil Voice is on the pupils' provision map. All children are included with everything. **How can SEND children develop and embed their skills?** We have had very positive feedback from Rebecca Brewer (Trust Curriculum Consultant). The school is making adaptations for SEND.

JP looked into how parents can know what their child's attendance is. Attendance goes onto the school reports and this subject has been mentioned to the parents. Next year JP will let parents know that 96% is "good attendance", not 92%. Poor attendance is a bigger problem at Werrington. This is 91% over the year but currently at 85%. **Can we look separately at those on part-time timetables, which will give the governors a clearer picture?** JP will remove these from the next report. Attendance won't be monitored next term as it is an improving picture across the schools and will now sit with Safeguarding monitoring. The Attendance Officer visit is still pending, but due to the improved situation it is not felt (by neither the officer nor the school) that it is urgent at this time. JP has termly safeguarding meetings, which Boyton didn't need as attendance is good. Claire Paul (Trust Safeguarding Officer) conducted an attendance review at Werrington, which was satisfactory.

12. P.E. Review and next academic year plan

SSA conducted a monitoring visit in relation to PE. There is a very good P.E. plan in place and the investment in Arena is good as it releases staff. **Does inter-school activity take place?** Yes, Arena have offered much more this year. To expand this further, it is possible that equipment could be borrowed from other schools, e.g. Launceston College. Personal development is excellent. SSA's report has been made available to all governors. We now have to report our spending. **Does the P.E. budget pay for the Woodlands Skills centre (now the Sustainability Centre)?** We are paying for the skills of the staff at the Activity Centre. **Is this an economical use of our budget?** No, because we don't go as often as some other schools and we all have to pay the same. **Why do we need to keep going there when we have similar facilities here? The Chair will raise this with the CEO.**

13. Staff Matters

- Views of Staff (survey/feedback)
- Monitor welfare & workload, work/life balance
- Skills & Training.

The governors have seen the surveys and feedback is very positive.

14. Pupil Voice

This is a large part of any visit we have from external parties. NS looks at Pupil Voice on all his visits. Homework is always an issue on pupil surveys, although this isn't the most important point.

15. Parental Views and Engagement

Raising the profile of the governors is a priority from parents. We need a greater presence in the school, especially at Boyton. JT has featured the governors in the North Petherwin newsletter. **Governors' attendance at school events will continue to be highlighted to raise their profile with parents and put a face to names.**

16. Pre Schools

A grant has been received to open the pre-schools for longer, particularly during the summer and half terms. Werrington Breakfast Club is good, but wrap-around care hasn't had much uptake. We run clubs until 4.15 from Monday to Thursday and we don't charge for these. Full wrap-around care will be reviewed to see if it is viable to continue after the grant has been spent.

17. Compliance

JP advised that training is very comprehensive. He has checked Cyber Security, GDPR and Health & Safety and everything is compliant.

18. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- Attendance (BW) – completed, BW's report is available to all governors – *also see item 11*,
- SEND – Werrington (MH) - completed, MH's report has been made available to all governors – *also see item 11*
- Data – Werrington (PM) - completed, PM's reports are available to all governors, *also see item 8*
- PE impact and provision for next year (SSA) – completed, SSA's report is available to all governors – *also see item 12*
- Safeguarding – Boyton (SW) - completed, SW's report is available to all governors – *also see item 10*.
- **Improvement Plan review (Working Group) – Ofsted visited Boyton on the day of the Working Group – carry forward**
- **Next likely Improvement Plan Priorities (Working Group) - carry forward (due to Ofsted visit)**
- **PPG impact and provision for next year (Working Group) - carry forward (due to Ofsted visit)**
- **AIP Update and AIP 2026 Forecast (BW/Working Party) - carry forward (due to Ofsted visit)**
- **PR Strategy (Working Group) – The Chair will discuss marketing with the CEO - carry forward (due to Ofsted visit).**

BW will notify governors of the date of the next Working Group.

Agree Monitoring and Working Groups for next term

- **Sustainability (SSA will visit Werrington)**
- **PPG Review and confirm new plan (if not completed in Summer term) (Working Group)**
- **Data (PM will visit Werrington)**
- **Risk analysis to ascertain current top 3 risks for 2025-26 (Working Group)**
- **AIP and Compliance (BW)**
- **Safeguarding/Attendance (SW will visit Werrington)**
- **SEND (MH will visit Werrington).**

New Monitoring Timetable pro forma

The Chair started using this form last term to collate all the monitoring visits together in the same place before the LGB meetings, and it worked well.

Governor Training Completed

No recent updates.

All governors confirmed that they have received and read the Trust Termly Safeguarding Update as part of their ongoing Safeguarding training.

Governors to Email copies of certificates to AC so that records can be updated.

Chair's meeting with CEO

BW raised with the CEO the matter of the use of AI in writing reports, especially from the safeguarding aspect. There is now a Trust AI Policy in place. External review of the school was very positive. Budget is very tight across all Trust schools.

19. Trust PR Strategy Guidance

Governors were requested to familiarise themselves with this document and bring ideas to the next meeting. SSA will share a link with all governors.

20. Policies due for Renewal

The Behaviour Policy, the SEND Policy and Local Offer for all three schools are due for approval in readiness for posting on the websites before September. All governors confirmed they were happy with the review and approved the content of the Behaviour Policies / Local Offer / SEND .

The Trust Safeguarding Policy will be reviewed and revised in the Autumn term. At the next LGB meeting the governors will need to acknowledge that they are familiar and content with the school version of this policy.

The next school Admissions Policy will be produced in the Autumn term. The governors will need to review this as part of the consultation process at the next LGB meeting.

21. Any Other Business

Do the staff of the three schools ever meet socially? No, we have tried, but not all staff are interested in mixing. The opportunity is there for anyone who wants to socialise.

BW and SW are giving one year's notice that they will both resign as governors at the end of the next academic year. BW explained that they would like to do more travelling now that they are child free at home.

The Chair expressed congratulations to everyone who contributed and supported the schools over the last 9 months, particularly Boyton, which resulted in a good Ofsted inspection.

22. Date of Next Meeting

The date of the next meeting is Monday 24th November 2025, 5pm at Werrington School.

The meeting closed at 7.20pm.

Ann Cullum

Local Governance Officer

Distribution List:

| | | | |
|------------------|-----------------------------|------------------|---|
| Bill Willis | – Co-opted Governor (Chair) | Jo Callow | – Interim CEO |
| Sue Willis | – Co-opted Governor | Steve Tavener | – Chair, Trust Board |
| Phil Marriott | – Co-opted Governor | Jonny Phillpotts | – Executive Head Teacher |
| Mary Hairs | – Parent Governor | Jan Buckthought | – Assistant Head, Werrington (ex-officio) |
| Jodie Trevorah | – Staff Governor | Kath Davies | – Head of School, Boyton (ex-officio) |
| Shirley Si Ahmed | – Parent Governor | | |