



Members of An Daras Multi Academy Trust  
North Petherwin: 01566 785886  
Werrington: 01566 772943  
E-Mail: [governance@andaras.org](mailto:governance@andaras.org)

Chair of Governors – W Willis  
Head Teacher – J Phillpotts

15/03/2021

## Minutes

### Local Governing Board; North Petherwin and Werrington Primary Schools Monday 15<sup>th</sup> March 2021 at 5pm virtually via Zoom

#### 1. Join Meeting

All participants had audio and video.

#### 2. Welcome and Apologies

**Present:** Bill Willis (Chair), Nicola Hosking, Sue Willis, Jonny Phillpotts (Head)

**Apologies:** Donna Billing, Nick Taylor

**In attendance:** Toni Martin (Governance Officer), Jan Buckthought (Senior Teacher Werrington)

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

None declared.

#### 4. Confirm Minutes of LGB Remote Meeting (7<sup>th</sup> December 2020) and Matters Arising

- JP to investigate with SIP whether there is a method for putting more personalised statements on the itrack reporting system. *Update from working group on 23 Feb - Complete, new selection and optional statements available to staff which will help personalize but will not make the process too burdensome. Matter closed.*
- View and discuss fencing options, hedges and green space at Werrington (JP/DB). *JP & DB met, on seeing the plans on the ground, DB agreed with the plan. The governors discussed the new fence and pathway; this is being completed with CIF funding. It was noted that parents don't always shut the gate on leaving school grounds and so the option of a 'self shutting' mechanism on the gate will be explored for safeguarding reasons. New fence will be installed over Easter.*
- Update SCR to ensure that any MAT staff that visit the schools are included on the SCR (JP). *In process of being actioned and will be done prior to visitors returning to the school. **Carry forward.***
- Monitoring visits agreed, listed under item 8.

Governors agreed the minutes as accurate record of the meeting and the Chair will sign a copy at a later date.

#### 5. Current Situation Update

Governors received a fairly detailed update on the working group on 23<sup>rd</sup> February 2021. Pupil numbers in school during the lockdown were higher than first lockdown, 46% at Wer and 28% at NP of critical and key workers, or in the vulnerable category. At least 2 online lessons per day were provided with a good curriculum balance. There were no positive covid tests or infections in either school. Risk assessment updated for return to school and all children now back at school as of 8<sup>th</sup> March; no staggering. PPE requirements have been carefully considered.

## 6. Future Plans

Staff are conducting informal and formal assessments using NTS tests so that gaps can be identified (or confirmed) and the recovery schedule can be updated. Academy Improvement Officer advised JP to add all recovery activities to the recovery plan, not just those that cost money. **Is there still an opportunity to cover the wider curriculum and not just English & maths?** Yes, all subjects covered, not as broadly as planned in some cases but still a wider curriculum offered to the children. **Can you explain what NTS tests?** Used for testing Yr 3, 4 and 5 and there is a set for each term covering reading comprehension and maths. They are not used for Yrs 2 or 6 as SATs are used here. GAPS testing is used for punctuation, grammar and spelling. JP noted that the recovery plan will be complete by end of March and shared with governors. The Chair noted that this can then be used to focus governor monitoring.

## 7. Safeguarding

Update from working group on 23 Feb - SW contacted JP no immediate issues, follow up monitoring visit / report for Spring term once school resumed. Monitoring completed on 11 March; there have been no major safeguarding issues since the third national lockdown started after Christmas. The two schools fully reopened on 8<sup>th</sup> March 2021 and to date, there are still no safeguarding concerns. Contact has been made with previous schools for new pupils. The annual Section 157 return will be completed and submitted by 29<sup>th</sup> April 2021. Plans are being put in place to cover safeguarding at both schools to cover the Headteacher's absence for a couple of weeks in May. The Deputy DSL's will take on safeguarding responsibilities.

## 8. Governor Monitoring

Governor monitoring:

- NT to meet with JP via zoom to discuss the curriculum prior to the next meeting, and this will focus on an ICT action plan. *Delayed due to JP covering other roles, meeting arranged with agreement from NT for January. Still outstanding and curriculum will need to be taken on by another governor.*
- Data/remote learning (BW) – *report on sharepoint. Update from working group on 23 Feb - ongoing for Spring Term, will focus on recovery schedule rather than all data.*
- SEND (DB) – *report shared with governors. Discussion included identifying children with SEND, data, screening, parental concerns, the importance of the Assess, Plan, Do & Review cycle. As much has been done as possible for the children over lockdown. The SEND policy was also discussed along with some updates required. DB discussed her findings with governors at working group on 23 Feb. Some clarity sought for release time and scheduling of training / preparation. JP stated this has been in place on an as needed basis and the SENCO in training has been well supported. NH suggested she could conduct some work at Werrington to both support that school and aid her development in the role, JP will assess and deploy as necessary.*
- Safeguarding (SW) – *covered in item 7.*

### Monitoring and working group for next term:

- **Recovery schedule (BW)**
- **Safeguarding 157 input, on-line safety and attendance (SW)**
- **SEND (DB)**
- **Data Protection Checklist (BW)**
- **Chair's meeting with CEO delayed to 19<sup>th</sup> March 2021.** Subjects for discussion will include a NP class teacher post and leadership at both schools.

**Action: Discuss the role of staff governors and what their monitoring role should be (BW & JP)**

## 9. EYFS

Both schools are compliant with the EYFS statutory framework.

## 10. Any Other Business

Governor training that has taken place since the last meeting:

- Challenge & Accountability 15<sup>th</sup> Jan (NH & DB)
- itrack tutorial (DB)
- BW finished NGA Chair's course on 15<sup>th</sup> Jan – passed.

**It was noted that NT has resigned as a governor on 14<sup>th</sup> March 2021. The Chair and governors wished to thank NT for 11 years of service to the school as a governor, and previous Chair & Vice Chair.**

It was noted that a new Vice Chair is required. It was noted that governors have agreed to BW's extension to a second term as a governor. Governors discussed the need to recruit new governors; there is one parent and 3 co-opted governor vacancies. Advertisements were discussed.

Governors discussed staff appointments and the interview process during Covid restrictions. JP voiced concerns about interviewing potential staff while not being able to see candidates teach. It was agreed that it is important for the teacher covering the role and the parents to know who will be filling specific positions next year. The class structure and moving staff around has also been considered. A governor noted that interviews haven't always including a teaching demonstration and the construct of the interview process was discussed. It was agreed that JP will place the advertisement, and BW and SW or DB will attend the interview. Governors briefly discussed senior positions at both schools. The Chair will discussed with the Trust CEO on 19<sup>th</sup> March.

JP gave an update on the water leak at NP around the playground. The water leak was found but with oil surrounding it which made the situation more complicated. Contractors have investigated. The work will be done as a priority, the cost is nearly £2K but is within JP's financial delegation. **Are there any health and safety issues in the intervening period?** JP confirmed the situation is being managed safely.

## 11. DONM

A working group will be called by the Chair at a suitable date in the first half of summer term.

Date of main meeting Monday 12<sup>th</sup> July at 5pm either remotely or in person at North Petherwin depending on Covid restrictions.

Meeting closed at 6.05pm

TJH Martin

ADMAT Governance Officer

**Distribution List:**

W. Willis – Co-opted Governor (Chair)	J. Phillpotts – Head Teacher
N. Hosking – Staff Governor	J. Buckthought – Senior Teacher Werrington
S. Willis – Co-opted Governor	
D. Billing – Parent Governor	W. Hermon – ADMAT CEO
Vacancy – Co-opted Governor	G. Barriball – ADMAT Board of Directors Chair
Vacancy – Co-opted Governor	