



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

Low Trenchard Church of England Primary School

Lewdown

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Executive Head Teacher – L. Hussey

Head of School – E. Davy

Chair of Governors – A. Crompton

14/7/23

## MINUTES

### Summer Term Meeting 2023

Local Governing Board: Low Trenchard Church of England School

Wednesday 12th July 2023 / 4pm at the School

#### 1. Welcome and Apologies

**Present:** Amy Crompton (Chair), Louise Hussey (EHT), Liz Davy (HoS), Joy McSmythurs, Emma Bending, Mat Booth, Rev. Phillip Parker.

**In Attendance:** Ann Cullum (Local Governance Officer).

#### 2. Governors' resignation and appointment of new Foundation Governor

RW resigned on 18/5/23 and Rev. Philip Conway resigned on 9/5/23. The Chair thanked both resigning governor for their time and commitment to the school.

Rev. Philip Parker was appointed as the new Foundation Governor for a 4-year term ending 12/07/2027.

EB's term expires 18/11/23. EB agreed to continue for a further 4-year term ending 18/11/27. The governors agreed to this and expressed their thanks.

PP and MB to confirm they have read the following documents and agree to abide by them: Code of Conduct, KCSiE, Health & Safety, school Safeguarding policy. PP confirmed he has read them all, **MB has still to read KCSiE.**

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

None declared. PP returned completed Pecuniary Interests form.

#### 4. Confirm Minutes of LGB Spring Meeting (8<sup>th</sup> March 2023) and Matters Arising

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

##### Review Vision and Values

The school's Vision & Values statement was discussed at the working party and approved by the Governors.

Review 5-year plan for any amendments required – no amendments required, other than tying in Vision & Values to the Trust criteria.

Governor Monitoring/Visits and Working Groups -- to be discussed in item 15

Governor Training – to be discussed in item 15

5. **Confidential Matters**

LH raised a staffing matter.

6. **Head of School Report**

The Head's Report has been made available to all governors and the governors raised the following questions and challenges. **Can you explain the benefits and why it is necessary for class reorganisation? Are there risks and how are these being mitigated?** Class reorganisation is important for teachers' CPD and personal development as well as staff well-being. Teachers are primary trained so variety is essential. Clear key stages are in place which makes planning and teaching easier. Any risks are minimal as monitoring of all teachers means our understanding of their capacity demonstrates their ability to teach across multiple age groups. Teacher well-being is very important. **Can Yr 6 feel like a very pressured year due to SATs? Can teachers struggle if left teaching Yr 6 for a very long time?** This is another reason for the rotation. Staff are consulted regarding any class reorganisation.

**How will behaviour be monitored to make sure class teachers are taking the appropriate action?** Behaviour guidance for all staff has been created to ensure consistency. LD's learning walks monitor this to ensure it is carried out in class. There will be CPD training in the Autumn term, with 2 sessions focussing on behaviour training. There is a zero-tolerance approach to low-level disruption, which staff are also expected to follow so that they are "role models". Bespoke staff training will take place if needed. **Is there evidence that these actions are effective?** All incidents are logged - 72 were recorded in the autumn term, 34 in spring and 10 in the first half of the summer term, which indicates that the Behaviour Policy is working. The Ofsted Inspector highlighted 2 areas to continue to work on regarding behaviour: firstly to ensure that whilst pupils do behave consistently well, staff should continue to demonstrate high levels of self-control with consistently positive attitudes and effective actions to support them to succeed in their education. Secondly to continue to ensure that these expectations are commonly understood and applied consistently and fairly, reflecting pupils' positive behaviour and conduct.

**Regarding attendance, how are unauthorised absences dealt with?** LD explained the process and mentioned that the EWO is very supportive. Attendance is above the national average and Ofsted did not comment on attendance. **Is this dealt with differently if the child is on the SEN register?** If a SEN pupil were absent regularly it would be raised with the EWO, but quite often the family may have gone away on holiday. Attendance is reported weekly and the attendance procedures are followed if there are concerns about individuals. Attendance has improved, particularly with PPG and SEN pupils.

**The numbers of SEN pupils are increasing. Are we at a point where our capacity isn't enough? How do we consider the wider impact on pupils and staff?** Capacity isn't a consideration we can make. Tracey Laithwaite (Trust SENDCo) monitors the wider impact on staff and other pupils, supporting with additional resources and strategies where necessary. **Are there any major concerns?** The biggest area of concern is LD's time as many of the staff send pupils to her for support. The school will be looking at behaviour and relationships, in particular with SEN pupils, in the new academic year, both in light of these issues and as an identified Ofsted priority. **Is there a high level of SEN in one class?** It is quite evenly spread throughout all classes. **In terms of workload for staff and thinking ahead to September, are there any groupings / classes with high SEN numbers where additional support could be channelled, for instance the volume of planning and assessments as much as the actual teaching provision?** Additional TA support is given to those classes who have high levels of SEN. There will be pupils with EHCPs in three-quarters of the classes next year. Directed time is given during staff meetings for assessment, provision maps and meeting parents. Additional time out of class is given if needed. The Trust has provided a programme for assessing and planning for SEN pupils, which helps by providing appropriate levelled learning. The Trust will also be offering specialist SEN training next year.

The reality is that this is the state of the current education system and the impact of the policy to close specialist provisions to include all children in mainstream settings.

**Multiplication Tables Check (MTC) results were lower than hoped. What is in place to raise standards and improve outcomes?** Possible strategies for raising the standard of the MTC are being considered, as well as ensuring that learning them starts properly from Yr 2, so that Yr 3 has a good focus before starting Yr 4. Dale Peyton (Yr 3 & Yr 4 teacher) will be looking at further strategies, like using the TTRS Heat Maps effectively with children and parents to identify teaching gaps, ensuring that staff watch the TTRS advice webinars and that teachers direct children appropriately when using TTRS throughout the year. Information regarding all these strategies is on the school website as home-learning is essential, especially with learning tables. The governors were satisfied with this and raised no further questions nor challenges.

**7. Improvement Plan & Data Analysis**

AIP and SEF reports have been made available to all governors. LH raised key points. Yr 6 reading is very good and an excellent improvement on the last Ofsted report. LD will take over the lead on Writing next year. The governors were content with this and raised no questions.

**8. Curriculum**

All curriculum information is on the website and there are no issues.

Extracurricular activities are many and include rock-climbing, cookery, musical theatre, boxercise, cross-country, rounders, cricket, residentials, art exhibition, dance, archery, athletics, swimming, chess club, plus many more.

**9. SIAMS**

LH reported that all staff have taken training around the new framework and everything is up to date. Further reviews will be taking place. A SIAMS inspection is not expected and it could be 8 years from the last inspection.

**10. Safeguarding**

ACr has visited the school and her report has been made available to all governors. The SCR was checked by Ofsted and is up to date and in order.

**11. Review SEND and agree SEND local offer**

Staff training is booked for September and TL is liaising with EB. LH and LD praised TL's work with the school. The SEND Policy and SEND Offer will be reviewed in September when the Trust SEND Policy is updated - *carry forward*.

**12. Lew Trenchard Pre-School**

Numbers are good, with 10 more starting in September. Pre-school data is very good and parents gave very positive feedback to Ofsted. LH and LD praised the pre-school staff.

**13. Staff Matters**

- Views of Staff (survey/feedback) – this was a very positive survey. Ofsted feedback also observed that staff surveys were very positive
- Monitor welfare & workload, work/life balance. **Regarding well-being, in the light of the tragic death of a pre-school child this term and the trauma that has been experienced, what support is in place and what can staff and pupils access?** The Local Authority provided initial support for staff and Educational Psychologist sessions to help with the initial shock and for supporting the family. The Trust were very supportive and provided a comprehensive package of free and confidential support for well-being,

including counselling, which has been re-shared with staff and staff are encouraged to use it if needed. Father Philip Conway (Parish Priest and retired school governor) was available immediately to help, counsel, comfort and support. **How have the pupils been supported?** They have been supported through Thrive practices and, if needed, a Solution-Focussed Therapist. **How are the bereaved pupils supported?** They can access specialist bereavement support through the Penhaligon Counselling Agency and are supported in school as and when needed. **How will they be supported during the summer holidays?** Social services and liaison workers are now involved, who will also offer support. **Is there a contact plan to check on staff over the holidays?** The school staff are in regular contact with each other through social media. If there appears to be a need LH will be able to refer to relevant agencies. LH has sent out a resilience pack. LH and LD will liaise with staff over the holidays. The critical incident pack and advice sheet from Devon LA was also helpful to all concerned.

- Skills & Training – covered in item 6 (Head’s Report) and item 11.

#### 14. **Compliance**

Everything is in order and compliant.

#### 15. **Governor Monitoring & Training**

##### Monitoring/Visits and Working Groups

- Pupil voice committee’s feedback to governors – JMCS will speak to pupil groups— completed
- Improvement Plan priorities (All) – this will continue to be monitored in the summer term - completed
- SEND (EB) – EB has been monitoring SEN and will visit again next term. Meeting arranged with SENDCo –completed
- PPG impact and provision for next year (EB) - completed
- PE impact and provision for next year (RW) - completed
- Safeguarding (ACr) - completed
- Working party looked at ‘Vision’ and a second date will be arranged for SIAMS prep – completed.

##### Agree Monitoring and Working Groups for next term

- Improvement Plan priorities for next year (ACr/LH/LD)
- Curriculum (Writing and Maths) (LD)
- EYFS (LH/LD)
- Risk analysis to ascertain current top 3 risks (ACr/LH/LD)
- Safeguarding (ACr)

**The above will be undertaken at the Working Party in September. LH will advise dates as soon as possible.**

##### Training Completed

Vision & Values training 30/1/23 – ACr, LH, LD, JM, EB, PP

Equality & Diversity – ACr 16/3/23

Exeter Diocese Governor Training Day – PP 14/6/23

Exeter Diocese SLA (Service Level Agreement) Vision Training - ACr

Safeguarding – PP 4/7/23

Prevent – PP 5/7/23.

##### Training Overdue – to be completed as soon as possible

**MB to complete Safeguarding training, Prevent training and a local governance course.**

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

## GovernorHub – The Key

Governors to confirm access - ACr, EB, JM confirmed access.

### Skills Audits and Governor Roles

ACr to take the lead on Equality & Diversity and also P.E. until a governor can be found for this.

#### 16. **Chair's meeting with CEO**

This was a positive meeting. ACr raised key points that were discussed. There will fine-tuning of the capability's curriculum, and more growth in meta cognition. School surveys from all stakeholders were very positive. The CEO thanked the school and the governors for their input with the Ofsted inspection. Regarding the new Vision and Values statement, decisions should be led by the vision and there should be strong links throughout everything the school does. The Trust have improved their well-being package and staff have access to a GP, eye tests, medical help, counselling, physiotherapy and various other therapies. The school will be working towards the UNICEF Rights Respecting Schools award in September. There will be support with this and PP offered to help with mapping Christian values to these rights.

#### 17. **Policies due for Renewal**

SEND Policy due for renewal in September – see item 11

SRE Policy due for renewal in November – *carry forward*

#### 18. **Any Other Business**

LH shared documents for recommended reading – 'SATs Results 2023 (Headlines and Next Steps for Senior Leaders)' and The Church of England Education Office booklet regarding 'Our Hope for a Flourishing Schools System'.

The Chair thanked LH and LD and the governors for their help during the Ofsted visit and congratulated them on a good report.

The Chair expressed thanks to Sharon Thorpe (TA) who is retiring.

**Can the school book the Trust minibus?** Yes, but the Trust minibus is often already booked elsewhere when Lew Trenchard want to use it. **Is it possible to book a community minibus?** **JMcS will look into this.**

#### 19. **DONM**

The date of the next meeting is Wednesday 22<sup>nd</sup> November 2023, 4pm at the school.

The meeting closed at 6pm.

### **Ann Cullum**

#### **Local Governance Officer**

#### **Distribution List:**

Amy Crompton – Chair & Parent Governor

Emma Bending – Vice Chair & Co-opted Governor

Rev. Phillip Parker – Foundation Governor

Joy McSmythurs – Co-opted Governor

Mat Booth – Parent Governor

Louise Hussey – Executive Head Teacher

Liz Davy – Head of School

Will Hermon – Executive Head/CEO

Steve Tavener – Chair of Board of Directors