

Low Trenchard & St Catherine's Church of England Primary Schools Hub

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An Daras Trust

Igniting Curiosity Growing Capabilities

19/11/24

MINUTES

Autumn Term Meeting 2024

Hub Local Governing Board: Low Trenchard & St Catherine's CofE Schools

Wednesday 6th November 2024 / 12pm at Central Office

1. Welcome and Apologies (Trust Identity)

Present: Amy Crompton (Chair), Louise Hussey (EHT), Emma Bending, Margaret Young, Naomi Smith, Natalie Pankhurst, Martin Hampton

Apologies: John Sanders, Joy McSmythurs, Rev. Phill Parker, Sally Powell

In Attendance: Ann Cullum (Local Governance Officer), Liz Davy (LT HoS, ex officio – for item 7 only), Pippa Warner (SC HoS, ex officio – for item 7 only).

Trust Identity was briefly discussed and focus on a theme at the next LGB.

2. Opening Prayer

The Chair read a prayer written by the Reverend Jane.

3. Declarations of Interest relevant to this agenda

Governors still to confirm pecuniary interests: PP, JM.

4. Chair Election and Governor Roles

All governors unanimously voted to re-elect ACr as Chair for a further year and ACr confirmed she is happy to continue.

Governor roles were confirmed as follows:

ACr - Safeguarding, Whistleblowing, EDI, Compliance

EB - SEND/Vulnerable Groups

JM - Vision & Ethos (OPAL)

PP - LT Vision & Ethos, SIAMS

MH - P.E. (OPAL)

MY - SC Vision & Ethos, SIAMS

SP - Behaviour & Attendance (RAW)

JS – PPG

NS - Writing

NP – EYFS.

Governors signed the register confirming that they have read the ADMAT revised Code of Conduct and agreed to abide by it. JS confirmed by email, **PP, JM still to confirm.**

5. Confirm Minutes of LGB Summer Meetings (LT 3rd July 2024/SC 2nd July 2024) and Matters Arising

The governors agreed to accept the minutes as a true and accurate record of the last meetings. The Chair signed a copy of LT minutes and the Vice Chair signed a copy of SC minutes.

- MY confirmed that £250 funding for both After-School Clubs is available through the Orchard Centre and this will be applied for. **MY will send application forms to LD and PW.**
- P.E. Review and next academic year plan (LT) – Dale Payton (LT P.E. Lead) has looked at this, **LD will ensure this review is on website**
- **Monitoring Visits and Working Group** – *to be discussed in item 18*
- **Governor Training** – *to be discussed in item 18.*

6. Confidential Matters

A staffing concern was raised and is recorded separately in Confidential Minutes.

7. Heads of School Reports

The Chair congratulated St Catherine's on such a good Ofsted report. LH felt this was because the schools work so well together within the Trust and that the Trust's ethos is well embedded.

The Head of School Reports have been shared with all the governors and the governors presented some questions/challenges. ACr requested that these reports be condensed in future. LD and PW will write the next HoS Reports together.

Thinking about the smaller cohorts of pupils, how can you demonstrate that the PPG children are progress making good? All pupil data is tracked. PPG percentage at LT is lower than national average. Progress Meetings are held with all staff after data drops. Interventions and impact are monitored for any 'on alert' pupils. Lew Trenchard use OPaL (Outdoor Play and Learning) which helps pupils from a disadvantaged background. Assessment is highlighted and analysed specifically for PPG so we can identify exactly how they are progressing. We would aspire for them to become ARE alongside the other pupils. St Catherine's use RAW (Raising Attendance through Wellbeing) which helps pupils from a disadvantaged background. Interventions and impact are monitored for any 'on alert' pupils. We monitor all aspects of their development (not just academic) – emotional, spiritual, coping strategy, etc. **Where is the decision made about where the money is spent?** Often this is allocated to TA support. There is formative assessment where teachers are expected to check in with the 'focus' pupils. Some of the money goes towards enrichments, breakfast club and other interventions, but the majority goes to support staff. Most TAs are SEN trained. The Trust are looking at PPG percentages, but for smaller cohorts (where the figures aren't published) we make sure we are aware of the PPG pupils so they don't miss out on enrichments.

Whilst the comments are positive in the HoS report, there are no references to Christian specific influences and the impact on pupils. How do you propose to ensure the Christian element can be demonstrated? Our Trust statements are under-pinned by Christian values and included in monitoring forms. This is the "lived experience". The Governor Monitoring Schedule always links all visits to the Christian values. These values are Trust-wide, even though there are only 2 church schools in the Trust. LH will adapt the HoS Report to show how this links to the Christian ethos. Discussion took place praising the excellent behaviour and attitude of the children, which the governors felt was due to capturing the Christian values. Staff need to be praised because they are embedding these principles. The Christian element is strong throughout both schools and this is obvious when visiting schools.. **Maybe there could be a specific section in the report for this?** This will be looked into.

Regarding behaviour, what format is the monitoring of agreed consistencies and behaviour expectations taking? At LT we refer to the agreed consistencies and use these when monitoring so there is always consistency. At SC monitoring is in person and is discussed at staff meetings. LH identifies any inconsistencies in her Learning Walks at both schools, which are fed back to the appropriate members of

staff. **Are we making progress?** Yes, Subject Leaders refer to the agreed consistencies. This is reflected in CPD and Trust INSET days. At the last INSET day all LT staff attended the Maths workshop, and as a result of this they decided to change the format of Maths lessons. PW mentioned that SC children are very tolerant and accepting, as well as incredibly caring and responsible. SEN pupils have been so kind to the elderly when they visit Kernow House. The children (and the residents of Kernow House) find these visits very beneficial. **Is there positive impact from the monitoring of consistencies?** Yes, most people find direct instruction is beneficial. Consistency is good for the children and consistent behaviour ensures the best learning. When we are monitoring procedures at LT through MyConcern we consider if a change in policy is needed. The impact of the visits of the SC children to Kernow House have a tremendous impact on the residents, the pupils and the staff. It is hoped this will continue. **Both schools have a high number of SEN pupils, do you feel this enhances the learning of children and doesn't impact them?** Yes, it develops patience and understanding, allowing children to work in mixed ability groups. We do work closely with all pupils so that they know what is expected of them. We have found that regulating poor behaviour works better than punishment. It can be a challenge working with SEN pupils but we are creative at adapting our provision. **Would more funding help?** Funding is a national problem and provision for SEN pupils is often in the news. There are a number of pupils with non-diagnosed SEN. Part of our ethos is that we give every child a chance. The two biggest negative impacts are the time it takes for specialist referrals and the cuts in TA funding. **Is there sufficient support in place?** Yes. TAs are well trained and pupils, as well as staff, support each other.

As this was raised by Ofsted at both schools, can we include any stats relating to children in alternative provision or reduced timetables in HoS report? Yes, this will be added to both reports.

Would it be an idea to start thinking about how the proposed new free breakfast club scheme might be best harnessed to have the biggest impact, while causing least extra workload for staff? (Or is its role too far in the future for current consideration?) It feels like it could be a great opportunity to bring a new dimension to the school day). There has been no indication about funding. This needs to be considered at Trust level.

Can further pressure be put on the trust to make the minibus more available for out of school trips? It seems like its lack of availability must put a lot of pressure on teachers to have to organise parent transport, especially for Dale Payton and his sporting fixtures. It feels unsustainable for him in the long run. Minibuses are available for booking but this on a first-come-first-served basis. We are lucky to have any minibuses available. It isn't feasible to increase the number of buses. DP is very passionate about attending sporting fixtures. It might be worth him trying to arrange the fixtures well in advance. We walk whenever possible and use the minibus for sustainability events. LH advised that it is very important not to separate individual schools from the Trust as we are all one. **Is there a central booking system for the minibuses?** Yes, there is. It is difficult to get a minibus to take the LT children to Mount Kelly for swimming and private hire coaches are very expensive. At SC, PW books the minibus as soon as possible in the year.

Term dates 25/26 were agreed by all governors

8. Improvement Plan & Data Analysis (including "small cohort")

This has been discussed in the HoS Reports.

9. PPG Review & Next Academic Year Plan

This has been discussed in the HoS Reports.

10. Top 3 Schools Risks

LT	SC
1. Falling standards	1. Standards

- | | |
|---------------|--------------|
| 2. Staffing | 2. Finance |
| 3. Financial. | 3. Staffing. |

11. SIAMS

LH is working on the SIAMS document for both schools and will send these to the Foundation Governors as soon as available. LH has been working closely with both the Exeter and Truro Diocese and is the Lead for Flourishing Schools. LD will be Collective Worship Lead; PW will be Religion and Worldviews Lead and AC will be the Governance Lead for Flourishing Schools. The theme of “Love Your Neighbour” is paramount throughout Flourishing Schools. LH feels this fits in very well with the work being done with school leaders and is embedding the Trust Identity and visions. **JM and MY will meet to discuss how they can best work together as Foundation/SIAMS Governors and LH will arrange this.**

12. Safeguarding

Everything has been checked and is compliant.

Governors still to confirm they've watched the KCSiE video – PP, MY, JS.

13. Review SEND and agree SEND Local Offer

These were both agreed by the governors.

14. Attendance

Attendance is 95% overall, which is one of the highest throughout the Trust. Behaviour is good and there have been no exclusions.

15. Lew Trenchard Pre School and St Catherine's Nursery

All is going well at both schools. The Library has been improved at Lew Trenchard and credit is due to Alison Harris for this.

16. Pupil Voice and Parental Survey

These were both successfully completed last term for both schools. **How can we promote the governors so that pupils and parents know who they are?** ACr has written an article explaining who the governors are. Governor visits could be recorded in the school diary. **Could governors come into the school for events, like a Bake Off?** Yes, but we don't want governors to be bombarded with complaints from parents that aren't relevant to governors. However, governors should still listen and then signpost.

17. Compliance

Everything is compliant. Work is going on at Trust level regarding Cyber Security.

18. Governor Monitoring and Training

Governor Training

NP – Prevent 15/10/24, GDPR 15/10/24, Safeguarding 15/10/24.

JS, MH, NS to complete Local Governance training

JM to complete Foundation Governor training.

GovernorHub / The Key

JS and NP still to register on Governor Hub.

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

Monitoring and Working Groups

- Improvement Plan Priorities – discussed at Working Group
- PPG and impact and provision for next year covered at the Working Party. **JS to arrange meeting to discuss both schools and meet pupils**

- **EYFS (NP) – carry forward**
- **SEND (EB) – EB will liaise with Tracey Laithwaite for a meeting at LT – carry forward**
- Risk analysis to ascertain current top 3 risks for both schools – see item 9.

Monitoring and Working Groups for next term

- **Improvement (to include plans for risk reduction) (Working Group)**
- Website compliance/On-line safety (Neil Swait completed this). Ofsted were impressed with the website
- **Curriculum (ACr/Working Group)**
- **Safeguarding (ACr).**

LH will liaise with governors regarding a date for the Working Party.

Chair’s Meeting with CEO

ACr has met with the CEO and Deputy CEO. This was a good meeting.

19. Statutory Policies

LT and SC SEND Policies were agreed at the Working Party – Approved.

The Safeguarding Policy was agreed at the Working Party – Approved.

The Admissions Policy was agreed at the Working Party – Approved..

First Aid Policies (LT and SC) are due for approval at the next HLGB meeting.

20. Any Other Business

None.

21. Date of Next Meeting

The date of the next meeting is Tuesday 18th March 2025, midday at Central Office. The Summer meeting will take place on Tuesday 1st July 2025, midday at Central Office. The meetings previously scheduled for 12th March and 25th June are therefore cancelled.

The meeting closed at 2.40pm.

Ann Cullum

Local Governance Officer

Distribution List:

Amy Crompton	– Chair/Parent Governor	Will Hermon	– CEO
Emma Bending	– Vice Chair/Co-opted Governor	Steve Tavener	– Chair of Trust Board
John Sanders	– Parent Governor	Louise Hussey	– Executive Head Teacher
Naomi Smith	– Co-opted Governor		
Margaret Young	– Foundation Governor		
Sally Powell	– Staff Governor		
Natalie Pankhurst	– Parent Governor		
Joy McSmythurs	– Foundation Governor		
Rev. Phillip Parker	– Foundation Governor		
Martin Hampton	– Parent Governor		