

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

Chair of Governors – Amy Crompton, acrompton@andaras.org Executive Head Teacher – Louise Hussey



An Daras Trust
Igniting Curiosity Growing Capabilities

Low Trenchard Church of England Primary School

Lewdown, Okehampton

Devon EX20 4DP

Tel: 01566 783273

Head of School – Liz Davy

St Catherine's Church of England Primary School

Moorland Road

Launceston, Cornwall PL15 7HX

Tel: 01566 772198

Head of School – Pippa Warner

30/3/25

MINUTES

Spring Term Meeting 2025

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

Tuesday 18th March 2025 / midday at Central Office

1. Welcome (to include recap of Trust Identity) and Apologies

Present: Amy Crompton (Chair), Louise Hussey (EHT), Sally Powell, Margaret Young, Joy McSmythurs, Natalie Pankhurst, Martin Hampton, Toby Lee (new Co-opted Governor).

Apologies: Emma Bending, Naomi Smith, Phill Parker

Absent: John Sanders

In Attendance: Pippa Warner (ex-officio - HoS, St Catherine's), Liz Davy (ex-officio - HoS Low Trenchard), Ann Cullum (Local Governance Officer).

2. Opening Prayer

The Chair opened the meeting with a prayer by the Reverend Jane.

3. Declarations of Interest relevant to this agenda

Pecuniary Interests confirmation received from JM and TL. No other declarations relevant to this meeting were raised. **PP still to confirm pecuniary interests.**

4. Governors

The governors appointed Toby Lee as a new Co-opted Governor for a 4-year term ending 18th March 2029. TL agreed to take on the role of PPG Governor and LH will meet with TL to explain the process. AC advised the meeting that EB had agreed to continue as Vice Chair and the governors were happy to agree to this.

JS has not been in touch with LH nor AC. AC will email him accordingly and LH will draw his attention to the email.

5. Confirm Minutes of LGB Autumn Meeting (6th November 2025) and Matters Arising

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

- MY has provided for funding for both After-School Clubs through the Orchard Centre. Confirmation was received for a £500 donation from the Rotary Club for the Breakfast Club. **Do you feel that all children need to attend Breakfast Club?** We have taken a survey and quite a few parents find it too early. St Catherine's have about 30 children attending. LH will message the parent of every child on the free school meals register.
- LD will ensure that Low Trenchard's PE review is on the website - completed
- **PP to confirm he has read the Code of Conduct and agrees to abide by it.**
- **Monitoring Visits and Working Group** – to be discussed in item 17
- **Governor Training** – to be discussed in item 17

6. Management of Top 3 Risks and Sustainability

The current Top 3 Risks are:

LT	SC
1. Falling standards	1. Standards
2. Staffing	2. Finance
3. Financial.	3. Staffing.

More detail is provided in the Heads' Report. Staff absence has settled now. Finance is an ongoing problem throughout education. Devon are reclaiming 0.5% of school budgets. The government are reviewing how they provide for SEND children. Falling birth rate is a national problem. Finance will now be the top risk for both schools. Cornwall LA advised that the delay in EHCP payments is likely to get worse. Cornwall LA have increased the rate per hour for TAs to £12.21.

Revised Top 3 Risks are:

LT	SC
1. Finance	1. Finance
2. Staffing	2. Falling Standards
3. Falling standards.	3. Staffing.

Confidential Matters – discussed at item 19.

7. Heads' Report

The Heads' have created a combined report which has been shared with all governors. **There are plans that Trusts will not be able to follow their own curriculums nor make decisions about term dates/school day times/admissions refusals. Are the schools likely to be affected by these threats of taking away discretions from the Trust?** Yes, some "powers" will be lost, for instance the LA will now be able to "force" a school to take a child. We also won't have any discretion over the curriculum but we do follow the national curriculum anyway, although with some adaptations. **On what grounds would you refuse to take a child?** We might refuse if we don't feel we can meet that child's needs, which can only be done if the child has an EHCP.

What additional support might help Lew Trenchard deliver the OPaL program after the experience of a first winter? OPaL is about using the space available and giving children access to all areas. It will take a while to embed but everything is going in the right direction.

In the St Catherine's report there are explanations and context with data on suspensions but no actual data on bullying/racism/homophobia. On Lew Trenchard's there is just data but no context nor explanations/actions. Are we able to fill those gaps please? Ideally, we'd like both sections for each school to be the same if possible please. LH has completed a template with a flowchart, which was discussed amongst the governors. Suspensions are mostly isolated incidents and fortunately we don't have many. Suspensions (and exclusions) really are the last resort. SEN provision nationally is not adequate. Parental abuse is rising and safeguarding procedures have been put in place to safeguard the staff. Apparently, this is the main reason nationally for staff leaving. We are starting on a "Parental Engagement Framework" and staff meetings are arranged around these, with different themes to encourage parents to attend. Apathy is strong in the parents. All we can do is offer and remind parents what we are offering. **How regularly are parents communicated with by the school?** Very regularly. We use "whole school dojo" and "class dojo" and we regularly post events and reminders there, as well as news and information about Reading (for example) and Ofsted. There is always a link to the newsletter. Devon LA are focussing on Inclusive Provision and LD wants the children to comment on the website. It is difficult to get parents into school during the school day so we do try to get videos on dojo. TL offered his services with videos and other media enterprises.

Were the Pupil Progress meetings rescheduled at Lew Trenchard as we note it says staff absence? If a teacher is off for a number of weeks these will be caught up with when the teacher returns. **When**

there are staff off for sickness/training, do we have acceptable, robust support plans in place to cover? Can this be improved? Is there a key member of staff that supply teachers can access? It is as robust as we can make it. Due to budget restraints we have to cover this internally. All staff at St Catherine's are very flexible. All planning is available on Sharepoint, which is especially useful for longer term absences as this can be accessed by all staff. We don't often use Supply Teachers, but for longer term absences we have called on ex-teachers or retired teachers.

As combined scores are a key focus, are we able to see any impact from the strategy in both schools yet? It is too early to say as it's a long-term strategy which will take a while to embed.

Could we have an update on the playground at St Catherine's? It has finally been agreed and a company has been paid to put the lines on, hopefully during the Easter break. This has been ongoing for a while. **Were the Trust involved?** Yes, Ray Clarke (Trust Project Manager) obtained all the quotes.

Attendance figures look good for both schools, how is it going with the new procedures, or is it too soon to say? Penalty notices that we sent to County in October are only being actioned now. LH has shared Government Attendance Summaries documents with all governors. LH went to an Attendance Workshop which she will include on letters to parents. Attendance has dropped lately at St Catherine's.

8. **Funding**

LH has received a letter from Devon School Leaders regarding funding. This letter was drafted by the NGA and lays out the issues around underfunding in schools, particularly for SEN. LH will draft a reply

9. **Improvement Plan & Data Analysis**

There will be a data drop after Easter. Data will be looked at in more detail then.

10. **Review Vision/Ethos**

Christian character and distinctiveness are being worked on in both schools.

11. **SIAMS**

PW met with JM and MY to discuss how they can best work together as Foundation Governors/SIAMS. JW's report has been shared with all governors. The prayer space is proving very popular. JM praised the children who came to the meeting with Bishop James, who was also very impressed with the children and their behaviour. **Would it be possible to invite Bishop James into school?** JM will invite him. The children have also been invited to interview the new Lew Trenchard vicar.

12. **Safeguarding**

ACr's reports have been shared with all governors. The SCR has been checked at both schools and everything is compliant.

NS, PP, JS are still to confirm they've watched the KCSiE video. All governors present confirmed they've received and read the Trust's termly Safeguarding Update as part of their ongoing Safeguarding CPD.

13. **EYFS statutory framework**

Everything is going well and all is compliant. **NP will conduct an EYFS visit in the summer term.**

14. **Pre-Schools**

Numbers have increased in both schools and everything is looking good.

15. **Compliance**

All staff have been sent details for Cyber Security training. GDPR and Safeguarding training is in hand. Health & Safety training is up to date.

16. Governor Monitoring and Training

Governor Training

ACr - Online Safety 27/1/25, Cyber Security 2/2/25, GDPR 12/2/25

MH - GfS Intro to Governance 26/1/25

NS – GDPR 10/2/25

TL – Safeguarding 24/2/25

EB – Child Protection 7/3/25

JM – Foundation Governor training 27/1/25.

Governor Training outstanding – to be completed as soon as possible

EB, JM, PP, MH, MY, JS to complete GDPR Refresher training

EB, JM, PP, MY, JS, NS, NP to complete Cyber Security training

JS, NS to complete Local Governance training.

LH recommended governors take training on Sexual Harassment at Work (LH has a PowerPoint presentation).

GovernorHub / The Key

JS still to register on Governor Hub.

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

Governors still to complete Skills Audit - JM, PP, MH, MY, JS, NP.

All Governors are invited to the Exeter Diocese Governance 'Reaffirmation and Thanks' Networking Session to be held on Wednesday 18th June at the Bishop's Palace Gardens.

Monitoring and Working Groups

- **PPG - JS to arrange meeting to discuss both schools and meet pupils – carry forward**
- EYFS (NP) – completed
- **SEND (EB) – EB to arrange meeting at LT and liaise with Tracey Laithwaite (SENDCo)– completed, EB's report to follow**
- Improvement Plan Review (to include plans for risk reduction) – completed at Working Group
- Curriculum – completed at Working Group
- Safeguarding – completed, reports shared with all governors.

Monitoring and Working Groups for next term

- **Improvement Plan review (WG)**
- **Next likely Improvement Plan priorities (WG)**
- **PPG impact and provision for next year (?)**
- **PE impact and provision for next year (MH)**
- **SEND (EB)**
- **Safeguarding (ACr).**

Introduce new Monitoring Visits pro forma

LH, ACr and EB will meet to formalise a plan. Governors are requested to conduct their visits in the first half of the term wherever possible. Monitoring Visit Reports are to be completed following the visit and sent to AC for posting on Sharepoint and to LH for collating on the Monitoring Visits pro forma.

Chair's Meeting with CEO

This was a very positive meeting. Peter Sharpe's Governance Review was also very positive and has been shared with all governors.

17. Trust PR Strategy Guidance

Governors are requested to familiarise themselves with this document. This document was produced to reduce parental complaints and **will be discussed in more detail at the next meeting.**

18. Statutory Policies

The First Aid Policies (LT and SC) were approved by governors.

Policies for approval at the next LGB meeting: LT Behaviour Policy LT & SC SEND Policy and Local Offer.

Governors are requested to be aware of the updated Trust Complaints Policy.

19. Confidential Matters

LH shared confidential financial matters which are recorded separately in Confidential Minutes.

20. Any Other Business

SP shared the updated Visible Learning document with governors who confirmed they were happy with it.

21. Date of Next Meeting

The date of the next meeting is Tuesday 1st July 2025, midday at Central Office.

The meeting closed at **

Ann Cullum

Local Governance Officer

Distribution List:

Amy Crompton	– Chair/Parent Governor	Jo Callow	– Deputy CEO
Margaret Young	– Foundation Governor	Steve Tavener	– Chair of Trust Board
John Sanders	– Parent Governor	Louise Hussey	– Executive Head Teacher
Naomi Smith	– Co-opted Governor	Liz Davy	– Head of LT School
Emma Bending	– Co-opted Governor	Pippa Warner	– Head of SC School
Sally Powell	– Staff Governor		
Joy McSmythurs	– Foundation Governor		
Rev. Phillip Parker	– Foundation Governor		
Natalie Pankhurst	– Parent Governor		
Martin Hampton	– Parent Governor		
Toby Lee	– Co-opted Governor		