



**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

7/12/23

## MINUTES

### Autumn Term Meeting 2023

#### Local Governing Board; Low Trenchard School

#### Wednesday 22<sup>nd</sup> November 2023 / 4pm at the School

#### 1. **Welcome and Apologies**

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

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

#### **Governor Resignation**

Mat Booth resigned on 12<sup>th</sup> September 2023.

A new Parent Governor is required. **The school and governors will concentrate on finding a new governor after Christmas.**

#### **Governor Change of Role**

JM has agreed to become a Foundation Governor (subject to Diocese approval) and will also take on the role of P.E. Governor. ACr will take over Data. JM would also like to be involved with Sustainability.

#### 2. **Declarations of Interest Relevant to this Agenda**

None relevant to this meeting.

Governors' annual Pecuniary Interests declaration forms have been received from all governors.

#### 3. **Chair Election**

It was unanimously agreed that ACr continue as Chair of Governors for a further year.

The governors also agreed for EB to continue as Vice Chair.

#### 4. **Governor Administration (AC)**

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Prevent Update, Health & Safety, ADMAT and School Safeguarding policies and ADMAT termly Safeguarding Update.

#### 5. **Confirm Minutes of LGB Summer Meeting (12<sup>th</sup> July 2023) 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.

#### 6. **Confidential Matters**

The Head raised a confidential matter about the bereavement in the summer, which is recorded in Confidential Minutes.

#### 7. **Head of School Report**

The Head's Report has been made available to all governors, who raised the following challenges.

**We are pleased to see that Phonics in particular is very strong. However, the data isn't so good for**

*Low Trenchard LGB*

**Writing and Maths throughout the school. Can you tell us how this is being addressed and if any impact is being seen yet?** It is still very early in the academic year although Year 1 have improved tremendously. Mastering Numbering in Reception has had a positive impact on pupils in Year 1. There is more of an early focus on KIRFs (Key Instant Recall Facts), mainly through home learning, which is monitored on a weekly basis. Sending printed home learning has had a positive impact on engagement. Year 1 and Year 2 have been split for Maths so that the different age-group objectives can be made, ensuring that skills and knowledge (which provide the foundation for future Maths) are well embedded. Tutoring is available weekly. Maths training for the subject leader has taken place. Writing is going to take the same amount of time to embed as Phonics did. Writing and Maths across the school are the main focus on the AIP. Teachers have provided LD with long term planning and LD is checking that skills are progressive. A positive impact has been seen so far. Teacher reorganisation/staffing structure will take place to improve strength in key year groups. Data Analysis is being used to ensure accurate, effective teaching. The data has been looked at and areas needing improvement have been identified. SEND is 10% above the national average. 23% of pupils are SEND, 50% are mobility children. The school has a good reputation for SEND children and new families have joined because of this.

**With regards to the fact that we are very SEND heavy, what is the impact on the Greater Depth children in particular?** LD frequently has pupil development meetings with staff and families. Families have reported positively that they can see their children are being challenged more. **Will Ofsted take this into account?** Yes, they will look at these percentages and contextual issues, as does the Trust. **Has the agreed SEND consistencies framework had an impact on low level disruption to learning?** Monitoring is taking place to ensure all staff comply with this. It is early days but it is working. **How do you tackle those teachers who are not consistent?** Monitoring is recorded on agreed consistencies and shared with staff – anything that is missing is the target for the next week's follow up visit. **What is the feedback from staff about this document and delivering these consistencies?** Staff appreciate that consistency is paramount.

We have revisited our Behaviour Policy and amended it to be more rigorous and consistent. This has been shared with staff and pupils and LD is rewriting the policy to share with families. Procedures with a tiered approach have been created and shared. Behaviour has improved a lot recently, despite the high number of SEND children. LD will share DfE Behaviour training with staff in the Spring term and induction for new staff will include behaviour training. Attendance is 95% which is in line with the national average.

**How effective is 'live marking'?** Live marking is extremely effective and efficient as it provides instant feedback to pupils and has the capacity to address misconceptions there and then. It also means that any reactive interventions can be organised straight away. It is also very helpful regarding teacher workload. There is clear EEF (Education Endowment Foundation) research evidence that 'in the moment' feedback is highly effective in improving outcomes.

**Do we have the capacity for our current and future staff members to be able to develop professionally in the context of our school?** Yes, although we are limited due to funding. The Trust CPD resources are extensive and the Trust is putting together a new CPD policy for staff, who are actively encouraged to take relevant training. **How can staff progress in a small school?** This is the advantage with a Trust; opportunities for staff are frequently discussed with the CEO as there is more capacity to develop beyond the school. The CEO speaks regularly to the EHT regarding 'future leaders' and supports actions to train and retain.

The governors agreed the term dates for 2024/25.

#### 8. P.E. Review

ACr's P.E. report has been shared with the governors. **How is the impact of P.E. funding assessed?** Impact is shown through the progress of children and their overall participation. Teachers assess pupils at the end of each unit. **Is there increased participation in competitive sport?** Unfortunately

not; participation in competition has reduced; the main reason being lack of transport. A minibus is really needed for this.

9. **PPG Review**

The Pupil Premium Strategy Plan has been made available to the governors, who were happy with this and raised no questions.

10. **SIAMS**

The School Vision has been agreed and is now on the website. An assembly is planned before Christmas when LD will fully introduce it to the children. PP and JM would like to attend the Collective Worship and combine this with a Monitoring Visit. The diocese will visit in the Summer term.

11. **Pre-School and EYFS Statutory Framework**

The pre-school is going well, with 11 children currently on roll. Everything is compliant, including the EYFS framework.

12. **Safeguarding / Health & Safety**

The SCR has been checked and all is in order. LD will complete the S175 before Christmas.

13. **Review SEND provision and policy, and agree SEND Local Offer**

These are on the website and the governors agreed with them.

14. **Pupil Voice**

ACr conducted an Online Safety visit with the pupils, who were very knowledgeable about online safety. ACr's survey has been made available to the governors.

15. **Compliance**

Everything is compliant. LH advised that all staff PDRs have been completed and all staff have passed. All staff are to date with their essential training.

16. **Governor Monitoring & Training**

Monitoring Visits/Working Groups

- Improvement Plan priorities for next year - covered at Working Party – *see item 7(a)*
- Curriculum (Writing and Maths) – completed
- EYFS – covered at Working Party
- Risk analysis to ascertain current top 3 risks - completed – *see item 7(c)*
- Safeguarding – completed.

Monitoring and Working Groups for next term

- **Improvement Plan Review (Working Party)**
- Website Compliance (Neil Swait is looking at this)
- Online Safety – completed – *see item 14 (Pupil Voice)*
- **Curriculum (Working Party) – ACr will complete a monitoring visit with the Subject Lead**
- **Safeguarding (ACr)**
- **SEND (EB will meet with Tracy Laithwaite).**

Governor Training

Safeguarding – EB 11/10/23

GDPR – ACr – 12/10/23, PP – 12/10/23

Cyber Security – ACr 13/10/23,

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

Governor Training Overdue – to be completed as soon as possible

- All governors are required to take Cyber Security training annually. **JM, PP due this term, EB in January/February**
- All governors are now also required to take GDPR training – **this is currently outstanding for JM, EB.**

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

GovernorHub – The Key

All governors confirmed they have access to Governor Hub and one governor commented on how beneficial the articles from Governor Hub are.

Chair's Meeting with CEO

The Chair's Report has been made available to all governors. Items discussed included the Trust Growth Plan and the Trust Quality Descriptors documents; Metrics and Quality Verifiers; Curriculum Strategy Evolution 23/24 (including Metacognition/Thinking Matters); School Improvement Team Deployment 23/24; Improvement Plan (Termly Review and 23-24 AIP Priorities); Ofsted Update and Risk Management; Local Governance Effectiveness Update; Cyber Security and Asset Management Plan Update; British Values and Rights Respecting School Programme. The governors were content with this and raised no questions.

#### 17. **Statutory Policies for Review/Renewal**

SEND Policy – *see item 13.*

The Safeguarding and PHSE Policies are due for review and were agreed by the governors.

The Admissions 25/26 Policy is on the website for consultation and has been sent to Devon CC. The governors had no issues with the policy.

#### 18. **Minibus**

JM advised that the local council are interested in having a conversation with the school about a minibus. The lack of a minibus it is impacting on the pupils because they are limited in what they can attend. This is a problem in all Trust schools. **Would a Community minibus be more feasible?** Yes, this definitely would be a good idea for the whole community. Other matters need to be considered, for instance insurance, safety of vehicle, drivers (including drivers' DBS clearance). LH will discuss the viability of this at Trust level. **Is there a Trust minibus that the school can use?** Yes, but it is always booked when the school need it. **As the Trust has grown would a second minibus be a possibility?** This would need to be financially viable. PP reported that there is a community minibus which the church use and Mount Kelly also have a minibus. **JM offered to speak to Mount Kelly to see if there is any capacity for other schools to use the community minibus.**

#### 19. **Any Other Business**

None.

#### 20. **DONM**

The date of the next meeting is Wednesday 28<sup>th</sup> February 2024, 4pm at the school.

The meeting closed at 5.15pm.

**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

Louise Hussey – Executive Head Teacher

Liz Davy – Head of School

Will Hermon – Executive Head/CEO

Steve Tavener – Chair, Trust Board