



10/7/24

**MINUTES**

**Summer Term Meeting 2024**

**Local Governing Board: Lew Trenchard Church of England School**

**Wednesday 3<sup>rd</sup> July 2024 / 4pm at the School**

**1. Welcome and Apologies / Trust Identity (PowerPoint Presentation)**

**Present:** Amy Crompton (Chair), Louise Hussey (EHT), Liz Davy (Hos), Joy McSmythurs, Emma Bending, Rev Phill Parker, Martin Hampton

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

LH explained the reasons for the Trust Identity and showed the short PowerPoint Presentation. LH suggested that in September there is a Working Group to ensure everyone understands the school's vision and values based on the Trust Identity. **Is the Trust Identity because the Trust has taken on more schools?** Not really, Jo Callow (Deputy CEO) has been shadowing CEOs from other Trusts and it is important to cement the vision consistently across the Trust to ensure all schools are aligned and "use the same language". LH mentioned that it is a Trust vision that all schools are inclusive. **Is there a risk that any private schools could send too many pupils to Lew Trenchard?** No, any prep schools in the area are very small and nearer to Launceston.

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

No relevant declarations of interest.

**3. Governors**

An additional Co-opted Governor is still required and this will be discussed at the Working Group.

**4. Confirm Minutes of Extra Ordinary LGB Meeting (19<sup>th</sup> June 2024) 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.

- **Monitoring Visits and Working Group** – to be discussed in item 17
- **Governor Training** – to be discussed in item 17.

**5. Confidential Matters**

None.

**6. Head of School Report**

The Head's Report has been shared with all governors. Key points and challenges were raised. **Will we still have the same level/standard of tutoring for the next academic year?** All government funding for tutoring has been stopped. There are ideas in the pipeline and LD is optimistic that this will work well. Funding for EHCP children comes from the Local Authority. **What particular element of Writing requires tutoring?** This can vary from cognition to comprehension. We are lucky to have Karl Jane

(Year 1/2 Teacher) who is very experienced and capable of identifying, assessing and filling the children's learning gaps. **What is the percentage of SEN children?** It's 29%, compared with national average of 13%. LH shared a document highlighting results with and without SEN results. **How do you help the children who aren't at the expected level?** These children are monitored and LD and Tracey Laithwaite (SENDCo) assess regularly. **What is the percentage of mobility children in year 4?** It is 80%.

**Can the Trust respond to healthcare service demands regarding assessments of children, instead of it always being LD who explains?** This isn't Trust criteria; it's come from Plymouth and Devon. The school has responded that due to GDPR regulations these documents shouldn't be sent via parents. There is a high level of need here.

**How is the Trust supporting LD regarding attendance and the new legislation?** We always buy into an external service and the Devon Academy Improvement Officer (Lucy Paton) has been very proactive, helpful and supportive. She has been invited to the Transition Days, where Attendance will be specifically mentioned. Claire Paul (Trust Safeguarding Officer) has also been very supportive. Attendance is very high on the national agenda. Lew Trenchard has a good attendance record. Attendance is reported weekly to the Deputy CEO. LD has spoken to the parents of persistently absent children, although some respond that they aren't interested in academic achievement. There is a specific category on My Concern that covers excessive absences.

LD requested governor approval to the change of date for the Spring 2025 INSET day from 2<sup>nd</sup> June to 27<sup>th</sup> June 2025. Feedback regarding this decision was really positive and the governors agreed to this change.

**Is there a way that we can show positive impact regarding home learning to families?** LD is going to specifically raise the importance of home learning at Transition Day. The school isn't in a position to judge families, but it is a concern that some children can easily access their home learning while others can't. The school is exploring many ways to convince parents how important home learning is. LD brought in some pupils' home learning books which the governors looked at and were impressed with. **Have there been occasions where parents have been asked to come in informally? Could this be fashioned to encourage the parents to help their children with home learning, and particularly Reading?** Yes, we have done this before but for different reasons. **Would it help if we specifically asked parents questions such as "What do you feel would help you as parents/carers to better support your children's home learning?" / "Do you feel able to support your child with their home learning?"** This is certainly something that can be discussed.

**Is there any data to show improvements in multiplication across the school?** Multiplication is at 50% in year 4 this year. There is a high level of SEN in year 4.

**Can TG Rock Stars be proved to be having the desired effect?** These are timed tests, run by TG Rock Stars, which have to be completed on an iPad. We can type in certain information to help the child. This does have a direct and positive correlation with Multiplication results. **Does this have the desired impact?** Yes. Generally most children thoroughly enjoy Rock Stars. **Can we offer workshop sessions?** Yes, this will be looked at.

**Could we get all the governors on Dojo?** Yes, Bex (School Administrator) will deal with this.

MH congratulated LD for the work she does with the children and how well-mannered they are.

## 7. Improvement Plan & Data Analysis

This has been covered in the Head's Report. SATs results will be available on 9<sup>th</sup> July.

## 8. Curriculum

Many extracurricular activities are offered and these have been covered in the Head's Report; they include cricket, football, tennis, sports day, alternative sports day, residentials, farm trips, music events, visits to Sustainability Centre plus various Enrichment Clubs. The curriculum is published on the school website. Nothing is being changed in the curriculum.

## 9. SIAMS

Lew Trenchard is not currently on the list to be inspected by SIAMS. PP mentioned that inspections are about 8 years apart. Lew Trenchard's last inspection was 2018. **LH will share with governors all the work that has been done for SIAMS.** LD has attended SIAMS training. The next Improvement Plan will contain a lot of information based around SIAMS criteria.

The Prayer Space for Schools had a big positive impact and PP received letters from two pupils thanking him for the Prayer Space meeting. JM is hoping to arrange pop-up Prayer Space meetings. The children who did attend enjoyed it immensely and it is hoped that these children will tell their friends about it so that more children will attend next time.

## 10. Safeguarding

The SCR was checked last term and all is good. Any safeguarding concerns are treated seriously. There is a clear policy and good training around safeguarding and reporting. MyConcern is used to record and inform DSL/DDSL immediately as necessary.

## 11. P.E. Review and next academic year plan

Dale Payton (Year 5/6 Teacher and P.E. Lead) will conduct the review before the end of term. – **carry forward**

## 12. Review SEND and agree SEND local offer

SEN provision is very good. It is important to organise the transition to secondary school correctly over a period of weeks. There are children with challenges but staff are trained to deal with them. Tracey Laithwaite (SENDCo) is looking at the SEND Offer and Policy; **LH will email these to the governors for approval as soon as they are completed.** They aren't expected to change from the existing Offer.

## 13. Pre-School

Numbers are healthy at 14, which is an improvement.

## 14. Pupil Voice and Parental Survey

These have been successfully completed and shared with the governors. The surveys were largely positive although 34% of parents felt that the governors weren't accessible. **Would it help if we put up a Dojo post with 'Meet the Governors' and maybe we could do reports periodically?** Yes, we will also look at putting a board with governors' photos in the corridor.

## 15. Staff Matters

- Views of Staff (survey/feedback). The increase in SEN children does have an impact on staff, although staff are happy and feel supported.
- Monitor welfare & workload, work/life balance – **with 29% of SEN children, isn't this a huge workload for the staff?** Yes, but all staff are very supportive to each other. Lew Trenchard hasn't had to cut any staff this year.
- Skills & Training – all staff training is up to date. The Trust CPD programme is excellent.

## 16. Compliance

Everything has been checked and all is compliant.

## 17. Governor Monitoring & Training

### Monitoring/Visits and Working Groups

- Website Compliance (Neil Swait is looking at this) – completed
- **Next likely Improvement Plan priorities (All/Working Group) – carry forward**
- Curriculum (ACr) – discussed at Spring Working Group, report shared with all governors
- Safeguarding (ACr) – completed, report shared with all governors
- Improvement Plan Review (All) – completed
- PE impact and provision for next year (JM) – completed, **JM's report to follow**
- ACr also completed Monitoring Visits for the Subject Leads, reports shared with all governors.

### Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (Working Group)**
- **Curriculum (ACr)**
- **PPG (EB)**
- **Risk analysis to ascertain current top 3 risks (Working Group)**
- **Safeguarding (Working Group).**

### Governor Training Completed

No recent updates.

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

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

**MH to take the 3 modules of Cyber Security.**

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

### GovernorHub / The Key

MH is now registered on Governor Hub.

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

This was a very positive meeting. ACr expressed her concerns about the proposed pairing with St Catherine's. EB also expressed concerns. LH will speak to the CEO about this.

## 18. Policies due for Renewal

The SEND Policy is due for review for publication on the school website in September. **LH to email to governors for approval.**

The Accessibility Policy was approved by the governors.

The ADMAT Attendance Policy is now available for governors to read and raise any queries. **LD has a few queries regarding the new legislation which she will forward to the Chair to raise with the CEO at their next meeting.** LD will mention attendance to parents at Parents' Evening.

All governors confirmed they have received the Meeting Schedule for next year.

## 19. Any Other Business

None.

## 20. Date of Next Meeting

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

The meeting closed at 5.30pm.

**Ann Cullum**  
**Local Governance Officer**

**Distribution List:**

Amy Crompton	– Chair & Parent Governor	Louise Hussey	– Executive Head Teacher
Emma Bending	– Vice Chair / Co-opted Governor	Liz Davy	– Head of School
Rev. Phillip Parker	– Foundation Governor	Will Hermon	– Executive Head/CEO
Joy McSmythurs	– Co-opted / Foundation Governor	Steve Tavener	– Chair, Board of Directors
Martin Hampton	– Parent Governor		