



An Daras Trust

Igniting Curiosity Growing Capabilities

Princetown Primary School

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Princetown

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Executive Head: J Callow

Head of School: E Byrom

Chair of Governors: S. Manning

29/2/24

## MINUTES

### Spring Term Meeting 2024

Local Governing Board; Princetown School

Friday 23<sup>rd</sup> February 2024 / 1pm at the School

#### 1. Welcome and Apologies

**Present:** Sheila Manning (Chair), Gary Manning, Emma Byrom (HoS)

**Apologies:** Jo Callow, Sam Piper, Tina Davies

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

#### 2. Governors

CF sadly passed away on 19<sup>th</sup> February 2024. SM will attend the funeral.

TD has volunteered to cover the role of Safeguarding Governor, GM will cover PPG and SM will cover Whistleblowing.

TH is now Tina Davies. **Official documentation to be sent to AC so that governance records and DfE database can be amended.**

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

None.

#### 4. Confirm Minutes of LGB Autumn 2023 Meeting (14<sup>th</sup> November 2023) and Matters Arising (Chair)

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

- **Monitoring Visits and Working Group** – to be discussed in item 12
- **Governor Training** – to be discussed in item 12.

#### 5. Confidential Matters

None.

#### 6. Head of School Report

The Head's Report has been shared with the governors. Key points were raised and discussed. **Can you explain how your curriculum fits in with your vision & values?** We try to use the community as much as possible, especially with History and Geography. We have many enrichment activities, also involving the community. Skills are mapped so the children are always enhancing their learning and encouraging their lifelong learning experience.

**What is being done about persistent absences?** EB is looking at this and there isn't a consistent pattern. Attendance is looked at every term but persistent absences will be looked at every week. The EWO is visiting next week and EB will discuss absences. **How do you rectify non-attendance?** A report is run every week and parents with children who have had too many absences are contacted. Most absences are Foundation children; therefore their attendance is "optional". **EB will talk to the EWO about this and will report back to governors. Do the absences become disruptive for the**

**other children?** No, other children are not affected. **Are our attendances better now than before covid?** Yes, we are top for attendance out of the Trust schools and above the national average. **What are we doing to ensure we stay above the national average?** This is a high priority and will also be discussed with the EWO, but 5 of the current absences are Foundation children.

**You say that outcomes for the year is positive. Is this for the whole curriculum or certain areas?** Yes, it's for all classes, although 3 out of 7 year groups are less positive. KS2 and Phonics is looking very positive with 75% of all pupils on track to pass the Phonics screening check. 86% of EYFS are making above expected progress in Phonics. There is monitoring in place to ensure that Writing attainment and standards in EYFS/KS1 are positive. EB predicts that the current year 5 are on track for Writing, 80% for Maths and 40% for Reading. **Do these figures include SEN children?** Yes, they do. **What do you need to include to help year 6 with their SATs?** We have started booster sessions for extra input. **What intervention is in place for improvement?** Catherine Stroat (Academic Mentor) is helping with this. **Last year there was a focus on teaching Maths? Is this still in place?** Yes, EB teaches extra lessons in the morning.

**If some SEN children are unable to access the entire curriculum, how do you measure their outcomes if their access is different?** They are still assessed to ensure they are meeting the national curriculum. Assessment methods vary depending on the child's needs; sometimes verbal communication instead of written communication is used. We have good support from the Trust across the whole curriculum and Ofsted were pleased with the school's SEN provision.

The governors were satisfied with this and raised no further questions.

#### 7. **Improvement Plan & Data Analysis** (inc. attainment, progress, PPG, GDS)

Data and progress for year groups have been discussed in the Head's Report. The next data drop is at Easter and this will be discussed more fully at the next meeting when further information is available.

We are further embedding the children's knowledge through Metacognition and Learning Matters, and the curriculum is ever evolving. Becky Spear (Thinking Matters' Coach) has left. Jascinta Church (EYFS/KS1 Class Teacher) and Laura Taverner (KS2 Class Teacher) have taken this on with help from EB to develop learning intentions. **How is Visible Learning progressing?** The children all know and understand what Visible Learning is and how it applies to them, however, they are unable to talk it through very well. This will be addressed over the coming weeks.

The Behaviour Policy has been updated to align with DfE guidance. Trauma Informed Schools will be reinstated as the children found this very beneficial. **What are you doing to ensure good behaviour continues?** We will soon be starting a British Values Workshop and embarking on the Rights Respecting Schools programme. We have changed our lunchtime format so that the children serve each other, which has increased the speed at lunchtime so children can spend more time outside (weather permitting).

The governors were happy with this and no further questions were raised.

#### 8. **Safeguarding**

EB had a lesson with the children on how safe they feel at school and this was very positive. EB will ensure that essential safeguarding terms will be on the rolling plan.

SM and TH have checked the SCR and all is order, this includes DBSs for all staff and governors.

#### 9. **Review Vision & Ethos**

This has been reviewed and everything is in order.

## 10. Pre-School/EYFS Statutory Framework

Ofsted were happy with the school's EYFS framework. The EYFS and KS1 curriculums are aligned and there is a meeting shortly between Debbie Saunders (Trust Improvement Officer) and Jascinta Church (EYFS/KS1 teacher).

## 11. Compliance (report by exception: Cyber Security, GDPR, Health & Safety)

Everything is compliant.

## 12. Governor Monitoring & Training

### Monitoring Visits

- **PPG Impact and Provision (GM/SP) - EB to meet with SP – carry forward**
- **EYFS (SM) - SM to meet with Jascinta Church (EYFS/KS1 Teacher) – carry forward**
- Improvement Plan Review (EB/Working Group) – SM's report has been made available to all governors
- Website Compliance -- completed by Neil Swait. Ofsted raised no issues
- Online Safety (Working Group) - SM's report has been made available to all governors
- Curriculum (SM) – covered in Working Group. **EB to have curriculum meeting with CEO**
- **Safeguarding (SM) – arranged for 18<sup>th</sup> April – carry forward**

### Monitoring for Next Term

- **Improvement Plan review (Working Group)**
- **Next likely Improvement Plan priorities (Working Group)**
- **PPG impact and provision for next year (GM)**
- **PE impact and provision for next year (GM).**

### Governor Training

Local Governance – SM 27/11/23

Cyber Security – GM 11/1/24, SM 11/1/24, SP 7/01/24, TD 6/2/24

GDPR – GM 6/12/23, TD 6/2/24

Safeguarding – TD 6/2/24

NGA Governance Roles & Responsibilities, Different Models of Governance – SM 29/12/23, 5/1/24.

GDPR training now needs to be renewed annually.

All governors present 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

- **TD to send Equality & Diversity and Prevent training certificates to AC**
- **TD & SP to complete local governance training**
- **SP to complete GDPR and Prevent training.**

**SP to return completed Skills Audits to AC.**

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

**Chair's Meeting with CEO** – this will take place in March.

## 13. Policies for Review

No policies are currently due for review.

The SEND, First Aid and PSHE/RSE policies are due for review at the next LGB meeting.

#### 14. Ofsted Inspection

An Ofsted visit took place on 5<sup>th</sup> February 2024 and their report was GOOD. The children spoke well to the inspectors about their learning and school life. Pupils are happy in the school and care for each other. Community engagement is good and all parents questioned were happy with the school. The high-quality Early Years curriculum was praised and Reading is a strength of the school. Assessments are used well and teachers have good subject knowledge.

#### 15. Climate Change and Sustainability

The Buzzards visited Camels Head Recycling Centre in Plymouth which they found very valuable and interesting. SM is continuing to monitor Climate Change and Sustainability.

#### 16. Building Repairs

There is water ingress in the Reception which is due to faulty flashing. This is booked to be mended. Other issues of water ingress are being addressed. **Areas of the building need jet-washing and the railings need painting.** EB will ask the school handyperson to do this.

#### 17. Any Other Business

**Parental Surveys to be carried out in the summer term and discussed at the next LGB meeting.**

#### 18. Date of Next Meeting

The date of the next meeting is Friday 28<sup>th</sup> June 2024 at 1pm.

The meeting closed at 2.15pm.

**Ann Cullum**

**Local Governance Officer**

#### **Distribution List:**

Sheila Manning	– Chair/Co-opted Governor	Will Hermon	– ADMAT CEO
Gary Manning	– Parent Governor	Steve Tavener	– Chair, Trust Board
Sam Piper	– Parent Governor	Jo Callow	– Executive Head Teacher
Tina Davies	– Co-opted Governor	Emma Byrom	– Head of School