



Princetown Primary School
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Executive Head: J Callow
Head of School: E Byrom
Chair of Governors: S. Manning

28/06/2022

Minutes

Princetown Local Governing Board Summer Meeting Tuesday 28th June 2022 at 9.30am at Princetown School

1. Welcome and Apologies

Present: Sheila Manning (Chair), Caroline Fildes (new governor), Peter Hague (Director), Emma Byrom (HoS), Jo Callow (Executive Head)

Apologies: Gary Manning

In Attendance: Toni Martin (Governance Officer)

The Chair welcomed and thanked everyone. She welcomed PH from the trust board who was joining this governors meeting (committee of trust board) to ensure it was quorate and assist with the appointment of the new governor, and also to take a tour of the school. CF was welcomed and thanked for volunteering. It was noted that VP has resigned since the last meeting. Although GM is unable to attend the meeting, he has sent some feedback and challenges to be included in the meeting.

2. Declarations of Interest Relevant to this Agenda

None declared. CF submitted her declaration form.

3. Confirm Minutes of LGB Spring Meeting (15th March 2022) and Matters Arising

Monitoring to be completed - see item 14

- Safeguarding visit including pupil feedback and confirm SCR in order (VP assisted by SM)
- PE funding review – discuss use of outstanding funds with EB (GM)
- Annual PE and PPG funding review use of funds and discuss plans for next year (GM)
- Curriculum monitoring including maths (SM)
- Improvement plan monitoring, in particular writing (SM)
- Complete google form questionnaire re 5 year vision into practice plan (All) – see item 8 Attend interviews for KS2 teacher (GM)

Governor Training - see item 14

- SM to complete Prevent training on SSS
- SM will renew Safer Recruitment on SSS. GM to complete Safer Recruitment on SSS
- Governors to complete basic cyber security training once it is available.

Decision made to accept the minutes as a true and accurate record of the meeting and the Chair signed a copy. The Chair also signed a number of sets of minutes from previous virtual meetings.

4. Confidential Matters

None.

5. Headteacher Report

EB provided her report prior to the meeting. It was noted that school attendance is above national average and this was acknowledged by the governors. EB gave a brief staff update. It was noted that Tina Husband is leaving the staff in the summer and has offered to become a co-opted governor in the Autumn term; the governors were grateful to her for volunteering.

EB updated the governors with the latest internal progress measures; writing 71%, reading 88%, maths 87%. More children will make expected progress next year on current forecasts. **From the report, it is pleasing to see the Yr 6 predicted SATs, but is 40% (writing) a concern?** Prediction is 50% but these children were not at ARE at the start and good progress made by all. Governors noted that the additional maths is both pleasing and appreciated as it clearly supports the excellent achievements being attained in maths. **Was the Yr 1 phonic check completed again?** Yes and 100% pass. **Will whole school writing ARE picture show improvement next year?** Yes, although not on ARE now, they are making accelerated progress. **For pupils not achieving ARE in maths and English, is there any other interventions that can be put in place?** EB noted what was in place and the positive impacts being made. Interventions are targeted but onus is also being placed on the parents to get involved too. **What % of children are PPG and what are the PPG spending decisions based on?** 58% are in receipt of PPG and spending based on children's needs.

How often are the pupils books checked (monitoring) and what does this tell you about how the teaching and learning can be improved? EB explained the process including the school and trust monitoring, termly trust wide moderation and deep dives with subject leads. **How are teachers evaluating their own teaching and is it making their workload harder or easier?** EB explained the process, the children are asked what they need and pupil progress meetings/moderation also gives teachers an opportunity to reflect. Links with Team Academy and the Link Academy are in place; JC explained the initiatives in place to assist with evaluating teaching in a positive way. It was noted that links with our trust and other schools is really important for a small, relatively isolated school such as Princetown. School infrastructure matters were discussed briefly.

6. Improvement Plan & Attainment/Progress

Data shows that there are good outcomes for all children given the need to recover from Covid, in particular good progress has been made. **How can we achieve greater writing success?** This was discussed at length. EYFS progress was discussed including mobility and additional needs. Trust SEND audit completed and will be included in the trust AIP, which will also feed into the school. **How do you make sure your SEND pupils can succeed in the classroom?** Additional provision and targeted support. A SEND TA has been advertised for September start.

Next year's improvement priorities are likely to be centred around improved outcomes especially writing, SEND, governance, problem solving and middle leadership development, underpinned by VL.

7. Curriculum

The curriculum is continuously being tweaked. Music, art and PE are the priorities at the moment – these are being mapped out. New PE scheme has been purchased, it is very suitable for mixed year groups as different strands to work through and fits very well with visible learning strategies as it really tests children's resilience and so on. A new French scheme is in place. **What will happen with subject leads?** EB explained who will lead on Art, DT, English and science. EB will remain lead for maths.

Overall, the subjects that were abit behind because of covid are now being mapped out and properly looked at. The curriculum is coming together and all the subjects are being melded together, incorporating abit of French in with art for example. There is an enrichment timetable in place for the next 4 years looking at different religions and cultures to increase diversity in the curriculum.

Extra-curricular activities play a full part in school life, including the use of the trust woodland skills centre at Low Trenchard. There have been Y3, 4, 5, and 6 residentials. Forest school, beach and farm

visits pulling in local community ties. Clubs on offer include book, sewing, gymnastic, gardening, master chef, singing and dancing to name but a few. The governors agreed there is a large number on offer given the size of the school and number of staff.

8. **Five Year Ambition Plan**

Plan has been shared with governors and included input from governors, children and staff. It includes outdoor learning, progress, attainment, well-being, climate change and other key aspects important to the school community. Nothing further to discuss at this stage but governors agreed it will need to be reviewed in future.

9. **GDPR**

Governors sought reassurance that the school is only holding information required and that staff are trained and know what to do if there is a breach? Yes. New signing-in system which protects personal data more effectively. Chair's visit confirmed data is locked away with controlled access. Password security was discussed and details will be confirmed with the DPO.

10. **Safeguarding / Health & Safety**

Due to VP's resignation, a new safeguarding lead governor is required. SF agreed to be safeguarding lead. SM conducted a safeguarding visit, SCR up to date and no issues, the reason for a couple of gaps were noted which are not applicable items. No safeguarding issues. It was noted that some children have concerns regarding what they have seen on TV in Ukraine. New KCSiE out in September and the changes to the document have been issued.

11. **SEND & SEND Local Offer**

Local offer on website, revised one will be on website for September. No issues and unlikely to be different from this year; governors approved this. It was noted that a new SEND lead is required. There is a potential new governor available from Autumn term with a SEND background who would be well suited to this. In the meantime, SM will monitor SEND.

12. **Parental Survey**

Generally positive. Governors discussed one or two comments but no further action necessary.

13. **Staff Matters**

Views of staff survey were discussed. Overall positive result despite the disruption from Covid. **It is noted that some staff only 'tend to agree' that behaviour is ok, do we have an issue here?** It was noted that 'tend to agree' is still agreement that the behaviour is ok, although it was acknowledged that there is the occasional issue that requires the behaviour policy to be implemented just like at any other school. It was also noted that 100% agree that behaviour is consistently well managed. The frequency and use of staff meetings were discussed briefly.

How is work/life balance for the staff at the moment? It has improved, especially now covid interruptions are less. Sometimes staff put more pressure on themselves to deliver high standards but standards and curriculum wise, the school is in a much better place now. Covid catch up versus curriculum development did add a lot of pressure on the staff but this has eased now. Trust well-being charter for the staff has also been issued and this was briefly discussed.

14. **Governor Monitoring & Training**

Working groups – none this term, just monitoring visits.

Monitoring Visits

- **Safeguarding visit including pupil feedback and confirm SCR in order.** Conducted by SM. See item 10.
- **Annual PE and PPG funding review use of funds and discuss plans for next year, including use of outstanding funds (GM).** Feedback from GM following the review of PE; have met all of the objectives this year, next year's objectives will continue to improve on this year's work. There has

been a significant increase in PE activity and more specifically outdoor education which is well received by the children. Ten Tors was a huge success. GM conducted a survey with the children some months ago about their experiences with a PE coach (discussed at previous meeting) but recommended that this is repeated next term, perhaps nearer to Christmas. PE finances are healthy and there is a plan to spend more, but inevitably, some will be carried over - £around £21K spent and around £4K to carry forward. PE provision has included forest school provision, dance workshops, climbing, PE coach into school, outdoor activities such as canoeing, travel to and use of woodlands skills centre. Healthy Lifestyle education is an important topic and has included a healthy breakfast. **Given the positive state of the PE budget and the importance of this topic, GM challenged that this be offered on a more frequent basis (noting the need for staff commitment and hopefully parental help). It is considered that there are many educational benefits from offering this...alert, healthy, vibrant and enthused children which leads to a good school day.** GM also recommended the use of pedometers by Y5 & Y6 to encourage children to walk and not be driven both the school, but also in their private lives. This would allow children to track their 'steps' and maybe contribute to some kind of weekly goal / competition. The children would keep the pedometers for 2 years and then take them as they graduate from school (they'd be two years old by then and essentially 'written off'). It needs to be a wrist worn 'smart' pedometer, but not one that tracks calories as this could be dangerous for a children with potential eating disorders. This initiative should start in September and GM highlighted potential purchasing options, but JC is requested to ensure this is feasible through specific companies.

PPG review not yet conducted and will be carried forward. This will be done by CF who will now take the lead for PPG – see future monitoring list below.

- **Curriculum monitoring visit including Maths (SM).** Complete. Positive visit, children keen to do the work but it was interesting that the children appeared to stop working when the teacher briefly left room. It was noted that building resilience in the children's learning (part of the VL strategies) is still in progress so this should improve.
- **Improvement plan monitoring, in particular Writing (SM).** Complete, discussed data and interventions. Progress good but attainment still being work on. However, it was agreed that the 'picture' has improved from 4 years ago.
- **Attend interviews for KS2 teacher (GM).** SM did this.
- **Chair's meeting with trust CEO.** SM met with CEO on 9th June and noted a few aspects on her discussion such as lowest 20% of readers need to remain a focus, reduced number of trust staff meetings and Rebecca Brewer will be offering one-to-one curriculum support next academic year.

Governor Training

- Noted that SM completed Prevent training on 18/3/22 and Safer Recruitment on 23/3/22.
- **GM to complete Safer Recruitment and Prevent training on SSS.**
- **SM will complete face-to-face safer recruitment training at central in Autumn term.**
- **CF to complete governor course (on-line or virtual), and SSS safeguarding for governors, safeguarding for named governor and prevent modules.**
- **CF to complete DBS.**
- **Governors to complete basic cyber security training once it is available.**

Lead Roles

The following lead roles were agreed:

- Safeguarding, Whistleblowing & PPG (CF)
- Information (including cyber security & GDPR) & PE (GM)
- Curriculum & Improvement (SM)
- Data & Improvement (new governor starting in September – Tina Husband)
- SEND (potential new governor starting in autumn term, to be covered by SM in the meantime)

**Monitoring agreed prior to next main meeting in November
Summer Term**

- **Induction visit, PPG review and safeguarding induction (CF)**

Autumn

- **Safeguarding (CF)**
- **Curriculum/Writing (SM)**
- **SEND (SM) unless new governor in place**
- **Pupil voice for PE / improvement plan monitoring (GM)**

15. Any Other Business

None.

16. DONM

Date of next meeting is Tuesday 22nd November at 9.30 am, at the school/hybrid. There may be a need for a short zoom meeting to co-opt new governors earlier on in the term.

Meeting closed at 11.30am

TJH Martin

Governance Officer

Distribution List:

Sheila Manning – Chair/Co-opted Governor

Gary Manning – Parent Governor

Catherine Fildes – Co-opted Governor

Emma Byrom – Head of School

Jo Callow – Executive Head Teacher

Vacancy – Parent Governor

Vacancy – Staff Governor

Vacancy – Co-opted Governor x 2 (2 nominated for Autumn 22 term start)

W. Hermon – ADMAT CEO

S. Tavener – Chair, Trust Board