



An Daras Trust
Igniting Curiosity Growing Capabilities

Princetown Primary School

Tavistock Road

Princetown

Yelverton

Devon PL20 6QE

Tel: 01822 890245

Email: acullum@andaras.org

Executive Head: J Callow

Head of School: E Byrom

Chair of Governors: S. Manning

8/7/24

MINUTES

Summer Term Meeting 2024

Local Governing Board: Princetown School

Friday 28th June 2024 / 9.30am at the School

1. Welcome and Apologies / An Daras Trust Identity

Present: Sheila Manning (Chair), Jo Callow (EHT), Emma Byrom (HoS), Gary Manning, Sam Piper, Laura Tabb, Jonathan Tabb

In Attendance: Ann Cullum (Local Governance Officer).

JC showed the short Trust Identity PowerPoint presentation to the governors and highlighted the ethos and vision of the Trust's Identity statement, outlining the 4 critical questions.

2. Declarations of Interest Relevant to this Agenda

No relevant declarations were declared.

3. Governors

There is no change to the governors. There is almost a full quota of governors. The governors congratulated EB on her appointment to Head Teacher with effect from September.

4. Confirm Minutes of LGB Extra Ordinary Spring Meeting (24th May 2024) and Matters Arising

- **Monitoring Visits and Working Group** – to be discussed in item 16
- **Governor Training** – to be discussed in item 16

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

5. Confidential Matters

None.

6. Head's Report

The Head's Report has been shared with all governors. Key points were highlighted and questions raised. **What "needs" are specifically identified with the Reception children?** There is some SEN need but generally it is just taking the children a while to settle in. They are a "young" cohort (i.e. Summer birth dates.) They have all made very good progress throughout the year. Jascinta Church (EYFS/KS1 Teacher) has worked very hard with the children. **Are year 2 results ready yet?** Yes, Year 2 have made good progress: Reading 67%, Writing 56%, Maths 67%. . Debbie Saunders (Academy Improvement Officer) recently visited the school and met with Nicky Osborne (SENCo) which was very beneficial.

Is the loss of a TA going to have a significant impact? The TA will be replaced and we will look at appointing another TA when funding has been finalised. **How do you feel your visits to other schools has enhanced your own teaching?** EB explained that she had visited three different Trust schools and feedback to JC was very positive. EB would like to look at OPAL (Outdoor Play and Learning) for use at lunchtimes, making play more purposeful and not boring for the children. **Do the staff feel settled?** Yes, teachers are very assertive and express their own opinions and ideas for the future. The collaborative feeling is very heart-warming. The Chair asked EB to pass on congratulations to Laura Taverner (KS2 Teacher) for completing her ECT year.

Are you succeeding in keeping attendance above the national average? Yes, attendance is increasing at 95%. EB has spoken to the EWO regarding five persistently absent children, whose attendance is monitored weekly, and they are now attending school more often. EB is confident that there will be an improvement in September. 9.8% of the total school numbers are considered persistently absent (“persistent” is under 90% attendance in one term). The school role for next term is expected to be 52, which is excellent.

Planning permission was just for 2 fire doors but were there plans for anything else? JC confirmed what was planned. Planning Permission is not needed for internal modifications, although Building Regulations may be required. **Will there be a fire escape on the outside?** No. **Are you confident that Fire Regulations are being adhered to?** Yes, absolutely. SM detailed the works that were planned to take place, including a Sensory Area. There is a lot of empty space which would be useful to be utilised.

What is happening regarding the issues with the adverse social behaviour on Burrator Avenue? Parents have raised concerns and EB has been working with the Police regarding this. SP confirmed that residents have been asked to complete anonymous feedback questionnaires. EB asked for any incidents to be referred to her as she has direct contact with the Police. EB is passionate about improving the situation, especially for the benefit of the children.

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

7. **Improvement Plan & Data Analysis**

Full results are not yet available as all data isn't finalised. EB has shared headline details of all school years. EYFS is above national average. 100% was achieved for the Phonics screening check. Year 4 multiplication check was very positive. Year 6 results are awaited. It was felt that the Maths SATs was very difficult this year. **Is there a way of assessing progress?** Yes, but there are gaps in data due to covid and Year 2 SATs have been stopped. Internally some children have joined midway through the years and because of this it is difficult to accurately assess overall progress. **Can you identify children that aren't making satisfactory progress?** Yes, with careful monitoring these children are identified and extra support provided.

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

8. **Curriculum**

EB confirmed that Curriculum is on the website. There is a lot of extra-curricular provision; EB read out a very comprehensive list which the governors agreed was impressive. Many of the outdoor activities are, of course, weather-dependent and the weather can be very prohibitive in Princetown. The school actively encourages engagement in the enrichment activities. EB is proud of what the school does and what is offered. The school receives many requests from companies to offer holistic activities to the children.

9. **Safeguarding**

EB will meet with LT later in the term to discuss Safeguarding - carry forward

10. P.E. Review and next academic year plan

GM's P.E. report has been shared with all governors. This is the first year when a lesser amount of funding will be carried forward. Discussions regarding this will take place. Continued use of EYFS equipment is recommended. Swimming is taking place for the whole school. **As coaches are being paid out of the P.E. budget, is there compensation when the coach company cancels?** The coach is often late and Devon County Council has now cancelled Princetown's booking as the coach company is not meeting its contract with another school after Princetown's drop-off. GM suggested a very strongly worded letter as this is impacting on the children's extra-curricular activities. EB is going to change the timing of the swimming lessons.

11. Review SEND and agree SEND local offer

EB to email updated SEND Local Offer to governors for approval so that it can be published on the website before September.

12. Staff Matters

- Views of Staff (survey/feedback) – the Staff Survey has been shared with all governors and it is largely very positive
- Monitor welfare & workload, work/life balance – EB continually monitors staff wellbeing and all is well
- Skills & Training – staff are up to date with all training, although TAs are unable to access as much CPD training as they'd like to.

13. Pupil Voice

The Pupil Survey has been shared with the governors. This was very positive. SM highlighted one or two negative comments from the survey which were clarified by EB as being largely due to misunderstanding/ambiguity of the question. **Can the questions be re-worded to make them clearer?** Not really, as it is a Trust Survey based on Ofsted requirements.

14. Parental Views and Engagement

The Parental Survey has been shared with all governors. EB highlighted key points and has responded to all views expressed. Survey results were very positive. Parents are invited into the school whenever possible.

15. Compliance

There are no issues. Everything is compliant.

16. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- **PPG and Impact of PPG Provision (GM/SP) – to take place later this term - carry forward**
- **GDPR (GM/EB) - to take place later this term - carry forward**
- **Improvement Plan Review (SM/EB/JT) – to take place later this term - carry forward**
- PE impact and provision for next year (GM) – completed, report shared with all governors
- **Safeguarding (EB/LT) - to take place later this term - carry forward.**

Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (SM/EB)**
- **Curriculum (SM/EB/JT)**
- **EYFS (EB)**
- **Risk analysis to ascertain current top 3 risks (Working Group)**
- **Safeguarding (LT)**

EB will email governors with dates for meetings at the beginning of next term.

Governor Training Completed

SM 20/5/24 - TPAT Safeguarding Training

SP 26/6/24 - Safeguarding and GDPR Training.

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

SP to complete Prevent training and a Local Governance course as soon as possible.

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

Chair's meeting with CEO – the Chair's notes have been shared with all governors. The CEO has agreed to add words of encouragement to the Admissions Policy in an attempt to persuade parents of under 5s to send their children to school whenever possible.

17. Policies due for Renewal

The SEND Policy and the RSE Policies are due for review for publication on the school website in September - EB will send these to the governors for approval.

**Safeguarding Policy due for review at next meeting (in alignment with Trust policy).
Accessibility Policy due for review at next meeting.**

The ADMAT Attendance Policy is now published on the Trust website.

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

18. Any Other Business

EB thanked JC for all her help over the years. The governors also conveyed their thanks.

19. Date of Next Meeting

The date of the next meeting is provisionally Friday 15th November 2024 at 1pm.

The meeting closed at 11.20am.

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
Laura Tabb	– Co-opted Governor	Emma Byrom	– Head of School
Jonathan Tabb	– Co-opted Governor		