



An Daras Trust
Igniting Curiosity Growing Capabilities

Princetown Primary School

Tavistock Road

Princetown

Yelverton

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Email: governance@andaras.org

Executive Head: J Callow

Head of School: E Byrom

Chair of Governors: S Manning

29/11/22

MINUTES

Autumn Term Meeting 2022

Local Governing Board; Princetown School

Tuesday 22nd November 2022 / 9.30 am - HYBRID via ZOOM or at the School

1. Welcome and Apologies

Present: Sheila Manning, Jo-Anne Callow, Emma Byrom, Catherine Fildes, Gary Manning (via Zoom, leaving at 10:55), Tina Husband (via Zoom)

In Attendance: Ann Cullum (Local Governance Officer)

Appoint new Governor

All governors agreed to appoint Tina Husband as a new co-opted governor, for a 4-year term ending 22nd November 2026.

2. Declarations of Interest Relevant to this Agenda

Governors' annual Pecuniary Interests declaration form received from all governors.

3. Chair Election

All governors agreed for SM to continue as Chair for a further year.

4. Governor Administration

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Health & Safety and school Safeguarding policy.

5. Confirm Minutes of LGB Summer Meeting (28th June 2022) and Matters Arising

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

Monitoring agreed prior to next main meeting in November – *as listed in item 16*

Governor Training – *as listed in item 16*

6. Confidential Matters

None.

7. Head of School Report

Key Points: the new KS2 Teacher is doing well and is very enthusiastic. 100% of year 1 passed Phonics which is a positive highlight. Reading in KS2 is improving. Home reading is going really well, with diaries and parents are informed of what the school expects of the children. The children are enjoying reading again. All children use the Library once a week and no one is lagging behind now. The curriculum is finally finished and will be posted on the school website. Everything is Ofsted ready. Attendance is positive at over 96%.

How is KS2 Maths going? On the new AIP it suggests that 25% of KS2 have made negative progress? EB said that they had not fallen behind, they just haven't made the progress they

were expected to. EB is taking year 6 for Maths this term, which will give them the boost they need.

How far behind is Writing especially in Years 2 and 6. Will they achieve ARE by May? Writing is still a school-wide focus. Generally, children's Writing is now improving. Focus on Year 6 is in place. **Is the Suggestion Box being used appropriately?** Yes, it is. **Are the children getting feedback and is it useful?** **EB has a document which she will share for next meeting.** **Are the TA Packs to help Teachers and TAs self-evaluate?** No, it's more to help with evaluating the children.

8. Term Dates 2023-24

JC outlined how this worked in alignment with Cornwall County Council. Inset days for 2023-24 will be 22nd, 23rd, 24th July 2024. All governors agreed to this.

9. Climate Change

EB has started a Climate Change Action Plan, which is up to date and includes what is planned for action this year. The Eco Committee is ready and has, in fact, already started. SM spoke to 9 children from year 3+. Years 5 & 6 were very knowledgeable already. **Would it be useful to have a Climate Change governor to attend a meeting once a term and meet with the children?** This was agreed and SM volunteered. The Action Plan is in place and the Climate Change curriculum is to be completed by January 2023. The children have been discussing recycling with a local shopkeeper who is arranging a trip for the children to Plymouth Recycling Centre.

10. Improvement Plan

The Improvement Plan has been shared with all governors. Writing is a high priority and Visible Learning is ongoing. Climate Change is also very important, as is the Curriculum. The focus for years 3, 4, & 6 is Writing. Priority 2 is Curriculum and Climate Change and to develop subject leadership. Attendance and governance are also high priorities. This will be reviewed at the next meeting and updated next term.

11. School Top 3 Risks

The top 3 risks were identified as:-

1. Children on roll
2. Staff retention
3. Writing attainment.

Why is 'Children on roll' a risk? This is due to mobility and the isolated village environment. There are 38 children on roll. EB is expecting more children next year which will take the total to over 40. **Why is staff retention a problem?** Recruitment has been an ongoing local problem, but also a nationwide problem. Princetown School can only employ a part time Teacher which is a problem given the location, traveling time, fuel, etc. **What levers are in place to manage the risk of staff retention?** **EB will bring information to the next meeting and GM offered to liaise with EB to discuss mitigation measures.** The Trust will support and share staff where possible.

12. Safeguarding / Health & Safety

CF has completed all the training. **CF to arrange a school visit .** EB will go through Safeguarding, PPG, and Health & Safety with CF.

13. Attendance/Discipline/Behaviour/Exclusions

No exclusions, attendance is 96%, behaviour is positive with no yellow nor red cards. Everything is very positive. Taking all this into account, the Governors were content and had no challenges.

14. Pupil Voice

EB has shared DB's pupil survey with the governors. Unfortunately, some children were unable to access the survey but it is generally very positive. DB has spoken to staff regarding targets for children. SM spoke to DB regarding the different abilities of the children which played a part in the results. GM has undertaken a PE survey. **Did this show a positive impact?** Yes, PE expenditure is having a positive impact. GM noted all children were enthused by PE, as well as by Health & Wellbeing, and were aware that exercise is good for the body. EB will evaluate how the new scheme is embedding. EB's next step in the curriculum is to gather Pupil Voice on every subject. The Governors were content that pupils are engaging and had no challenges.

15. Compliance

Report by exception: Cyber Security, GDPR, Health & Safety, Website
GM completed a website check. Governors have experienced problems accessing the CyberSecurity training. AC will investigate.

16. Governor Monitoring & Training

Monitoring/Visits

- **Induction visit, PPG review and safeguarding induction (CF) - CF will meet with EB and complete this term – carry forward**
- **Curriculum/Writing (SM) - SM will send report to AC**
- SEND (SM) - TH agreed to take on SEND and will liaise with Debbie Bartlett. **TH will complete a SEND visit – carry forward**
- Pupil voice for PE – completed. Covered in item 14
- **Improvement plan monitoring (GM) - carry forward**

Governor Training

SM - KCSiE 28/9/22, TPAT Governor Monitoring 6/10/22, Safeguarding 17/10/22; CS 21/11/22;

GM – Safeguarding 12/11/22, Prevent 12/11/22

CF – Safeguarding for Named Governors 2/11/22, Prevent 10/11/22;

TH – Safeguarding 6/10/22, Prevent 10/10/22, Cyber Security 30/11/22;

Networking Evening (NS Ofsted presentation) on 12/9/22 attended by: SM, EB, JS, CF

Follow-up Discussion Evening on 10/10/22 attended by: SM.

- **GM to complete Safer Recruitment training as soon as possible**
- SM completed face-to-face Safer Recruitment training at Central in Autumn term
- **CF to complete governor course**
- **Cyber Security to be completed by all governors before the end of December 2022.**

AC has sent details to all governors.

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

Bios for school website have been received from all Governors, except new governor TH.

Agree Monitoring and Working Group for next term:

- **Induction Visit PPG Review and Safeguarding Induction (CF)**
- **SEND (TH)**
- **Improvement Plan Monitoring (GM)**
- **Website Compliance and Online Safety (GM)**
- **Curriculum (SM).**

Chair's meeting with CEO

Notes have been shared with all governors. Key points were raised as follows:- EYFS & Pre-School effectiveness update. AnDaras can offer support in training CF. Governor effectiveness and recruitment of new governors was discussed. Ways of reducing fuel was discussed;

Climate Change policy will be on the website but governors will need to agree to the curriculum before it can be published.

17. Policies

Policies for review:

- Admissions - Approval for 24-25, out for consultation and on website. This is the same as before and the governors raised no queries
- Behaviour – on website
- SEND Policy and SEND offer due for review. Debbie Bartlett has completed this and the policy is now on the website

The governors were content with the above policies.

18. Any Other Business

None.

19. DONM

The date of the next meeting is Tuesday 28th February 2023 at 9.30am - hybrid.

Meeting closed at 10:45am

Ann Cullum

Local Governance Officer

Distribution List:

Sheila Manning – Chair/Co-opted Governor

Gary Manning – Parent Governor

Catherine Fildes – Co-opted Governor

Tina Husband – Co-opted Governor

Emma Byrom – Head of School

Jo Callow – Executive Head Teacher

W. Hermon – CEO

S. Tavener – Chair of Trust Board