



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

27/11/23

MINUTES

Autumn Term Meeting 2023

Local Governing Board; Princetown School

Tuesday 14th November 2023 / 9am at the School

1. Welcome and Apologies

Present: Sheila Manning (Chair), Jo Callow (Executive Head), Oliver Stephens (Acting Head of School), Tina Husband, Samantha Piper

Apologies: Gary Manning, Catherine Fildes

In Attendance: Ann Cullum (Local Governance Officer), Joan Heaton (Visiting Chair of St Stephens LGB).

The Chair welcomed JH and SP.

New Governor and Governor Roles

The governors appointed SP as a new Parent Governor for a 4-year term ending 14/11/2027 (subject to DBS clearance). SP introduced herself. SP will take over the role of PPG Governor in CF's absence. Also in CF's absence, TH will cover Safeguarding, as well as SEND.

2. Declarations of Interest Relevant to this Agenda

None relevant to this agenda. **Governors' annual Pecuniary Interests declaration form required from TH.**

3. Chair Election

SM was unanimously elected to continue for another year as Chair of Governors.

4. Governor Administration

All governors confirmed that they have read the following documents and agree to abide by them: Code of Conduct, KCSiE, Prevent Update, Health & Safety, ADMAT and School Safeguarding policies and ADMAT termly Safeguarding update.

5. Confirm Minutes of LGB Summer Meeting (27th June 2023) 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.

Governor Monitoring/Visits and Working Groups – see item 15

SEND – provision and local offer to be reviewed when the new Trust policy is available – carried forward – see item 12

6. Confidential Matters

None.

Princetown LGB

7. Head of School Report

The Head's Report has been made available to all governors. OS raised key points. Year 6 SATs results were positive: 100% achieved ARE in reading, 60% in SPAG and 80% in maths. 100% of Year 1 passed Phonics. Jascinta Church (JCh) has been appointed as the new class teacher for Owls (EYFS and KS1). There is a new cohort of 14 in Reception with a total of 47 pupils on role (compared with 38 last year). More new pupils are expected soon and it is hoped the total will reach 50. 50% of pupils are PPG, with 26% on SEN register. **Are you able to give the split of SEN pupils between KS1 and KS2?** Unfortunately this information isn't readily available. **OS will Email to TH.**

Nicky Osborne is the newly appointed SENDCo and has already made a positive impact on pupils and staff. NO's report has been made available to all governors. There are 10 SEN pupils on role (which is 22% compared to 13% national average) and 4 EHCP (8.68% compared to 4% national average). 56% of pupils are on support. NO has met with parents and is implementing provision for mental health and social skills using Lego Therapy and Trauma Informed Schools (TIS) sessions. **How is the Lego initiative being funded?** The PTFA are funding this. **The PPG funding isn't sufficient. Where will the shortfall come from?** This will have to come from the school budget. The focus is on Writing and also Maths. Meetings take place with Debbie Saunders (DS) to revise the KS1 curriculum, making sure that this is broad enough to cover both the year 1 and year 2 curriculum.

Year 1 are working below expected, how are effective assessment tools going to help them in their learning? What is being done to improve Writing in year 1? This is a very small cohort. JCh has received training and is focussing on Writing. **What is being done to help EYFS with their letter formation and have the learning intentions been addressed?** JCh is introducing new schemes, for instance the Drawing Club, which is proving to be very beneficial. 3 out of the 4 pupils are SEN. A lot of support has been received from the Trust with deep dives in History and Maths and an Early Years focus. Clear next steps have been identified and acted on. Initial feedback is positive with next steps noted. Emma Byrom will be returning to post in December and there will be a handover between OS and EB at the end of this term. EB will attend the forthcoming meeting with Neil Swait for a curriculum audit. There will also be a pre-Ofsted visit with NS in December.

There was a Maths audit. Please could you explain how the manipulative resources in Maths will help the children? Read/Write Inc. and Maths resources are being monitored and more resources have been bought in to support Maths, which will provide a better Maths education for the pupils, providing greater opportunities for them to grasp key concepts using concrete, pictorial and abstract representations. **What is being done to improve Maths, especially in Year 1?** All staff have received Read/Write Inc. training. JCh is also mentoring the TAs. A new Tutor is due to start in December to provide targeting interventions. His focus will be Writing and Maths. OS has been taking Year 6 for Maths and EB will continue with this to help the pupils reach their targets. OS has contacted CODE Maths Hub for further training opportunities across the school.

How is the revised EYFS/KS1 curriculum being more aligned to mixed age teaching and what are the advantages? Are there any issues with both years being taught in the same room? There are generally no issues and some subjects are successfully taught together, for instance Music, although Science and Geography are taught separately to enable Year 1 children to reach their curriculum objectives. JCh has taken on Phonics and Early Learning.

OS has created a Music Development Plan and grant funding has been received which will help fund a specialist Music Teacher. The Phonics programme is being embedded. Metacognition is now in place and moving towards Thinking Matters.

Arena Sports are now providing a range of extracurricular days, including outdoor learning for EYFS pupils and inviting pre-school children to join.

Collective Worship continues to look at British Values and Citizenship. There have been no reported issues of bullying and behaviour has improved across the school, especially at lunchtimes. The school has signed up to UNICEF Rights Respecting Schools and are working towards the Bronze award. Once this is imbedded in the school it will improve behaviour immensely. **What does Rights Respecting Schools entail?** OS explained that pupils, together with the school community, learn about children's rights, putting them into practice every day. Children's rights are promoted and realised, and adults and children work towards this goal together. The four key areas of impact for children at a Rights Respecting school are wellbeing, participation, relationships and self-esteem.

The school's Top 3 Risks were identified as:-

- i) Writing Attainment
- ii) Staff retention
- iii) Maintaining standards in year 1.

Term Dates 2024-25 are on the website and the governors agreed these.

Attendance was positive at the beginning of term but there have been some illnesses lately. OS has contacted the parents of absent children, and he is satisfied that the absences are genuine. Advice has been sought from the Admissions & Attendance Officer, working very closely with any families whose children have had a few absences.

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

8. **P.E. Review**

GM's report has been made available to all governors; this includes P.E. activities achieved this year and funding. **What professional development would be useful for the pupils?** Arena teaching has been very positive and is continuing. A comprehensive swimming syllabus is in place and all Year 6 children have reached the required standard. £28,000 is available for this current year. A residential opportunity in Dartmouth is a possibility for this year and the school may need to ask parents for a minimal contribution.

9. **PPG Review**

The statement of Intent is on the website.

Due to CF's absence no PPG review has taken place. **EB will meet with SP – carry forward.**

10. **EYFS Statutory Framework**

As Becky Speare (school EYFS Lead) left the school, SM didn't have an opportunity to meet with her, but **SM will meet with JCh in January – carry forward.**

11. **Safeguarding / Health & Safety**

All staff have read the updates to KCSiE and received training. The S175 report is in progress. SM visited with TH and her Safeguarding Report has been made available to all governors. Most children were happy at the school and in the playground. The main reason some children didn't feel safe was because they were new to the school. The SCR was checked and all is in order. Staff have all completed the SSS Safeguarding update. The governors were satisfied with this and raised no questions.

12. **Review SEND provision and policy, and agree SEND Local Offer**

This is on the website and is compliant. SEND Offer is the same as last year. The governors were happy with these and agreed with the Provision, Policy and Offer.

13. Pupil Voice

The School Council has been voted in. Pupil Voice is gathered on subject monitoring and is monitored through input in lessons and evidenced in SWAYs and floor books. Pupil Voice is considered in deep dives and children's opinions are included. Class charters have been created to begin the Rights Respecting Schools initiative and pupils are keen to use what they are learning in Rights Respecting Schools. The Suggestions Box is used by children and responses are monitored and actioned. The governors were content with this and raised no questions.

14. Pre School

The Head's Exceptions Report has been made available to all governors. OS met with DS, pinpointing key areas to improve on situations in classrooms, especially Early Years. Read/Write Inc resources are being monitored. **A move away from White Rose is being considered, what alternative Maths provision will be offered?** OS will look at providing all pupils with access to more physical Maths resources. **As learning systems are currently in their infancy stage, how is learning being assessed?** JCh & DS have had conversations regarding learning evidence and the best way to track the learning systems used, maybe subscribing to a paid resource as well as DoJo. A return to Learning Journeys is being considered. The transition from pre-school to main school was positive. The governors were satisfied with this and raised no further questions.

15. Compliance

Everything is compliant. NS has completed a compliance check on the school website.

16. Governor Monitoring & Training

Monitoring Visits/Working Group

- **PPG impact and provision for next year (EB/SP) – not completed - carry forward**
- P.E. provision to be looked at when OS and GM meet – completed – see *item 8*
- **EYFS Statutory Framework –SM will meet with JCh – carry forward**
- Safeguarding – SM and TH to look at the SCR – completed – see *item 11*
- Curriculum (OS) – covered in Head's Report – see *item 5*
- JH visit to Princetown School – JH's report has been made available to all governors.

- Monitoring and Working Group for next term
- **Improvement Plan Review (EB/Working Party)**
- **Website Compliance (GM)**
- **Online Safety (Working Party)**
- **Curriculum (SM)**
- **Safeguarding (SM/TH)**

The Working Party is arranged for Friday 19th January 2024.

Governor Training

GDPR – SM 2/11/23

All governors confirmed 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

- **TH to send AC certificate for EDI training**
- **CF and TH to complete local governance training**
- **All governors are required to take Cyber Security training annually. SM, GM, TH to renew this term, CF in January**
- **All governors are now also required to take GDPR training – this is currently outstanding for GM, CF, TH.**

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

GovernorHub – The Key
CF, GM to confirm access.

Chair’s Meeting with CEO

Notes from the Chair’s meeting with the CEO have been made available to all governors. SM raised key points. The Trust Growth Plan and Trust Quality Descriptors were discussed. SM recommended governors look at the online DfE documents, and particularly use page 6/7 of Annex B as a working document.

The CEO recommended that more challenges take place, especially in the Exceptions Report for EYFS.

More governors are needed as these are currently too low. OS suggested advertising for governors in the Village Newsletter and has already sent an Email to the Editor.

The CEO advised all governors to keep on top of training.

17. Statutory Policies for Review/Renewal

SEND Policy – see item 12.

Safeguarding, Accessibility and Behaviour Policies are due for review and were agreed by governors. The Behaviour Policy will be updated over time to incorporate Rights Respecting Schools criteria.

Policies due for review next term - Admissions 25/26, First Aid. The Devon Admissions Policy is already on the school website.

18. Any Other Business

No matters were raised.

19. DONM

The date of the next meeting is Tuesday 20th February 2024 at 9.00am – hybrid, if needed.

The meeting closed at 11.10am.

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
Samantha Piper – Parent Governor

W. Hermon – ADMAT CEO
S. Tavener – Chair, Trust Board
Jo Callow – Executive Head Teacher
Oliver Stephens – Temporary Head of School
Emma Byrom – Head of School