



An Daras Trust
Igniting Curiosity Growing Capabilities

Princetown Primary School

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Princetown

Yelverton

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Executive Head: J Callow

Head of School: E Byrom

Chair of Governors: S. Manning

15/3/23

MINUTES

Spring Term Meeting 2023

Local Governing Board; Princetown School

Tuesday 28th February 2023 / 9am at the School

1. Welcome and Apologies

Present: Sheila Manning (Chair), Jo Callow (EHT), Emma Byrom (HoS), Catherine Fildes, Tina Husband

Apologies: received and accepted from Gary Manning

In Attendance: Ann Cullum (Local Governance Officer)

2. Declarations of Interest Relevant to this Agenda

None relevant to this agenda.

3. Confirm Minutes of LGB Autumn Meeting (22nd November 2022) and Matters Arising

Monitoring/Visits – *as listed in item 13*

Governor Training – *as listed in item 13*

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

4. Confidential Matters

A staffing matter was recorded in Confidential Minutes.

5. Headteacher Report

The Head's report has been available to all. Key points were raised.

How have the children responded to visible learning? The children are aware of their next steps and know that the process is continual and know how to learn. KS2 can talk about their resilience and how they can work together as well as on their own. They are very articulate about their learning.

Do the children ask what they can do next? Yes, they want to deepen their learning and if they are unsure about anything they will ask for clarification. The children love learning and have a thirst for knowledge. **Do they identify their own learning style?** Not really, they are discovering what tools to use to learn to develop their own style.

KS1 SAT stage is positive – how well are they performing? Is there a need for intervention? New children were not at ARE and some didn't take the tests so data wasn't available therefore year 2 data doesn't look as good as it should. A tutor has been arranged for these children.

When children transfer in from another school does the other school need to send in data? Yes, but the incoming children didn't take the tests so only some data is available. The school is putting everything in place to get these children on track. The school has recently introduced The Literacy Tree and EB explained that there is a lot more writing involved, with different genres. KS1 learn the story, the story-telling language, punctuation, grammar and so on. Pi Corbett texts were limiting for KS2 so the Literacy Tree is better. The children have a book focus and the school has linked the books to school topics and the wider curriculum which has made the learning

more exciting and interesting for the older children, allowing them to use their own creativity. **Which wider curriculum subjects need developing and how will this be conducted?** EB is writing action plans for every subject and arranging extra-curricular off-site activities to broaden the pupils' learning experience. This not only meets the curriculum but also broadens their experience. Years 5/6 are gaining a climbing qualification whilst younger children have coding sessions at the Apple Store. Rebecca Brewer (Capabilities Curriculum Lead) held a capabilities enrichment day for all children. **How are SEN children helped in the classroom?** They have individualised packs depending on their needs. Interventions and tutoring are prioritised with iPads available to those who benefit from them. **Why is Brook (free RSE resource centre) used?** This was initiated during covid but EB feels it isn't up to date now and has signed up for the PHSE Association as well. Jigsaw is also being trialled. **Why wasn't Rising Stars successful?** The school prefers to use Teach Computing as is more reliable and aligned to the curriculum. It is also more user-friendly and more interesting for the children. In addition, the Rising Stars programmes didn't always work on the school computers.

The governors were content with the report and raised no further challenges.

6. **Improvement Plan & Attainment/Progress**

The Working Party looked at the Improvement Plan. EB summarised. Writing has a new tutor in place who is planning the next unit with Beccy Spear (KS1 teacher) to ensure it is planned with every child in mind. Curriculum has action plans in place (as covered in Head's Report, Item 3). The children are building on prior knowledge, learning more and remembering more. Attendance is positive and slightly improved. **Is lateness or illness the problem and what is being done about this?** Lateness was recorded as the child being absent which gave an inaccurate absent figure. This has now been changed on the school system. Parents have been asked to send their children to school if they are only slightly ill, for instance with a slight cough or cold. General persistent absences have improved. More governors are now in place so monitoring all subjects is now possible with deep dives taking place.

Assessments are taking place that show positive attainment and progress. Everything the children would have on a SATS paper is being covered, which has made a big improvement. Tutors are coming in to help pupils who aren't meeting target.

7. **Safeguarding / Health & Safety**

CF met with EB for Safeguarding induction and also completed Bullying monitoring, The report has been made available to all governors. Becky Speare is now Deputy Designated Safeguarding Lead. EB is working on the Safeguarding Action Plan and has sent a safeguarding quiz to parents.

8. **Review Vision & Ethos**

JC explained that Vision & Ethos will now be known as Vision, Values and Lived Experience. EB has prepared a draft based on inspiring lifelong learning in the village community and encouraging pupils to be an asset to society. EB will meet with JC to finalise the school's Vision and Values, **which will be presented to the governors at the next meeting.**

9. **EYFS Statutory Framework**

EB confirmed that all is in place and Becky Speare is monitoring this. **SM will meet with Becky Speare for EYFS updates.** The governors were satisfied with this and had no questions.

10. **Parental Views & Engagement**

SEN surveys have come back positive. EYFS transition survey was also completed which was positive as well. Parents are happy with the support from the school. Transition days are arranged in June and July. The link with the pre-school will be continued with the children attending the school once a week. The governors were happy with the surveys.

11. **Compliance**

Report by exception – Cyber Security, GDPR, Health & Safety

GM has completed a website compliance check and everything is in order.
All compliance is up to date and the governors were content with this.

12. Set Term Dates

Term dates as already agreed.

3 inset days agreed as 5th September 2023 and 23rd/24th July 2024 (25th & 26th July are occasional days). The governors agreed with this.

13. Governor Monitoring & Training

SM confirmed that she is happy to cover Data.

Monitoring/Visits

- Induction visit, PPG review, safeguarding induction (CF) - CF has met with EB
- Curriculum/Writing (SM) - report now shared with governors
- TH to meet with Debbie Bartlett and complete a SEND visit –TH has met with DB
- Improvement Plan monitoring – this was completed in the Working Party
- Climate Change visit completed (SM), reports have been shared with all governors.

Agree monitoring and working groups for next term

- Improvement Plan priorities
- PPG impact and provision for next year
- PE impact and provision for next year
- Likely Improvement Plan priorities for next academic year
- Safeguarding – EB will arrange a date with CF to review this

**EB will organise a Working Party to review these before the next meeting at the end of June.
SM will make another Climate Change visit before the end of the school year.**

Governor Training

SM – Local Governance 12/12/22, SEND 30/1/23

GM – Cyber Security (CS) 14/12/22

TH – CS 30/11/22, SEND 30/1/23

CF – CS 28/1/23, SEND 30/1/23.

Training Overdue – to be completed as soon as possible

- CF and TH to complete local governance training – **CF and TH thought they had both taken governor training and will send evidence to AC for recording**
- **Skills Audits are still required from GM and TH**
- Cyber Security training has been completed by all governors.

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

Chair's meeting with CEO

The Chair's Report has been made available to all. SM raised key points:-

The curriculum needs to be mapped and balanced. EB shared details concerning the curriculum in her Head's Report (item 5) and this will be reported on further at the next meeting.

3 data drops have taken place and all look good.

The School Improvement Plan will be fully covered in the Summer term.

JC and SM will meet with another Head to look at the AIP.

As far as Local governance effectiveness is concerned Vision, Values and Lived Experience need to be worked on, streamlining and shortening the Vision statement on the website but keeping the same vision and ensuring this complements the Trust's vision. This should now be titled 'Vision and Values'.

After the Vision statement has been amended, governors need to look at the 5-year plan and make any changes.

Debbie Bartlett has produced an SEN report for Princetown, where there is a high proportion of SEN children.

British Values will be part of the curriculum from September.

Site & Building update – no major concerns.

An Daras has leased a minibus that is available for Princetown to use but it will need to be booked early.

The Complaints policy is now only for parents to use. If staff have a complaint, they are to use the Grievance policy. All policies are updated and on the website. Governors are requested to familiarise themselves with these.

14. Policies

No policies were due for review.

15. Any Other Business

None.

16. DONM

The date of the next meeting was arranged for Tuesday 27th June 2023 at **9am** – hybrid if necessary.

Meeting closed at 10.30 am

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 – ADMAT CEO

S. Tavener – Chair of Trust Board