



19/11/24

MINUTES
Autumn Term Meeting 2024
Local Governing Board; Princetown School
Friday 15th November 2024 / 1pm at the School

1. Welcome (including Trust Identity) and Apologies

Present: Sheila Manning (Chair), Emma Byrom (Head Teacher), Gary Manning, Laura Tabb (LET), Jonathan Tabb

Apologies: Sam Piper

In Attendance: Ann Cullum (Local Governance Officer).

The Trust identity theme of “respect” was briefly discussed and governors agreed that this is what we stand for – treating all with dignity and respect.

2. Declarations of Interest Relevant to this Agenda

All Governors have advised any change in their pecuniary interests. There were no declarations relevant to this meeting.

3. Governors

Election of Chair – All governors voted for SM to stand as Chair for a further year and agreed that SM is doing a great job.

Laura Taverner is keen to be a Staff Governor. EM has received no other volunteers. LT will attend the next meeting. **LET (Laura Tabb) will ask at Tavistock Enterprise Hub if anyone is interested in becoming a Co-opted Governor.**

4. Confirm Minutes of LGB Summer Meeting (28th June 2024) and Matters Arising

The governors agreed to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

- **Monitoring Visits and Working Group** – to be discussed in item 15
- **Governor Training** – to be discussed in item 15.

All governors present signed the register confirming that they have read the ADMAT revised Code of Conduct and will agree to abide by it.

5. Agree Term Dates 2025-26

The governors agreed the revised term dates. These will be posted on the school website.

6. Confidential Matters

None were raised.

7. Head's Report

All governors have read the Head's Report and raised key points. **Are persistent absences increasing?** They have increased across the Trust but Princetown's attendance is the best in the Trust. Persistent absences were at 7.1% although this is now reducing. **Is this because the numbers at the school have**

increased? Not necessarily, it's because persistent absences throughout the school have reduced. **Is this a direct correlation due to your intervention?** Yes, we now have more awareness and a more vigorous approach to absences. Also, children are very positive and enjoying coming to school.

The Head advised that the school has received initial funding of £500 plus £800 a term to start up a Gregg's Breakfast Club. **Will this cover the costs?** Yes, this includes as much bread as we need and other items we bought were well within the budget. We plan to have different theme days for breakfast, e.g. pancake days, smoothie days. Children are coming in earlier for breakfast, which is good. We have parent volunteers who come in to help. GM volunteered to come in to help on the occasional Friday morning. The Breakfast Club is having a very positive impact on attendance and punctuality. A healthy breakfast will also help the children focus better on their lessons. KS1 also have fruit delivered through government funding. **Do you think the Early Breakfast Club will be lost into the Gregg's Breakfast Club?** Maybe, but that wouldn't be a problem. Breakfast costs £3.

Is Visible Learning still having a good impact? Yes, we refer to it frequently, especially in assemblies and also use 'Thinking Matters'. **Do you feel that the children are connecting into the theme of 'What is a Good Learner'?** Yes, metacognition is embedded and we focus on this without even realising at times. EB has taken this on. **How is the Subject Lead integration working?** Very well. LT has fully embraced this. We have a lot of mobility pupils where, for instance, Phonics and Reading may be weak and we work hard to get these children on target by KS2. We feel that the improvement in the children by Year 6 proves how well this is working. **Could the Year 6 children help with the metacognition work by creating a "buddy" system?** Yes, we have tried this before and can certainly try it again. LET offered extra input through Mount Kelly School if this was needed.

How near are we getting to achieve Bronze in Rights Respecting Schools? We are progressing well and have different groups which involve all children and allow each group to have a "driver". The children recently gave Jo Callow (Trust Deputy CEO) a tour of the school, in which the children performed exceptionally well. EB is hoping the school will achieve Bronze by July.

There were needs identified in last year's Reception Class; are these needs being met? Yes. They are making progress but we do need to collate more written evidence. EB will assist in providing this.

Have the problems with Burrator Avenue been resolved? Yes. **Did we ever get any compensation for the loss of swimming?** No, we didn't.

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

8. **Improvement Plan & Data Analysis (including "small cohort")**

The AIP has been made available to all governors. EM shared her draft Data Progress report and explained that data from the end of 2023 to the end of 2024 shows a little decline, mainly because different staff prepared the data. **Are the children making expected progress in the main areas?** Yes. Writing, although predicted for 2025, is looking a lot better. Reading and Writing are concerns but Maths is good overall. The data analysis does show an overall improvement. The SEND report and PPG report will be looked at in further detail after the next data-drop in December, so information should be more accurate for the next LGB meeting.

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

9. **PPG Review & Next Academic Year Plan**

The PPG Review is on a 3-year rolling programme. In 2022-23 62% of PPG achieved ARE in Writing and 75% in 2023-24; in 2022-23 Maths was 57% and 65% in 2023-24; in 2022-23 Reading was 57% and 60% in 2023-24. There is definite progress being made but still room for more improvement.

10. **Top 3 Schools Risks**

1. Falling roll numbers. **What is the lowest acceptable number?** We have been as low as 27 but are now on 53. **How many children of school age live in the village but don't attend this school?** None, that we know of. Walkhampton School is about to close because of low numbers. There are new builds locally which may bring more children to the school.
2. Staffing
3. Attainment.

Does your infrastructure feature on the risk register as this is an old building requiring repairs?

How would you continue education if the school needed to close? No, it isn't on the risk register, but the Trust would be able to advise. There is a 'Critical Incident Policy' on the Trust website and, here again, the Trust would be able to signpost if needed. Most of the pupils come from within the village

11. Safeguarding

The SCR has been checked by the Trust Safeguarding Lead.

EB will meet with LET to complete the S175.

12. Review SEND and agree SEND Local Offer

All governors approved this.

13. Attendance

Attendance is currently 96.9%; we are striving for 97%. SEND attendance is 97.6%.

Behaviour across the school is good and we have had no exclusions.

14. Compliance

Everything is compliant and there are no issues.

15. Governor Monitoring and Training

Governor Training

SP to complete Prevent training as soon as possible.

SP, LET, JT to complete a Local Governance course as soon as possible.

Governors still to confirm they've watched the KCSiE video – SP, LET, JT.

GovernorHub / The Key

GM and LET still to register on Governor Hub.

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

Monitoring and Working Groups

- PPG and Impact of PPG Provision (GM/SP) - discussed in item 9
- GDPR (GM/EB) - completed
- Improvement Plan Review and Priorities Confirmation (SM/EB/JT) - discussed in item 8
- **Curriculum (SM/EB/JT) – awaiting government decision on Curriculum – carry forward**
- **EYFS (EB) – ongoing – carry forward**
- **Safeguarding – EB will meet with LET before January (EB/LET) – carry forward**
- **SEND (EB/LET) – will be discussed at the Working Party later this term – carry forward.**

Monitoring and Working Groups for next term

- **Improvement Plan review (SM/EB/JT)**
- Website compliance / On-line safety – Neil Swait (Trust Improvement Officer) has completed this

Chair's Meeting with CEO

This was a very positive meeting and SM's notes have been made available to all governors.

16. Statutory Policies

The governors approved the following policies:

- The SEND Policy and Local Offer – *also see item 12*
- The Relationships Education and Relationships, Sex and Education Policy
- The Safeguarding Policy
- The Admissions Policy is on the website for consultation
- **Accessibility Plan – carry forward.**

The First Aid Policy is due for review at the next meeting.

17. Any Other Business

None.

18. Date of Next Meeting

The date of the next meeting is Friday 14th March 2025 at **9.30am**.

The meeting closed at 2.45pm.

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	Emma Byrom	– Head Teacher
Laura Tabb	– Co-opted Governor		
Jonathan Tabb	– Co-opted Governor		