



An Daras Trust
Igniting Curiosity Growing Capabilities

Princetown Primary School

Tavistock Road
Princetown
Yelverton
Devon PL20 6QE
Tel: 01822 890245

Head Teacher: Emma Byrom

Chair of Governors: Sheila Manning, smanning@andaras.org

31/3/25

MINUTES

Spring Term Meeting 2025

Local Governing Board: Princetown School

Friday 21st March 2025 / 9.30 am - HYBRID via ZOOM or at the School

1. Welcome (to include Trust Identity) and Apologies

Present: Sheila Manning (Chair), Emma Byrom (Head Teacher), Laura Tabb, Jonathan Tabb, Laura Taverner, Aimee Wildgoose, Gary Manning (via Zoom)

Apologies: Sam Piper

In Attendance: Ann Cullum (Local Governance Officer).

The Chair welcomed everyone and explained the Trust Identity presentation, focussing on "How do we behave?"

2. Declarations of Interest Relevant to this Agenda

None were declared relevant to this meeting. AW has returned her Pecuniary Interests Declaration form.

3. Governors

The governors appointed Laura Taverner as a Staff Governor and Aimee Wildgoose as a Parent Governor. As GM no longer has children at Princetown School, he has agreed to become a Co-opted Governor and the governors were happy with this. AW briefly introduced herself, as did LT who is a KS2 Teacher and also teaches Music to the Owls class at Princetown School. AW agreed to cover the role of EYFS Governor.

LET (Laura Tabb) to ask at Tavistock Enterprise Hub if anyone is interested in becoming a Co-opted Governor – this is on the agenda for Tavistock Enterprises next meeting – carry forward.

4. Confirm Minutes of LGB Autumn Meeting (15th November 2024) 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.

- **Monitoring Visits and Working Group** – to be discussed in item 13
- **Governor Training** – to be discussed in item 13

SP to sign the register confirming that she has read the ADMAT revised Code of Conduct and will agree to abide by it – carry forward

5. Management of Top 3 Risks

1. Falling role numbers – our numbers are not too bad at the moment (one more child than last year) and the role is expected to be 52 this September (nine are expected from the pre-school). Six Year 6 pupils are leaving and nine are expected to start
2. Staffing – this is likely to be an issue going forward (further details are recorded in Confidential Minutes)

3. Attainment – this will be covered in the Head's Report.

6. **Confidential Matters**

EB shared confidential staffing matters which are recorded separately in Confidential Minutes.

7. **Head's Report**

The Head's Report has been made available to all governors. **Have we received a Curriculum Report from the government yet?** No, this is expected in September. **What is being done to manage the Y2 and Y6 children due to their data being at risk?** Y2 are being supported by the Trust Improvement Officer. **Is there anything else we could put in place?** More interventions would be the obvious solution, but we don't have the resources. The Foundation Year, Y1 and Y2 now have good starting points with good teaching, but the current Y6 require extra tuition due to the disruption of covid. **What interventions are in place to support Writing across the school?** Good progress is being made; 50% of children are now on track for Writing, (PPG 79%, SEN 75%). **How do you share good practice across the school?** With different teachers being subject leaders. Because we are a small school we are able to have frequent conversations about what is going well and what needs attention. **Do you have children in vulnerable groups attending enrichment activities?** Yes, enrichments and clubs are available to all pupils. **How are you embedding Climate Change within the curriculum?** It is woven into many curriculum subjects and we are hoping to weave it into a few more. The ocean team from the Aquarium will be visiting the school soon.

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

8. **Improvement Plan & Data Analysis**

EB will organise a Working Party at the beginning of next term to discuss Data and Improvement. **This will be covered in detail at the next LGB meeting.** We don't really consider the percentages when we consider progress; we look at the children and their results.

9. **Review: Vision/Ethos**

The Head has shared the school's vision and ethos with all governors. This may need editing when the curriculum is reviewed.

10. **Safeguarding**

LET visited the school and did heat maps with the children, focusing on where they didn't feel safe in the school. This was very useful. The S175 was completed. **A full review of the SCR will take place on the next visit.** SM has updated the visitor names on the SCR.

11. **EYFS statutory framework**

Everything is going well.

12. **Compliance**

Cyber Security, GDPR, Health & Safety remain compliant and there are no concerns.

13. **Governor Monitoring and Training**

Governor Training

Cyber Security – SM 20/2/25, GM 24/2/25

GDPR – GM 24/2/25.

Skills Audits required from SP, LET, JT.

Governor Training outstanding – to be completed as soon as possible

SP to complete Prevent training as soon as possible.

SP, LET, JT to complete a Local Governance course and Cyber Security training as soon as possible.

All governors confirmed they've watched the KCSiE video and also confirmed that they have received and read the Trust's termly Safeguarding Update as part of their ongoing Safeguarding training.

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

Monitoring and Working Groups

- Curriculum (SM/EB/JT) - SM's Curriculum Report has been made available to all governors.
SM will meet with JT in late June and will meet again when the government curriculum update is received - ongoing - carry forward
- **EYFS (EB/AW) – ongoing – carry forward**
- Safeguarding – EB to meet with LET before January – completed, **LET's report to follow**
- SEND (EB/LET) – completed, **LET's report to follow.**

Monitoring and Working Groups for next term

- **Improvement Plan review (EB/JT)**
- **Next likely Improvement Plan priorities (EB/JT)**
- **PPG impact and provision for next year (SP) - SM to arrange to meet with SP**
- **PE impact and provision for next year (GM)**
- **SEND (EB/ET)**
- **Safeguarding.(EB/LET).**

Introduce Monitoring Timetable pro forma

EB explained that the purpose of this form is to collate all the monitoring visits together in the same place before the LGB meetings. It would be ideal if visits could take place in the first half of the term whenever possible.

Chair's Meeting with CEO

SM's notes on her meeting with the Deputy CEO have been made available to all governors. Children's Wellbeing and the Schools' Plan is out for consultation and will be discussed when available. Louise Hussey (Executive Head at Lew Trenchard & St Catherine's Schools) will be visiting Princetown regarding vision and values. It was a very positive meeting and the school's community input was particularly praised by the DCEO. The Breakfast Club pilot will be rolled out in September. Devon will be taking 0.5% out of our SEND budget to be given to schools with a higher need, which may well benefit Princetown.

14. Trust PR Strategy Guidance

Governors are requested to familiarise themselves with this document and bring ideas to the next meeting. The DCEO was happy with the way the school promotes itself in the village.

15. Climate Change and Sustainability

SM plans to visit the school before the end of term.

LET mentioned that she is involved with a nature activities initiative and they are looking for pilot schools. Princetown would like to be involved. **LET will send the information package to EB.**

16. Statutory Policies

The governors approved the First Aid Policy and the Accessibility Plan.

The SEND Policy and SEND Local Offer are due for review at the next meeting.

Governors are requested to be aware of the Trust updated Complaints Policy.

17. Any Other Business

None.

18. Date of Next Meeting

The date of the next meeting is **Friday 27th June 2025, 2pm at the school.**

The meeting closed at 11.15am

Ann Cullum

Local Governance Officer

Distribution List:

Sheila Manning	– Chair/Co-opted Governor	Jo Callow	– Deputy CEO
Gary Manning	– Co-opted Governor	Steve Tavener	– Chair, Trust Board
Sam Piper	– Parent Governor	Emma Byrom	– Head Teacher
Laura Tabb	– Co-opted Governor		
Jonathan Tabb	– Co-opted Governor		
Laura Taverner	– Staff Governor		
Aimee Wildgoose	– Parent Governor		