



An Daras Trust
Igniting Curiosity Growing Capabilities

Princetown Primary School
Tavistock Road
Princetown
Yelverton
Devon
PL20 6QE
01822 890245

Email: governance@andaras.org

Executive Head: J Callow
Head of School: E Byrom
Chair of Governors: S. Manning

15/03/2022

Minutes

Princetown Local Governing Board Spring Meeting Tuesday 15th March 2022 at 9.30am virtually via Zoom

1. Welcome and Apologies

Present: Sheila Manning (Chair), Gary Manning, Vikie Parker, Emma Byrom (HoS)

Apologies: Jo Callow (Executive Head)

In Attendance: Toni Martin (Governance Officer), Ann Cullum (Assistant Governance Officer)

The Chair welcomed everyone to the meeting. Jo Callow sent apologies as she is on finance training today. TM introduced Ann Cullum who will be working with TM and looking after the LGBs in future.

It was noted that, as at 10th March, Pauline Robins resigned as a governor from the Princetown LGB. She wished the staff, pupils and governors every success in the future and hopes the school continues to go from strength to strength. SM replied with a warm thank you for all PR has done for the school, both on the interim board and then on the LGB. The governors reiterated their thanks for Pauline's service as a governor.

It was noted that adverts for new governors is going in Tavistock Times Paper and also Moorlinks has been contacted. SM is arranging for publication on to parish council website and also in the Roundabout newsletter. Any other suggestions from governors in future would be welcome.

2. Declarations of Interest Relevant to this Agenda

None relevant to this agenda.

3. Confirm Minutes of LGB Autumn Meeting (23rd November 2022) and Matters Arising

- Early reading to be included in the next HT report (EB). *See item 5.*
- Working group to discuss 5 year plan and receive a curriculum presentation from EB on Thurs 6th Jan 2022 at 9.30am – all governors to attend if possible – *see item 13*
- Monitoring visits: *see item 13*
 - SEND/PPG monitoring visit in early March (PR)
 - Safeguarding visit including pupil feedback at beginning of February (VP assisted by PR) going to do with SM at later date.
 - Curriculum visit including Maths at end of February (SM)
 - Review Cyber Security action plan and follow up actions (GM)
- Governor Training: *see item 13*
 - VP to complete Safeguarding for Lead Governors training on SSS. Access for VP.
 - SM to complete Prevent training on SSS. forthcoming

Decision made to accept the minutes as true and accurate record of meeting and the Chair will sign a copy in future.

4. **Confidential Matters**

None.

5. **Headteacher Report**

EB gave an update on early reading and the governors briefly discussed. Ofsted will look at how the bottom 20% of children in reading are being provided for. This has to come from quality first teaching but interventions are in place to address this. **Is the bottom 20% of children the bottom 20% from each school or does it mean the children that sit in the bottom 20% nationally?** EB confirmed that each school should be targeting their bottom 20% regardless of where they sit nationally. So for reception, 20% would be just one child? EB confirmed that the bottom 20% has been taken across the whole school so it could result in a cluster in a certain year group. She confirmed all children are making good progress.

EB confirmed that assessments currently underway for this term. She confirmed that the progress between end of July and December was positive but it is looking likely that the progress between December and now will be better. The governors agreed that is positive and noted the provision in place is clearly having an impact.

EB confirmed there are 35 children on roll next month which is positive.

It was noted that the KS2 teacher has given notice and will leave at the end of term (July); EB confirmed that the reasons are not to do with working at Princetown school. The post will need to be recruited for. GM agreed to take part in the interviewing process. Recruiting for HLTA was unsuccessful previously and will be followed up.

How much PE funding have we got left and what is planned for it? EB confirmed that funding spent on outdoor adventure resources and the forthcoming residential could be funded by the PE money. Ten Tors equipment needs to be purchased. Funding of approximately £1K will be contributed to the outdoor woodland skills centre at Lew Trenchard. Governors discussed funding and GM will discuss the current surplus funding with EB prior to end of term to ensure there is a plan to spend it. It is possible to use PE funding and/or the enrichment funding allocated to each school to get the children to Lew Trenchard. GM completed a review of PE with the children which was very honest on their part, and now the new PE scheme has been bought in to, it will be useful to repeat this review in future to ensure things have improved. **Did Year 6 get to swimming?** Yes this was successful but PE funding cannot be used for this.

Pupil's achievement with regards to writing, more evidence is required but what is this evidence?

Building up writing evidence takes time as it is not as simple as with basic assessments for other subjects. This will occur as the term progresses with a portfolio built up for each child. **Children's assessment against the capabilities curriculum – how is that working?** EB explained the progress including work on problem solving where the children are asked to rate their own problem solving skills and then decide on which area they would like to work on next. They were keen to work on resilience and determination as they have accepted that this has been affected due to covid and lockdowns. They would also like to work on relationships in future as this has also been affected by covid. The governors agreed that this showed a good level of maturity for children this age to be able to identify where they need to improve.

Catch up funding used on tutoring; how much longer will that continue? EB confirmed it is continuing this term but also a little left for next term to focus on Maths. EB also doing year 6 boosters after school (reading on Monday, SPAG on Wednesday and Maths on Thursday). A governor confirmed what a few abbreviations were in the report and they were briefly discussed.

Can you explain what is meant by precision teaching and how this has an impact? Precision teaching is a very quick intervention (5 mins or so) each day, quick recall but repetitive which does benefit some of the children. **You were going to carry out pupil surveys with questions about bullying and safety?** This has been done on a pupil survey. EB noted that sometimes the answers from the children are not always reflective of the actual problem. EB will distribute the results along with responses to the governors. **The curriculum intent and vision; can governors have an input into that?** This will be done through the 5 year vision into practice – see item 9. The governors discussed the wider curriculum such as languages and music. A governor thanked EB for early sight of the report and noted that it was comprehensive. **Has the yellow and red card issued had any detrimental effect on the other children and if so, has this been addressed?** EB did not go into detail but noted that it has been addressed. The impact of covid on external services is having an impact so some things are having to be managed within the school.

6. Improvement Plan & Attainment/Progress

Attainment and progress discussed in item 5. EB gave an update on the improvement plan priorities. Writing improvements are being made, mainly through tutoring, but gathering of more evidence is required. Spelling is being tackled by achieving a set list before moving on. EYFS new framework is being implemented with small tweaks to be made. It is noted that the maths seems to be limited but it is important to ensure the foundations are properly embedded before the child moves up a year group. Speech and language programme has been positive and the children are in a good place with regards to this. Capabilities curriculum was discussed in detail at the working group; the planning ensures that activities are actually enhancing the subject matter for the children. Metacognition is part of visible learning and that is being embedded with visible learning assemblies, and other provision to ensure the children are thinking about their thinking.

7. Cyber Security

TM provided an update on cyber security audit and action plan, the accreditation process, the new suite of cyber/IT related policies and the requirement for cyber security training in the near future. **With regard to school information, is this stored on a backup server and who is responsible for this?** TM will confirm with governors.

8. Safeguarding / Health & Safety

No safeguarding issues to report. All staff trained and Safeguarding Lead and Deputy in place. See item 13.

9. Review Vision & Ethos

EB discussed the Five Year Vision into Practice plan, noting the input so far from the pupils and staff. She requested governor input and will send out a google form with questions for governors to provide their thoughts. EB will then collate and publish the latest version of the plan thereafter and discuss the way forward with governors. This is work in progress.

10. EYFS Statutory Framework

Part of the improvement plan – discussed in item 6. No issues to report.

11. Stakeholder Engagement

Pupil Surveys complete – the governors will be provided with a copy; VP & SM can discuss during their safeguarding visit.

Parental views and engagement need to be taken but this has been done quite frequently due to covid and so will be done in summer term; anything that needs to be implemented can be done so ready for September.

12. Set Term Dates

Dates approved for 2022-2023.

13. Governor Monitoring & Training

Working group to discuss curriculum took place on 6th Jan with questions from governors at the meeting. The 5 year plan is being worked on currently, with feedback taken from staff and pupils so far.

Monitoring visits:

- SEND/PPG monitoring visit in early March (PR) *Not complete due to staffing and governor resignation.*
- Safeguarding visit including pupil feedback at beginning of February (VP assisted by PR). *Delayed due to various issues, will be carried forward.*
- Curriculum visit including Maths at end of February (SM) *Delayed for medical reasons, carried forward.*
- Review Cyber Security action plan and follow up actions (GM) *Not required as action plan sits at trust level and is being managed by Trust Board. GM will be informed if there is anything that affects the schools, see item 7.*

Agree monitoring prior to next meeting:

- **Chair's meeting with Trust CEO (SM)**
- **Safeguarding visit including pupil feedback and confirm SCR in order (VP assisted by SM)**
- **PE funding review – discuss use of outstanding funds with EB (GM)**
- **Annual PE and PPG funding review use of funds and discuss plans for next year (GM)**
- **Curriculum monitoring including maths (SM) *carried forward***
- **Improvement plan monitoring, in particular writing (SM)**
- **Complete google form questionnaire re 5 year vision into practice plan (All)**
- **Attend interviews for KS2 teacher (GM)**

Governor Training:

- **VP to complete Safeguarding for Lead Governors training on SSS.**
- **SM to complete Prevent training on SSS.**
- **SM will renew Safer Recruitment on SSS. GM to complete safer recruitment on SSS.**
- **Governors to complete basic cyber security training once it is available.**

14. Any Other Business

First Aid policy has 2 minor amendments following direction from DfE. Approved.
No other business.

15. DONM

Date of next main meeting is Tuesday 28th June 2022 at 9.30am.

Meeting closed at 10.50am

TJH Martin
ADMAT Governance Officer

Distribution List:

Sheila Manning – Chair/Co-opted Governor
Gary Manning – Parent Governor
Vikie Parker – Co-opted Governor
Vacancy – Parent Governor
Vacancy – Staff Governor
Vacancy – Co-opted Governor
Vacancy – Co-opted Governor
Vacancy – Co-opted Governor
Emma Byrom – Head of School
J. Callow – Executive Head Teacher
W. Hermon – ADMAT CEO
Trust Board