



4/12/25

MINUTES

Autumn Term Meeting 2025

Local Governing Board: Princetown School

Thursday 27th November 2025 / 3pm at the School

- Welcome (to include Trust Identity Recap) and Apologies**
Present: Sheila Manning, Josh Bullock (HT), Laura Taverner, Gary Manning, Sally Sinclair-Davey (new Co-opted Governor), Emily Crowley (new Parent Governor), Shannon Mann (new Parent Governor)
In Attendance: Ann Cullum (Local Governance Officer).
- Declarations of Interest Relevant to this Agenda**
SM and GM confirmed no changes to their declared pecuniary interests.
Pecuniary Interests forms required from all new governors.
- Governors**
Re-Elect Chair / elect Vice Chair and appoint new governors
SM has agreed to continue as Chair for this academic year and governors were very happy for her to do so. A Vice Chair will be appointed at a later date.

LT and JT resigned with effect from 14th November due to work pressures.
SP resigned with effect from 24th November due to family commitments.

The Governors appointed Sally Sinclair-Davey as a new Co-opted Governor, and Emily Crowley and Shannon Mann (STM) as new Parent Governors for a 4-year term ending 27th November 2029. They were assigned the following governor roles:
SSD – PPG
EC – Data & Improvement
STM – SEND.

AC will send flyers to SM to try to recruit more Co-opted Governors at the Christmas events.
- Confirm Minutes of Extra-Ordinary Meeting (6th October 2025) and Matters Arising**
The governors accepted the minutes as a true and accurate record of the last (Extra-Ordinary) meeting and the Chair signed a copy.
 - Review of SCR (LET/GM) – **see item 10**
 - Monitoring and training (All) – **See item 16**
 - **Governors to familiarise themselves with the Trust PR Strategy and bring ideas to the next meeting – ongoing, carry forward**
 - Nature activities pilot programme (LET) – **carried forward - as LET has resigned, can another governor cover this? - carry forward**
- Agree 2026-27 Term Dates**
All governors agreed the term dates and these can now be published on the website.

6. Confidential Matters

JB shared an update on previous behavioural problems, which is recorded separately in Confidential Minutes.

7. Head's Report

The Head's Report has been shared with all governors. GM asked if JB could make available an updated RAG-rated 90 day plan. The next part of the 30-60-90 plan will include a request that Reception parents no longer come on site with their children. Attendance is 97.1%, SEND 95.6%, persistent absences 10%. The Breakfast Club is well-used and Greggs are still providing breakfasts.

KS2 outcomes are below average, is there a reason for this? This is difficult because we are a small school and we had a very high level of SEN Last year. JB is hoping for 60% combined results, which would be roughly in line with national at 66%. A learning mentor is starting in January for ten weeks. Maths is difficult in general across all the schools and is on the AIP. **Why was KS2 SEND data declined?** Many KS2 SEN children are high achievers and are expected to do well in the SATs. **What can you do to promote attendance?** The Breakfast Club has been very helpful but the late-arrivals are generally SEN and this does affect attendance figures, particularly in a school with only 52 pupils. **How many children need encouraging to attend school?** Only a handful and they are generally SEN children.

Do the teachers understand the data and does it feature in their planning? We use iTrack data and the Y6 data shines a light on the areas we need to focus on. JB felt that this second half of the term has gone much better than the first half. Up to now our interventions have been non-existent and we can't expect the TA to take the interventions. There are 12 out of 24 children on the EP register who require interventions and the remaining 12 also require interventions at times. More TAs are needed to provide successful interventions although everything we have put in place gives us time to help the lower achievers. There is supposed to be one teacher for every 30 children. **Do you mean a fully qualified teacher?** Yes, this doesn't include the TAs. Fortunately we haven't had to cut the TA support at Princetown. **Are you getting the right funding and therefore the right support for SEN children?** No, we receive PPG and SEN funding which we can use on TAs and HLTAs but it is difficult to find the funding for Educational Psychologists. **Can you employ the right number of staff with the right qualifications?** Not always. It is a national problem that schools have so many issues to deal with, including issues at home. **Is the average child being disadvantaged because the teacher needs to spend time with SEN children?** Yes, this can disadvantage the learning of children who don't require additional support but the TAs are very helpful as they take over with some of the SEN children. We are hoping the learning mentor will bring about good results. **Is the school appropriately funded for the types of children in the school?** The funding isn't sufficient but we do have more funding than many other local schools.

How does the school spend the EYFS money and how is this reported to governors? We use the money for TAs who can be utilised to help the class run smoothly. We hope to have another strong cohort next year which will increase our support even more. **What aims are in the EYFS offer?** We offer 'Learning Through Play' and our continuous provision is good. Thanks to the DIY skills of the husband of Debbie Saunders (Trust Director of Learning) we now have a bespoke classroom for EYFS.

JB is looking into heightening the fences as these are not adequate. **Has the building been radon tested?** Yes, we are looking at replacing the PIV unit and none of the areas where the children go was above 200.

The Head invited all governors to the school's Christmas events as follows and the chair will hand out flyers to encourage visitors to consider becoming a school governor:

10th December – Nativity, at the school at 2pm

12th December – Christingle in the Chapel at 1.30pm

12th December – Carols around tree at 6pm

8. Improvement Plan and Data Analysis

The Improvement Plan is now in place and goes hand in hand with the other Trust schools. There are five priorities:

1. Data and learning standards, making sure the quality of learning is in place
2. Offer a broad and balanced curriculum, which we believe we do anyway. We visit the Sustainability Centre nine times a year and visit as many sporting events as possible
3. We are trying to move to an ownership culture, where staff have ownership of their own areas, putting systems and structures in place of instead of always involving the Head
4. Safeguarding and CPD
5. School governance leadership and business – having more governors in place to vigorously check will be a huge benefit.

9. Top 3 Risks for 2025-26:

1. Falling Roll numbers, (we are losing ten Y6 children but hopefully gaining ten Reception children)
2. Staff Retention (only one member of staff has left recently and that was due to re-location)
3. Attainment.

10. Safeguarding

SM has checked the SCR and it is all compliant.

GM has shared his report with all governors. All governors at the time of GM's check had a DBS. New governors will liaise with the School Secretary about DBSs.

All governors are still to watch the 2025-26 KCSiE Update video.

11. SEND – *carry forward*

12. Attendance

This was covered in the Head's Report. Apart from the confidential problems mentioned, there have been no disciplines nor suspensions/exclusions.

13. PPG Review and next academic year plan (Head) – *carry forward*

14. Pupil Voice

Pupils are very happy in the school and are delighted with the new Harry Potter room.

15. Compliance

The Trust Chief Operations Officer has checked everything and all is compliant, although lone working needs looking at.

16. Climate Change & Sustainability – *carry forward*

17. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- Curriculum (SM/JB) - SM met with JB after the government curriculum update was received – completed
- **EYFS (LT) – ongoing – *carry forward***
- **Improvement Plan review (JB) -*carry forward***
- **Next likely Improvement Plan priorities and confirmation (JB) – SM will meet JB – *carry forward***
- **Data (SM will meet with JB and EC) – *carry forward***
- **PPG impact and provision for next year (JB) – *carry forward***
- **PE impact and provision for next year – GM to meet with JB – *carry forward***

Agree Monitoring and Working Groups for next term

- **Sustainability (SM)**

- **Website Compliance Check (NS?)**
- **Safeguarding (GM)**
- **SEND (STM).**

New Monitoring Timetable pro forma

Update and feedback on the use of this new form to collate all the monitoring visits together in the same place before the LGB meetings. **All governors to send a summary of their visits to SM for inclusion.**

Governor Training Completed

A governor to take Safer Recruitment training (SM 23/3/22). **SM will retake this training through SSS.**

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

Chair's meeting with CEO

The Chair had a positive meeting with the CEO and has shared details of her meeting with all governors. Parents will be consulted regarding the new PHSE policy. Neil Swait will be visiting the school in the Spring for a pre-Ofsted visit.

18. Policies due for Renewal

Governors acknowledged they are familiar with the School Safeguarding policy.
Governors reviewed Admissions policy as part of consultation process.

19. Any Other Business

None.

20. Date of Next Meeting

The date of the next meeting is **Thursday 19th March 2025, 3.15pm** at the school.

The meeting closed at 5.15pm.

Ann Cullum

Local Governance Officer

Distribution List:

Sheila Manning	– Chair/Co-opted Governor	Jo Callow	– CEO
Gary Manning	– Co-opted Governor	Steve Tavener	– Chair, Trust Board
Laura Taverner	– Staff Governor	Josh Bullock	– Head Teacher
Sally Sinclair-Davey	– Co-opted Governor		
Emily Crowley	– Parent Governor		
Shannon Mann	– Parent Governor		