



**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

07/07/2023

## MINUTES

### Summer Term Meeting 2023

#### Local Governing Board; Princetown School

Tuesday 27<sup>th</sup> June 2023, 9am, HYBRID via ZOOM and at Princetown School

#### 1. Welcome and Apologies

**Present:** Sheila Manning, Jo Callow (EHT), Oliver Stephens (temporary HoS), Tina Husband, Gary Manning (via Zoom (briefly, to discuss PE funding)

**Apologies:** Catherine Fildes

**In Attendance:** Ann Cullum (Local Governance Officer).

#### 2. Declarations of Interest Relevant to this Agenda

None declared.

#### 3. Governors' terms of office

SM term expires 6/7/23 – SM agreed to continue as co-opted governor for a further 4-year term ending 26/7/27. The governors welcomed this decision.

GM term expires 20/11/23 and there were no other parent volunteers. GM agreed to continue as parent governor for a further 4-year term ending 20/11/27. The governors welcomed this decision.

#### 4. Confirm Minutes of LGB Spring Meeting (28th February 2023) and Matters Arising (Chair)

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

#### Review Vision and Values

The school statement was approved by the Governors.

Review 5-year plan for any amendments required – no amendments required at this time.

#### EYFS Statutory Framework

**SM meeting with Becky Speare (the school's EYFS Lead) – carry forward**

#### Governor Monitoring/Visits and Working Groups - see item 13

#### Governor Training – see item 13

#### 5. Confidential Matters

JC raised a staffing matter which is recorded in Confidential Minutes.

#### 6. Headteacher Report

The Head's report has been made available to all governors. OS raised key points. KS1 and KS2 moderation has taken place, which was largely positive, although Writing in KS1 was below grade. **What were the mitigating factors and how can this be resolved?** The moderator felt there wasn't sufficient input of the children's writing. The Literacy Tree has been introduced which will give the children more opportunity to write in their own style. Initial feedback of Literacy Tree is really positive. **Are KS2 on**

**target ARE for next year?** 66% of Y6 achieved ARE. Other assessments are currently taking place. Next year's data is not yet available, but Writing will remain a priority and there will also be a Maths input. Y1 Pupils' achievement showed 100% pass in Phonics and the teacher assessment for Writing is good. 66% of KS1 achieved ARE in Reading, Maths and SPAG. **How well are the SEN children achieving in Maths?** This will be discussed with Debbie Bartlett (Trust SENCo). Progress has been good. Children who are under-achieving have been identified and given additional support by the class teacher and through interventions.

Music is being continued and a member of staff will be asked to take over this in September. OS will be able to assist. Curriculum and assessment will be a big focus next year. Staff training and early years moderation has been taking place. Additional staff may be available next year.

A new member of staff has been appointed to teach Owls and there is also a full-time member of staff for Buzzards. 14 new children are expected in September so the roll should be over 50. A new member of staff has skills in dance and phonics, and is also interested in wellbeing and pastoral support **Who will be the new deputy Safeguarding Lead when Becky Speare leaves?** The school will consider this.

**How is collective worship being received?** The theme of 'Tolerance and Mutual Respect' is being covered this term and is going well. This theme is supported throughout the curriculum and links in with the school values. Y6 are planning a charity cake sale which is involving them in community themes. Pupil voice surveys were positive - KS1 joined in with school council leaders. Y4 & Y5 have been involved in "playground leading".

**How are the 'drop-in' sessions going?** These are available to any children and are proving very valuable. Attendance is being dealt with - there have been a number of absences due to illness.

**How will Rights-Respecting schools pan out in the curriculum?** The school basically teaches pupils the rights and conventions of children and a charter will be displayed which the children can contribute to. The same terminology will be used throughout the curriculum. This will be added to the Behaviour Policy.

**A parent asked SM how the Forces money is being used to benefit the children?** The money is being utilised appropriately to raise the educational attainment of any child who requires additional support.

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

## 7. Improvement Plan and Data Analysis

The Improvement Plan has been reviewed and key points discussed in the Head's Report. Y6 data is not yet available. Pupils are largely on track to achieve ARE. For Maths, 66% of Y2 should achieve ARE, 78% of Y3, and 60% of Y4. Y4 are expected to make 100% improvement. Subject Leadership has continued with walk-thrus and training. Action Plans are in place for each subject and deep dives have taken place. Training has taken place from SEN Services. Debbie Bartlett has frequently visited the school. **Are there any EHCPs coming in from pre-school?** There may be one starting in September. There should be a day and a half for SEN support next year. Princetown has a very high rate of EHCP pupils, which is 10.5% compared to other Trust schools which is below 7%. The percentage of SEN pupils is 36.8% which is very high considering the low numbers of children in the school. Children with no SEN is 64% (other Trust schools is over 70%.) 55% of pupils are PPG.

Children are understanding the impact of climate change. SM has conducted visits regarding climate change and observed lessons. Her reports have been made available to the governors.

Attendance is in line with the national average – girls 95.2%, boys 95.1%. PPG is 94%, non-PPG 97% and SEND 94.5%, which is above the national average.

## 8. Curriculum

The curriculum will be reviewed as a priority for next year, and it will also be refined as the 4-year rolling programme is coming to an end. **Will this focus on specific topics?** The review and refinement will focus on assessment opportunities, particularly in Music and P.E.

The school are buying into Thinking Matters, a 3-year metacognition programme, similar (and additional to) Visible Learning. Right-respecting schools will continue. The priority subjects will be Maths and Writing. Neil Swaite regularly checks the website as does the school.

The school has a wealth of clubs with many sports offered. Plymouth Argyle are delivering fun-fit activities, Devon Cricket teach cricket, playground leaders have been selected from Y4 & Y5. There is an after-school Dance Club run through OCRA (Okehampton Community & Recreation Association), a film club focussing on drama, storytelling, gardening, sewing, and a member of staff will be teaching recipes and cooking for the Bake-Off.

#### 9. Safeguarding

Due to CF absence SM will temporarily cover this and visit the school to talk to the children. On a recent visit SM found that all children now feel safe in the school.

The S157 will be completed in September.

**SM and TH will look at the SCR very soon – carry forward**

#### 10. Review SEND and agree SEND local offer

Debbie Bartlett will review the Trust SEN Policy over the summer; no major changes are expected. The Trust will post this on the website as soon as available.

**SEND and local offer to be reviewed when the new policy is available – carry forward**

#### 11. Staff Matters

- Views of Staff (survey/feedback) – overall 100% positive, OS will look at more opportunities for TA CPD training
- Parental Survey – 96-100% positive feedback. **How have the negative comments been dealt with?** A member of staff has answered these, although none of them was a major concern
- Monitor welfare & workload, work/life balance – this was 100% positive
- Skills & Training – the school is working closely with Laura Taverner (KS2 teacher). A lot of training has already taken place. Training is currently planned for RW Inc. and Music training is also arranged for next year.

#### 12. Compliance

One health & safety instance has been logged on assess.net. All resolved and signed off by H&S team.

#### 13. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- **PPG impact and provision for next year (OS/GM) – carried forward**
- PE impact and provision for next year. GM has seen the PE budget figures and will discuss these with OS next term. Arena will continue to be used with various different bespoke plans and future sessions decided upon. OCRA, Woodlands, swimming and other activities are all costs to be taken into account. **Is the provision by OCRA adequate?** The children enjoy it but it mainly takes place at the college so transport is an issue. **Are we getting our money's worth? The provision will be looked at when OS and GM meet - carry forward**
- **Likely Improvement Plan priorities for next academic year (SM/OS) – carried forward**
- **Safeguarding (SM/TH) - carry forward**
- SM will make another Climate Change visit before the end of the school year – completed and reports made available to the governors.

Agree Monitoring and Working Groups for next term

- Improvement Plan priorities for next year (SM/OS)
- Curriculum (OS)
- EYFS (SM)
- Risk analysis to ascertain current top 3 risks (SM/OS)
- P.E. (GM)

The above monitoring will be discussed at the Working Party. **OS to advise dates.**

#### Governor Training Completed

Vision & Values training 30/1/23 - SM

Equality, Diversity & Inclusion (EDI) – SM 21/6/23.

#### Training Overdue – to be completed as soon as possible

- TH to complete EDI training
- CF and TH to complete local governance training.

The Chair is booked on the NGA 1 year Development for Chairs Training in September.

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

#### Skills Audits and Governor Roles

All skills audits received. Governors were requested to use GovernorHub/The Key for appropriate training or reading to fill any gaps in training if required.

TH agreed to take on Equality, Diversity & Inclusion Lead.

#### GovernorHub – The Key

Governors to confirm access. SM and TH have access.

#### 14. **Chair's meeting with CEO**

The Chair raised key points:-

Metacognition is being introduced through Thinking Matters.

All surveys have been good.

A new governor is required – SM knows an interested person and will contact her.

The school will be working towards the UNISEF scheme's Right-Respecting Award.

Children will be taught the right approach to the school ethos.

The school has been granted the CIF award. The upstairs of the building is being made firesafe and an inspection will take place during the summer holidays.

The Trust has taken out new insurance to cover staff absences.

#### 15. **Policies due for Renewal**

**Behaviour Policy due for renewal in July – carry forward**

SEND Policy due for renewal in September – *see item 10*

Accessibility Policy due for renewal in November – **carry forward**

The renewed Managing Medicines Policy was agreed and is on the website.

#### 16. **Any Other Business** (Chair)

None.

#### 17. **DONM** (Chair)

The date of the next meeting is Tuesday 14th November 2023 at 9am.

The meeting closed at 11am.

#### **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

Oliver Stephens – Temporary Head of School

W. Hermon – ADMAT CEO

S. Tavener – Chair of Trust Board

Emma Byrom – Head of School

Jo Callow – Executive Head Teacher