

Lewannick Primary School & St Stephens Community Academy Hub

Chair of Governors – Joan Heaton chairssca@andaras.org Executive Head Teacher – Maura Furber



An Daras Trust

Igniting Curiosity Growing Capabilities

Lewannick Primary School

Hawks Tor Drive
Lewannick, Near Launceston
Cornwall PL15 7QY
Tel: 01566 782262
Email: governance@andaras.org
Head of School – Sally Cook

St Stephens Community Academy

Roydon Road
Launceston
Cornwall PL15 8HL
Tel: 01566 782303
Email: governance@andaras.org

6/12/24

MINUTES

Autumn Term Meeting 2024

Local Governing Board: Lewannick Primary School & St Stephen's Community Academy
Friday 29th November 2024 /9am at St Stephens School

1. Welcome (including Trust Identity) and Apologies

Present: Joan Heaton (Chair), Maura Furber (EHT), Kathy Walsh, Paul Dickens, Bonnie Soanes, Cate Harvey, Gary Jeffery, Beth Parsons (new governor), Carly Coleman (new governor), John McLeod (new governor)

In Attendance: Sally Cook (Head of School at Lewannick), Ann Cullum (Local Governance Officer)
The Chair welcomed Sheila Manning, Chair at Princetown School, who was observing as part of her CPD.

MF showed the Trust Identity presentation and explained the four questions and the functions of the Trust.

2. Declarations of Interest Relevant to this Agenda

All governors have confirmed their pecuniary interests. There were no other declarations relevant to this agenda.

3. Governors

Election of Chair – all governors voted for JH to continue as Chair for a further year and JH confirmed that she is happy to continue as Chair.

PD is happy to continue as Vice Chair and the governors were happy for him to do so.

The governors appointed new Parent Governors Beth Parsons (Lewannick) and Carly Coleman (St Stephens) and new Co-opted Governor John McLeod.

CC was assigned the governor role of Safeguarding (to shadow PD) and EYFS; BP was assigned the governor role of SEND (to shadow CH) and EYFS. BS and JM will cover Data.

4. Confirm Minutes of LGB Summer Meeting (5th July 2024) and Matters Arising

The governors present at the last meeting accepted the minutes as a true and accurate record 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 signed the register confirming that they have read the ADMAT revised Code of Conduct and agree to abide by it.

5. **Agree Term Dates 2025-26**

The governors approved the term dates.

6. **Confidential Matters**

None.

7. **Heads' Reports**

The Heads' Reports for both schools have been made available to all governors.

St Stephens

How is the training going at both schools? Every Friday at St Stephens we have a specific meeting where we allocate training linked to the teacher's weekly CPD and areas specific to the AIP. If a TA is unable to attend then another member of staff will brief them. We are releasing staff for online training on a rota basis during school hours as overtime funding is limited. The ARB support staff at St Stephens are unable to attend so they have a meeting once a month after school to cover areas pertinent to their roles. This is led by KW. Lewannick have just started the same offer and this will be rolled out from this half term. **Can a TA be assessed for supporting P.E.?** Yes, we will do this and ensure their observations are also used to support judgements. **How is the Ofsted point about Teaching and Learning work going?** Ofsted reported that the learning wasn't as embedded as they'd hoped. MF explained why this had happened. The school were going for outstanding and missed one statement in the old framework but this area was securely good. Since then St Stephens have worked on R.E. and Art and we are pleased with the progress so far. Ofsted did report that the standard of learning across all subjects was very good and the outcomes were of a consistently high standard. The main areas of focus have previously been shared with the LGB.

Lewannick

Data may be unreliable now with a smaller school joining us. How can we ensure Lewannick's data isn't lost? We assess the children at the end of each term and track progress. Neil Swait (Trust Improvement Officer) has been helping with narrative for an Ofsted visit. **Are we still being allocated a small amount of PPG grant?** Yes, we do receive a grant, but this could be better. **Do you need any extra funding for sport?** Yes, this would be very useful. MF tracks all P.E. enrichments and last year 100% of pupils received P.E. enrichments. Lewannick have now been signed up to this facility so SC can also track this. **Are there any children at Lewannick on part-time timetables?** Yes. SC explained the agencies involved and the robust system to support the child and their family. KW will talk to SC about Early Interventions. **Are these children interested in sport?** No, unfortunately not. We are trying many different interventions to engage these children.

What is Lewannick's protocol for absent children? The school secretary will check with SC to see if any contact has been made and if not SC will communicate with the parent. They follow the same protocol as St Stephens. Absence is not a high priority issue at Lewannick. **Does Lewannick have sufficient SEND support?** No. We certainly need more SEND support. We currently have a SENCo once a fortnight. **Does Lewannick have sufficient EYFS support?** Yes, we do now that we've merged with St Stephens. We have new staff starting soon, which is also an excellent career opportunity for the staff concerned. Recruiting pre-school staff is difficult due to DfE qualification requirements. **How are the advertisements being published?** They are posted internally and also on Indeed. It is difficult finding full-time staff these days and whilst we have secured a Nursery Manager, other staff will need to be recruited from agencies.

How is Sustainability going? It is going very well. It isn't a curriculum requirement yet so we are well advanced with that. Lewannick don't need to focus on Sustainability yet as it isn't an Ofsted

requirement. We need to focus on the priority subjects plus teaching and learning. **Once Lewannick have inspected will you then bring in Sustainability?** Yes. We will focus on Sustainability after the Ofsted visit, but we need to prioritise key actions on the AIP and secure strengths and focus on areas to develop first.

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

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

As the two schools are very different, MF and SC have prepared separate Improvement Plans which have been made available to all governors. MF highlighted key points. Writing is on Lewannick’s Improvement Plan as outcomes have plateaued recently. **Is the Trust supporting you with this?** Yes, Lewannick have had a lot of support from the Trust KS1 and KS2 Literacy Lead and also Kernow English Hub for Read Write Inc. with a rigorous spelling programme. Improvements are already being noticed. Handwriting has also improved. Lewannick’s biggest challenge was support for leadership which is developing very successfully together. MF and SC can be more strategic and manage the complexities that are needed to secure change. Lewannick have a new SENCo and MF has ensured the practice and change in planning for children on the SEND register is in line with Trust expectations. The staff have needed bespoke support with this. Early Years is also on our Improvement Plan and an action plan has been drawn up with MF and the new manager **Due to the road closures, have you noticed any changes with extra cars and lorries?** No, Lewannick is in a cul-de-sac and we do a lot of road safety with the children. **Are you able to store all your data electronically?** Yes, it is put on iTrack and removed when the child leaves the school.

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

Both PPG Plans have been made available to all governors and key points were highlighted. Extra support and training for staff has just started. The PPG grant is used to provide additional staff hours to improve attendance and support parents. We track the PPG children and use the funding to bridge the attainment gap between the children, offering enrichments where necessary. Lewannick has a much smaller PPG budget which funds the HLTA and the Breakfast Club. **Is the Breakfast Club popular?** Yes, the majority of PPG children come in for breakfast. Funding has been received for a Nature & Nurture Group for PPG children. There may be an opportunity to access a Plymouth Argyle Road Show through Kellogg’s.

10. **Top 3 Schools’ Risks**

1. Fulfilling Curriculum
2. Inability to improve progress
3. Inability to maintain standards, particularly Writing.

11. **Safeguarding**

All staff have regular training and we have updates/priorities every term. PD has checked the SCR and all is compliant. PD has visited Lewannick twice this term, and his reports have been made available to all governors. Ofsted reported that safeguarding at St Stephens was beyond exceptional but this could only be assessed as ‘effective’ due to Ofsted gradings. We are fortunate that we have Claire Paul (Trust Safeguarding Officer). CP will also be supporting Lewannick.

GJ still has to watch the KCSiE Update video.

12. **Attendance**

Attendance is above the national average (which is 94.3%). At St Stephens there are 205 children and attendance is 95.1%, persistent absences is 16.8%. CP and MF will go through the persistently absent children list next week. Lewannick has 88 children and attendance is 96.7% with persistent absences 14/1%. SC has recently completed a penalty notice for unauthorised absence. Behaviour is good in both schools, in fact Ofsted reported ‘outstanding’ behaviour at St Stephens. There have been no permanent suspensions at either school this academic year.

13. Pre-Schools

Both pre-schools are looking healthy, but staffing recruitment is a problem at Lewannick. This is a national issue. MF has applied to the Trust for funding for an Apprentice to keep the staffing at an acceptable level at St Stephens when the Apprentice leaves the setting at Christmas. The Apprentice will become the Nursery Manager at Lewannick from this point. Outcome to be decided at next budget meeting.

14. Compliance

The Trust are currently looking at progressions in Cyber Security. We regularly have Health & Safety audits and Cornwall County Council will be conducting a Fire Audit next week. Everything is compliant.

15. Governor Monitoring and Training

Governor Training

PD - Safeguarding for Named Governor 18/8/24, Safeguarding Update 21/11/24, E-Safety 17/8/24

JM - Safeguarding 24/10/24, Governors for Schools Intro to Governance 7/11/24

CC - Safeguarding, Prevent, GDPR 20/11/24.

Governor Training outstanding – to be completed as soon as possible.

GJ and CH to complete local governance training.

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

Monitoring and Working Groups

- PPG impact and provision for next year (MH/GJ) – completed, GJ's report has been made available to all governors
- **PE impact and provision for next year (GJ/PE Lead/Michelle Roberts (Arena Lead) – carry forward**
- Improvement Plan Priorities Confirmation (JH/MF) – *discussed in item 8*
- Curriculum (JH) – completed, report to follow
- EYFS (CH) – completed, report to follow
- Safeguarding (JH/PD) – completed, PD's report has been made available to all governors
- Website compliance / On-line safety – completed by Neil Swait.

Monitoring and Working Groups for next term

- **Improvement Plan review (JH/MF/SC)**
- **Curriculum (JH)**
- **Safeguarding (PD).**

MF will liaise with governors regarding a date for the Working Group.

Chair's Meeting with CEO

The Chair's report on her meeting with the CEO has been made available to all governors. The Trust is delighted with St Stephens and asked for Lewannick to be the main focus as an Ofsted inspection is imminent.

16. Statutory Policies

The governors reviewed the SEND Policy and Local Offer and both were approved.

The Safeguarding Policy (in alignment with Trust policy) was approved by the governors.

The Admissions 26-27 Policy was agreed by the governors and published on the website for consultation.

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 7th March 2025, 10am at Lewannick School.

The meeting closed at 10.30am.

Ann Cullum

Local Governance Officer

Distribution List:

Joan Heaton	– Co-opted Governor/Chair	Will Hermon	– Trust CEO
Kathy Walsh	– Staff Governor	Steve Tavener	– Chair of Trust Board
Paul Dickens	– Co-opted Governor	Maura Furber	– Executive Head Teacher
Bonnie Soanes	– Co-opted Governor	Sally Cook	– Head of Lewannick School (Ex Officio)
Gary Jeffery	– Parent Governor		
Cate Harvey	– Co-opted Governor		
Carly Coleman	– Parent Governor		
Beth Parsons	– Parent Governor		
John McLeod	– Co-opted Governor		