

# Boyton, North Petherwin & Werrington Primary Schools Hub

Chair of Governors: Bill Willis [govbw@andaras.org](mailto:govbw@andaras.org) Executive Head Teacher: Jonny Phillpotts



## An Daras Trust

Igniting Curiosity Growing Capabilities

### Boyton

Boyton, Launceston, PL15 9RJ

Tel: 01566 772484

Head of School: Kath Davies

### North Petherwin

Brazzacott, Launceston, PL15 8NE

Tel: 01566 785886

Assistant Head of School: Jodie Trevorah

### Werrington

Yeolmbridge, Werrington, PL15 8TN

Tel: 01566 772943

Assistant Head of School: Jan Buckthought

9/12/24

## MINUTES

### Autumn Term Meeting 2024

Local Governing Board: Boyton, North Petherwin & Werrington School Hub

Monday 2nd December 2024 / 5pm at Werrington School

#### 1. Welcome (including Trust Identity) and Apologies

**Present:** Bill Willis (Chair), Jonny Phillpotts (EHT), Sue Willis, Paul Marriott, Mary Hairs, Shirley Si Ahmed (new Parent Governor)

**Apologies:** Jodie Trevorah

**In Attendance:** Jan Buckthought (Assistant Head at Werrington, ex-officio), Kath Davies (HoS at Boyton, ex-officio), Ann Cullum (Local Governance Officer).

JP briefly explained the Trust Identity through the PowerPoint presentation. The Trust is very humble and echoes their ethos of “act justly, love constantly, live humbly” (Micah 6v8) in all that they do. Capabilities is part of our curriculum and JP explained the 7 strands. We will succeed through collaborative convergence.

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

All governors have confirmed their pecuniary interests. JT’s husband has been doing work for North Petherwin and Boyton Schools. There were no other declarations relevant to this agenda.

#### 3. Governors

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

Charlotte Prout resigned on 23<sup>rd</sup> September 2024 due to a career change.

BW’s term of office ends on 11<sup>th</sup> February 2025 and he has agreed to continue as a governor for a further 4-year term ending 11<sup>th</sup> February 2029.

The governors appointed Shirley Si Ahmed (from Boyton) as a new Parent Governor and SSA briefly introduced herself. SSA agreed to take on the governor role of EYFS for one term, then also P.E. and Sustainability.

#### Confirm Minutes of LGB Summer Meeting (15<sup>th</sup> 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 14
- **Governor Training** – to be discussed in item 14
- Governors requested that BW raise the matter of the non-attendance of the EWO with the CEO – to be discussed in item 6

- BW to raise SENDCo time allocation time with the CEO – *to be discussed in item 14*
- The SEND Local Offer was reviewed and approved by the governors. This will be published on the website. **Could a glossary be added as parents may not know what some abbreviations are for?** Yes, JP will add a glossary. All schools' SEND Offers will be produced in the same format.
- JP and JB to look into all suggested possibilities to encourage children with home learning. Home learning is being looked at with Tracey Laithwaite. SSA felt that more home learning is necessary (particularly spellings and tables) but homework for the sake of homework isn't necessary as children (and parents) are often too tired for homework. **JP will meet with JB and KD to discuss the best routes for homework and will feedback at the next meeting.**
- JP to look at promoting the governors in a newsletter, then follow this with governor news and introduce any new governors. **Could this page be on every newsletter and pointed to the website where more details are available?** **JB will look into this. AC will send governor bios to JB so that this can be collated for the newsletter.**
- Vision & Ethos and 5-year Plan – Boyton signage has been updated and is now more visible. Werrington will soon have more signs. **Could North Petherwin have more signs at the crossroads directing to the school?** Yes, the current road signage is confusing.
- JP and BW to discuss how best to market the school (including looking for a potential parent with website/marketing experience). This was also suggested by the CEO at his meeting with the Chair. **Would BW ask the CEO if this is to be a cohesive exercise across all schools. Could anyone at An Daras take this on?** This would provide uniformity. Wrap-around care and Breakfast Clubs and other suggestions were made to assist with promoting the school. JP and JB have discussed opening the pre-schools for longer, particularly during the summer and half terms. Funding will be an issue. **BW will discuss this with the CEO.** JB has visited Tiny Tots Nursery at Lawhitton to promote the school but this visit was probably too late for next year's cohort.

All governors signed the register confirming that they have read the ADMAT revised Code of Conduct and will agree to abide by it.

#### 4. Agree Term Dates 2025-26

The governors approved the term dates.

#### 5. Confidential Matters

There were no confidential matters raised. A governor asked if the Exception Reports are confidential? JP advised that only if they refer to a particular teacher or child. JP will take responsibility for keeping them discrete.

#### 6. Head's Report

JP thanked JB, KD and JT for their input and explained that all three schools are on the same report and the colours in the report depict the three different schools. In future both the numbers and percentages will be on the report. JP emphasised that as this is the first report of the year the AIP doesn't show a high impact yet. The report has been made available to all governors.

**Regarding the impending Ofsted at Boyton, how confident are we that key areas identified last time are being addressed?** Neil Swait visited today and was very complimentary, especially about Maths provision. The deep-dive in History was good. KD feels that the school is in a better position now. Ofsted documentation is being prepared which will be shared with governors (and added to) over the next few weeks. Leaders didn't previously have a clear idea about Ofsted requirements and KD is more confident now and commented that Boyton has improved in a short period of time after joining An Daras. **Do you feel you are being well supported now?** Yes, we are seeing the rewards of our work. We are embedding systems now with a lot of monitoring, and greater consistency is evident. There is a big benefit in being linked with North Petherwin and Werrington Schools. JP gave credit to KD for her hard work. **Is the monitoring having an impact?** Yes, it is really helpful. NS's report after his deep-dive in Maths was very helpful and supportive. Boyton has introduced 'Reading Roots', which tracks where

the children's reading ability starts from. This is a very good scheme which teaches 'Guided Reading' and 'Accelerated Reader' and has had a positive impact on pupil outcomes.

The Chair complimented all the Heads on the many enrichments' opportunities across all of the schools and for arranging transport.

Attendance is below national at 91% at North Petherwin and 92% at Werrington, but Boyton is better than national at 96.8%. **Can North Petherwin and Werrington learn anything from Boyton?** KD was meeting weekly with the School Secretary and also met with parents of absent children, which she felt helped a lot. KD felt that the current families are more responsible now. Any children on part-time timetables will also affect attendance figures. There is a new Attendance Officer for all schools who will be able to communicate with absent children's families. JP and JB will be doing their best to increase the attendance figures. **Would the figures improve if the persistent absences were removed from the figures?** Yes, JP will also provide figures with these removed. North Petherwin and Werrington have less children arriving late which will improve the figures. It was agreed that the next attendance monitoring would exam the breakdown and spilt across different categories of pupils.

There are a number of staff taking NPQ qualifications at the moment. **Do you receive an apprenticeship levy?** No we don't, but apparently there are funds available for this. **How do we apply? This is a government initiative which JP will look into.**

Learning behaviours are generally good across all schools, although there is a focus to improve them at Werrington. Any incidents of poor behaviour are dealt with immediately and reported to parents where appropriate. Governors are aware of a temporary exclusion at Werrington which is being addressed by the relevant staff.

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

#### 7. **Improvement Plan & Data Analysis (including "small cohort")**

PM will monitor one school per term with an in person visit and the other two remotely. Boyton will be this term, North Petherwin in the Spring term then Werrington in Summer. PM has met with KD and summary sheets were produced this term from North Petherwin and Werrington. Boyton currently don't have the same system. KD reported that they have now been given access to iTrack so there will be consistency in reporting. All staff haven't yet had training for Arbor (school management system). Some of the attainment isn't good and data does need improving. **What can we do to show impact and progress?** There has been significant progress made, even though the attainment wasn't so good. We have a very high percentage of SEN children. We have had a number of staff absences this term with no money to cover supply, which means that all interventions due to be covered by absent staff were cancelled.

JP assured the governors that Pupil Premium children were getting the best teaching. He explained the figures from the three schools and how the figures can be easily distorted with just one child absent. SEN provision is very good at Werrington, which is why the SEN percentage is so high. The Chair advised the governors that these figures will be shared with them when relevant. Many PPG children are involved with After School Clubs and Breakfast Clubs. JP will show progress rather than attainment at the next meeting. JB felt that learning behaviours are far more positive.

#### 8. **PPG Review & Next Academic Year Plan**

JP has written the plan and advised that most of the funding goes on funding the TAs who support the PPG children. Any money left is used to partially fund residential for these children.

#### 9. **Top 3 Schools Risks**

##### **Boyton**

1. Pupil numbers and finance

##### **North Petherwin**

1. Pupil numbers and finance

##### **Werrington**

1. Staffing and staff retention

2. Staffing and staff retention
3. Data and standards.

2. Staffing and staff retention
3. Data and standards.

2. Pupil numbers and finance
3. Data and standards.

## 10. Safeguarding

SW has visited Boyton and as a result of her visit the signing in procedure will be changed. KD is concerned that the red button is in a place where the children can press it and open all the doors, thus creating a safeguarding issue. **KD will contact Ray Clark (Trust Health & Safety Officer) regarding this.** The SCR has been updated. **Do we need clarity about what schools need to hold on the SCR? JP will find out exactly what data each school needs to hold.** SW asked if the three secretaries could share the same information and use the same format on the monitoring questionnaires to ensure consistency.

Governors have watched the KCSiE video, **although this is still outstanding for new governor, SSA.**

## 11. Attendance

This has been discussed in the Head's Report.

## 12. Boyton Pre School

JP has enquired about opening the Boyton Pre-School again in February, in the hope this will bring more children into Boyton Primary School. His report is awaiting Trust decision. This is only initially for 2 days a week. When we show parents and children around the pre-school they more than often attend the Primary School. The governors were very supportive of JP's proposal and felt it would be a real benefit to increasing the role for very small financial input.

### North Petherwin Pre School

Everything is going well.

### Werrington Pre School

Discussions will be taking place regarding opening the pre-school during school holidays. Governors agreed that this is important.

## 13. Compliance

BW has completed website compliance at Boyton. Neil Swait (Trust Improvement Officer) has also completed a website check which was compliant. Everything is compliant.

## 14. Governor Monitoring and Training

### Governor Training

SSA – GDPR 18/10/24, Safeguarding 18/10/24, Prevent 18/10/24.

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

### Monitoring and Working Groups

- SEND - BW discussed with the CEO if Tracey Laithwaite has the capacity to give North Petherwin and Werrington more time. There is a capacity issue with TL's time and **BW will continue to discuss this with the CEO – carry forward**
- Improvement Plan Priorities Confirmation (JP/BW) - completed. The governors were happy with the Improvement Plan Priorities. JP congratulated JB, JT and KD for a substantial Plan
- Curriculum (JP) -completed. **Regarding monitoring Thinking Matters and Visible Learning, would the children understand this?** Yes, but Boyton have only just started on this programme
- **EYFS (SSA) carry forward**
- Risk analysis to ascertain current top 3 risks (JP/BW) - completed, *see item 9*
- Safeguarding (SW) - completed, SW's report has been made available to all governors, *see item 10*
- Website compliance / On-line safety (BW) – completed. Governors were requested to be familiar with the Online Safety plan for Safeguarding. JP showed an overview of the 360safe Safety

Provision for all three schools to the governors, which gave a score of 4/5 (national is 2/8); JP advised that they are aiming for 5/5.

#### Monitoring and Working Groups for next term

- **Improvement Plan review (Heads/PM)**
- **Curriculum (BW)**
- **Safeguarding (SW).**

#### **Chair's Meetings with CEO**

The Chair's notes have been made available to all governors. All schools now need to be more conscious of volunteers and their backgrounds. The Flourishing Schools document has been sent to all governors. Peter Sharp from the NGA is conducting an external review of governance.

#### **15. 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.

#### **16. Any Other Business**

JP explained the Woodlands Skills Centre but felt that as Boyton, North Petherwin and Werrington were all small schools, they were not getting value for money. **Do we get value for money from Arena?** Yes, we are satisfied with Arena. PPG children are included, provided we have trained staff to accompany them.

#### **17. Date of Next Meeting**

The date of the next meeting is Monday 17<sup>th</sup> March 2025, 5pm at Boyton School.

The meeting closed at 7.30pm.

#### **Ann Cullum**

#### **Local Governance Officer**

#### **Distribution List:**

|                  |                             |                  |   |
|------------------|-----------------------------|------------------|---|
| Bill Willis      | – Co-opted Governor (Chair) | Will Hermon      | – Executive Head/CEO                      |
| Sue Willis       | – Co-opted Governor         | Steve Tavener    | – Chair, Trust Board                      |
| Phil Marriott    | – Co-opted Governor         | Jonny Phillpotts | – Executive Head Teacher                  |
| Mary Hairs       | – Parent Governor           | Jan Buckthought  | – Assistant Head, Werrington (ex officio) |
| Jodie Trevorah   | – Staff Governor            | Kath Davies      | – Head of School, Boyton (ex-officio)     |
| Shirley Si Ahmed | – Parent Governor           |                  |   |