

Boyton, North Petherwin & Werrington Primary Schools Hub

Chair of Governors: Bill Willis govbw@andaras.org

Executive Head Teacher: Jon 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

3/12/25

MINUTES

Autumn Term Meeting 2025

Local Governing Board: Boyton, North Petherwin & Werrington Schools

Monday 24th November 2025 / 5pm at Werrington School

1. **Welcome (to include a brief recap of the Trust Identity) and Apologies**

The Chair welcomed everyone and the Trust Identity was briefly discussed.

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

All governors confirmed no changes to their declared pecuniary interests and there were no other declarations.

3. **Re-Elect Chair, Elect Vice Chair, confirm Governor Roles**

BW has agreed to continue as Chair until the end of this academic year and all governors welcomed this. As BW will be resigning at the end of this academic year, a new Chair will be required. It was suggested that an interested governor could shadow BW for the remainder of this academic year. MH has agreed to be the Chair-in-Waiting and, if all goes well, will take over as Chair at the end of this academic year.

PM has agreed to continue as Vice Chair and all governors were happy with this.

Governors confirmed they are happy with their governor roles at the moment.

SSA offered to take over as Safeguarding Governor when SW leaves.

4. **Confirm Minutes of LGB Summer Meeting (14th July 2025) and Matters Arising**

The governors agreed to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

- SCR monitoring questionnaires - secretaries requested to write a few words about safeguarding rather than just ticking to confirm all is well (JP) – **see item 10**
- Check the mobile phone policy for Boyton is fit for purpose (JP) – **see item 10**
- Our schools are using PE funding to fund the Sustainability Centre (was Woodland Skills Centre) to the same level as other schools, even though we don't use it to the same level, which was not considered an economical use of funds. BW raised this with the CEO and more time has been allocated. The children really enjoy their time at the Sustainability Centre – completed.

- **Governors' attendance at school events will continue to be highlighted to raise their profile with parents and put a face to names. The Chair encouraged all governors to attend one of the forthcoming Christmas events:**
- 15th December – Boyton, 2pm and 6pm, at Boyton Chapel
- 16th - North Petherwin, 2pm and 6pm, at North Petherwin Church
- 17th - Boyton Christmas lunch
- 18th – Werrington, 2pm and 6pm, at the school
- Monitoring Visits, Working group & governor training – **see item 17**

5. **Agree Term Dates 2026-27**

The governors agreed the term dates which will now go on the website. Term dates are as Cornwall County Council's and the INSET days are . 3/4 September, 23 October, 4 January, 25 July. BW discussed with CEO whether the Trust can allocate more INSET days, in particular to cover the Royal Cornwall Show. In 2026 there will be an INSET day for the Royal Cornwall Show.

6. **Confidential Matters**

None.

7. **EHT's Report**

JP explained how he had standardised the Head's Report to make it easier to read. It is now more comprehensive. The HoS will complete section 1 and JP completes most of the remainder. Curriculum will need some changes due to the new Ofsted framework. Staff sickness has reduced compared to this time last year. **What are the "new engagement initiatives for attendance" that are referred to in the North Petherwin report?** Attendance is now featured in the newsletters and other publications to keep parents up to date. **-Under 3.3 there was comment about the Ofsted areas for improvement and expectations, has the Ofsted highlight made a difference?** Yes, the requirements for the lesson and expectations of pupils is now made very clear in every lesson and this area has been monitored through external visits from Neil Swait (Trust Senior Director of Learning) and Debbie Saunders (Trust Director of Learning). **We receive a lot of feedback from parents about homework – has the homework schedule been well received?** Yes, the children have been very responsive and we have identified gaps in learning, but at the moment we are keeping on top of expectations. KS1 Parents have embraced the homework, although the majority of KS2 parents show less pro-activeness. The older children seem to have realised the importance of homework, especially The Times Tables Rock Stars online learning which is proving very popular. We had been using White Rose but this year's EYFS and KS1 are using Mastering Number at Boyton which has been really positive.

There are a lot of activities at Boyton, like Bingo and the Christmas Jumper Swap. The Chair praised all the enrichment opportunities across all three schools. JB mentioned the Book Club where the children met the authors and the Werrington trip to Boscastle to see the flooding (before the children went they had a lesson about reservoirs and flooding which embedded their curiosity about the streams they visited). JB advised that there are four classes now being taught in the school. **How is the boiler, going into the winter?** It has been looked at today and it is okay for now, although it does need re-setting after the weekend. **With the increase of EHCPs, will there be a staffing impact? Will you need extra staff?** As numbers have dropped, staff can be allocated to EHCP. The school can't really afford to pay to take on more staff. **What contingencies can you put in place to ensure children get the support they need?** There is a long delay for Speech & Language Therapy referrals, but we can apply the same principles that we've used before while we're waiting for the assessments, rather than let the child miss out on learning. We run Well-Comms, particularly at Nursery and Reception, so we know which children are presenting with communication difficulties. The children who dysregulate obviously need more support. We are expecting five more EHCPs at Werrington and it is doubtful if we will be able to support these children without additional staff. **How soon do you expect the EHCPs to come through?** There is no way of knowing. Sometimes later ones have come through before those that were submitted longer ago. It's possible that parental phone calls can speed these up.

Do the low role numbers at Boyton have an impact on attendance percentages? KD had a meeting with the Attendance Improvement Officer who was very complimentary about Boyton's attendance.

The DfE have announced new targets for attendance, what are you doing to improve attendance? We are at average at North Petherwin and Boyton at the moment with 95% at both schools. Werrington is 90% and we are engaging more with parents. There are longer journey times at Werrington (the majority of children arrive by car) and socio-emotional children require a lot of work. The AIO was satisfied with all the absent cases. We have children with poor attendance histories from other schools who have a good attendance record here. Many children arrive late which has an impact on the attendance figures.

Can you change the time you close the register, particular for the late children? It is possible.

We will look at keeping the register open a little longer and changing the mark from 'U' to 'L'. From a PPG point of view, can you train anyone to deal with these children? No, we don't have the funding, but we have good staff with the skills that we need. All staff are very empathetic with specifically trained staff at Werrington. KD will get back in touch with the Mental Health Support Team.

You put a lot of emphasis on the children who have special needs but how do ensure the needs of all pupils are met? The rest of the school is on track, otherwise the data would flag up any who are not progressing nor attaining. It does help that they are split into smaller classes. We can identify where any gaps are. We have high expectations.

The Chair congratulated JP on a much easier to read report. **JP will speak to the CEO about the headings.** The governors were very satisfied with the Head's Report and raised no further questions nor challenges.

8. Significant Updates

Governors have received JP's updates for all three schools. **When are the next Ofsted Inspections due?** North Petherwin should be due May 2026. JP has spoken to the CEO and the DCEO is looking at the Cyber Security handbook. **JP will send an email to all staff advising them to be vigilant when opening emails and attachments.** This is particularly dangerous for new staff. ICT4 are a very good IT company and they have their own penetration testing.

9. Improvement Plan and Data Analysis

The Working Group looked at the AIP and were happy with this. This has been made available to all governors.

PM submitted a Data Report for Werrington. JB shared the approaches taken to address any shortfalls in the data results. The restructure of the school has helped a lot. Libby Phillpotts (Class 3 Teacher at North Petherwin) has been in once a week to focus on Maths. The school is targeting the children for SATs. KS2 is possibly at 56%. Despite the challenges there is a degree of confidence based around the restructure. We identify gaps and work hard to fill the gaps, especially with socio-emotion problems.

KS1 has 87% SEN pupils at Werrington, which is a massive challenge. JP pointed out that the Trust is well aware of the SEN cohort across the three schools. JP commented that the CEO is very supportive.

Do we have relevant progress data this year? Yes, but we only have baseline stats for 5-year-olds. The iDSR is now 100 pages and is far more comprehensive. All Ofsted will look at will be our iDSR and our website (for 3 years of attainment data).

There was a drop in North Petherwin's Writing results but additional interventions have taken place which has helped. Mobility pupils tend to stay on track, but Werrington has more mobility pupils who don't achieve as well.

10. Top 3 Risks for 2025-26 and Sustainability

This was discussed and agreed at the Working Group:

Boyton	North Petherwin	Werrington
1. Pupil numbers and finance	1. Pupil Numbers and finance	1. Pupil numbers and finance
2. Data and Standards	2. Property	2. SEND

3. Staffing and Staff Retention.

3. Data and Standards.

3. Data and standards.

How can governors support with Finance issues? Finance does not fall under the remit of the Local Governing Boards. **How can we have finance as a risk if governors can't do anything to improve the finance?** **The Chair will speak to the CEO regarding this.**

11. Safeguardings

All governors confirmed they've watched the KCSiE 2025 update video.

SW enquired if the three school secretaries could share the same information and use the same format on the SCR monitoring questionnaires to ensure consistency. JP enquired whether the secretaries could write a few words about the safeguarding rather than just ticking to confirm all is well. SW has gone through this with the secretaries and it is now more comprehensive – completed.

JP to look at whether Boyton's boundary hedge will remain satisfactory over the winter. The Trust Caretaker visited and is looking into fencing that area.

JP to check if it Boyton's current Mobile Phone Policy is adequate – completed by KD.

There is a slight delay in information regarding new staff coming from the Trust to the school to complete the SCR – **JP will look into this.**

At 18:45 JT apologised that she had to leave the meeting.

Will there be specific AI online safety training? Yes, there is training coming up in February.

JP congratulated JB on the safeguarding changes she has implemented this term. This has been strategically difficult, which has added an extra layer to the work that JB does.

12. SEND

MH's report has been available to all governors.

There are a lot of measures in place for SEN pupils, how will the governors know that this has been implemented and successful? How can we see the progress? JP explained that this information will be on iTrack. The children's progress can be seen through their books. NS will be visiting on Monday to look at "the books" and will focus on SEN. **We may be able to report on this at the next meeting.** KD and JB are training to take the NPQ SENCo qualifications.

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

14. Attendance

Attendance has been discussed in the Head's Report. There have been no exclusions at any of the three schools.

15. Pre Schools

North Petherwin has a lot of pupils at the pre-school. Werrington is low on numbers but JB will start advertising again. Stay & Play on Wednesdays is very busy.

16. Compliance

JP has completed a comprehensive Compliance Audit and his report has been made available to all governors who were satisfied with this and raised no questions.

17. Governor Monitoring & Training

Monitoring/Visits and Working Group completed

- Improvement Plan Review (Working Group) – completed

- Next likely Improvement Plan Priorities (Working Group) - completed
- **PPG impact and provision for next year (Working Group/PM) - carry forward**
- AIP Update and AIP 2026 Forecast (BW/Working Party) - completed
- Sustainability (SSA visited North Petherwin) – completed, report shared with all governors (KD has discussed food waste with the pupils, longer term we are looking at doing in-house catering as this is more profitable)
- Data (PM visited Werrington) – completed, report available to all governors – *covered in item 9*
- AIP and Compliance (JP/BW) – completed, reports available to all governors – *covered in item 16*
- Safeguarding/Attendance (SW visited Werrington) – completed – *covered in item 11*
- SEND (MH visited Werrington) – completed, report shared with all governors – *covered in item 12.*

Agree Monitoring and Working Groups for next term

- **Improvement Plan review (Working Group)**
- **Website compliance / On-line safety (JP)**
- **EYFS (SSA)**
- **Attendance (BW) – all three schools. JP reminded governors that the AIO now regularly monitors**
- **Data (PM) – focusing on ARE for SATs (PM to meet with JP end of March)**
- **Safeguarding – SW will do a strategic visit to all three schools with SSA and JB**
- **SEND – MH will visit Boyton.**

Governor Training Completed

KCSiE SSA 20/9/25, JT 18/9/25, MH 12/9/25, SW 24/11/25, PM 23/11/25.

BW – KCSiE 22/10/25, Safeguarding 22/10/15.

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

18. **Chair's Meeting with CEO**

The Chair's notes from his meeting with the CEO have been shared with all governors. BW briefly recapped what had been discussed. BW expressed concern to the CEO about the part-timetable as it gives inaccurate data. BW discussed additional pastoral support that the Trust could give to Werrington, particularly with trying to get children into school rather than using teachers to do this. JP's appraisal also took place and BW was happy to report that JP had done very well.

19. **Trust PR Strategy Guidance**

Governors were requested to familiarise themselves with this document and bring ideas to the next meeting. The Chair was going to discuss marketing with the CEO - Ongoing – will be discussed at the Working Group.

20. **Policies due for Renewal**

The governors acknowledged that they are familiar with the School Safeguarding policy. The governors reviewed the Trust's Admissions policy as part of the consultation process. The Accessibility Plans were approved by the governors at this meeting.

21. **Any Other Business**

None.

22. **Date of Next Meeting**

The date of the next meeting is Monday 16th March 2026, 5pm at Boyton School.

The meeting closed at 7:20pm.

Ann Cullum

Local Governance Officer

Distribution List:

Bill Willis	– Co-opted Governor (Chair)	Jo Callow	– 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		