



## An Daras Multi Academy Trust

Central Office  
Unit 4 Tamar Business Park  
Pennygillam Way  
Pennygillam Industrial Estate  
Launceston PL15 7ED

Central Office Tel: 01566 772170  
E-Mail: [governance@andaras.org](mailto:governance@andaras.org)

Executive Head Teacher – J Callow  
Head of School – A Terry

15/03/19

### Minutes

Windmill Hill Academy; Local Governing Board; Spring  
Friday 15<sup>th</sup> March 2019 at 9.15am at Windmill Hill Academy

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

#### 1. Welcome and Apologies

**Present:** Emma Gilbert (Chair), John Harris, Ruth Bawden, Patricia Orridge, Sherrille Paterson, Linda Millard, Andrew Terry (HoS), Jo Callow (EHT)

**In Attendance:** Governance Officer

The Chair welcomed everyone.

Sherrille Paterson was welcomed as a Board appointed parent governor with effect 15<sup>th</sup> March 19. She has completed all necessary paperwork, is DBS checked with the school already and has completed a governor induction course on 12<sup>th</sup> March 19.

Linda Millard was welcomed as the new staff governor with effect 15<sup>th</sup> March 19 and all necessary paperwork was completed. TM will input both governors on to GIAS.

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

None.

#### 3. Confirm Minutes of LGAB Autumn Meeting (23<sup>rd</sup> Nov 2019) and Matters Arising

No actions. Minutes were accepted as a true and accurate record of meeting and the Chair signed a copy.

#### 4. Confidential Agenda Items

None.

#### 5. HoS Report

HoS' report made available to governors prior to the meeting. HoS highlighted attendance figures.

**Having compared the figures of each year group with their previous years, the Chair challenged that the data for Yr 4 and 5 is concerning.** HoS explained that there has now been a change of staff, the scrutiny of the children's work has been much more thorough, and there is more detailed moderation which now gives a much more accurate picture. The HoS is confident that now this has happened, the provision can be adapted and the children will have better learning habits that will allow them to progress more positively. He gave some further background to the work that has been going on behind the scenes. JC noted that Yr 5 have made progress and their books have been moderated by an external

moderator. It was noted that measures need to be in place to address the results of the previous disruption.

**6. Attainment and Progress (including PPG/GDS)**

Covered in item 5.

**7. Improvement Plan Update and Progress**

HoS updated on progress. **The Chair challenged whether the measures to improve writing are working and noted that the combined score is not looking good.** HoS noted that it is unusual for WHA to have poor results and that disruption this year has made progression difficult in some cases. He noted that reading is making progress but maths still needs work.

Parental consultations (was parents evening) will change this term, and will consist of half hour consultations between parent and staff with the child present. HoS explained the process. The Chair questioned how the teachers feel about this change? HoS confirmed that they are open to the idea and he thinks it is a good thing because it allows more parental involvement and allows the child to talk more about their own learning. It was agreed that this is a huge commitment but hopefully will be a more positive approach as it has been in other schools.

**8. Safeguarding**

JH attended a safeguarding networking session with the MAT Child Protection Officer (CP). JH checked the SCR with CP earlier in March – no issues but he did question whether staff that have left can be removed? JC confirmed that this can happen. JH has looked through the questions that OFSTED might ask and will go through these in detail with the staff. HoS briefly talked through the S157. JC confirmed that he is also a Safeguarding Advocate for Cornwall Council.

**9. Vision/Ethos and Curriculum Discussion**

Linking curriculum design, vision & ethos, and the new OFSTED framework will be discussed at the Autumn term working group. **All governors are to have read the OFSTED framework prior to this working group.** Awaiting outcome of review of the MAT ethos (due on 1<sup>st</sup> April and TM will feed back the outcomes of this in time for the Autumn working group). Governors discussed the curriculum and how subjects other than English and Maths are beneficial to the wider development of the children. Governors raised the use of music for well-being and improving cognitive abilities, and how doing various seemingly unrelated tasks such as baking can still have value with regard to reading and maths for example. It was also noted that activities such as St Piran's day are great for inclusion in wider curricular activities.

**10. School Sessions/Timings and Term Dates**

School is compliant.

**11. Working Group Feedback**

PO provided notes from working group where PPG was discussed. She noted that the PPG budget should be used wisely to help children affected by previous disruption. She noted experiential learning and not being too focused on passing tests, and how everything in every day life can be linked to a learning outcome across the curriculum. Information/data was not covered at the working group, and hence JH will cover as part of a visit in the summer term. Attendance at the next working group will be EG, PO, RB and SP.

## **12. Visits**

PO completed initial visit to school and noted that the children were very engaged. She also covered PPG with HoS and noted her findings on a report. The Chair met with HoS and discussed data. JH conducted safeguarding visit – see item 8. RB is due to meet with the SENDCO on 19<sup>th</sup> March 19.

Visits for next term will be Safeguarding (JH), PPG (PO), Information/data protection (JH), Initial Visit and familiarisation with PE funding (SP).

## **13. Any Other Business**

The Chair noted that it has been a busy term and HoS noted that the new classroom is nearly finished.

The Chair noted that 3 complaints have been submitted this term and they have been addressed following the complaints procedure.

The Chair met with the CEO. She expressed concerns regarding years 4 and 5 and the CEO agreed that extra provision can be provided. The parent questionnaire was quite positive, although it appears that some parents did not receive it and HoS will tighten this up in future. The Chair noted that it is important to ensure the parents know who the governors are. TM will ensure bios are up to date on the website (although governors need to provide missing bios and photos) and also provide a short piece to go in the newsletter).

TM informed governors of the training budget and following the skills audit, she will highlight relevant training. All training and claims through TM in future. An ADMAT training session on monitoring & the improvement plan will take place on 1<sup>st</sup> May – more details to follow.

TM informed governors of the move from the portal to SharePoint in due course.

### **Governor leads were agreed as:**

Safeguarding (JH)  
Strategy (PO/SP)  
Stakeholder (EG)  
Data/Improvement (EG)  
Information inc data protection (JH)  
PPG (PO)  
PE (SP)  
SEND (RB)  
Curriculum (LM/RB)  
Whistleblowing (JH)

It is noted that the Admissions 20-21 consultation ended and the approved policy is now on website.

## **14. DONM**

Summer term full Board confirmed on Friday 28<sup>th</sup> June 19 at 9.15am at WHA.

Meeting closed at 11am

Toni JH Martin  
Governance Officer

**Distribution List:**

Emma Gilbert	Chair/Parent Governor
Ruth Bawden	Vice-Chair/Co-opted Governor
John Harris	Co-opted Governor
Pat Orridge	Co-opted Governor
Sherrille Paterson	Parent Governor
Linda Millard	Staff Governor
Andrew Terry	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Brian Jennings	Chair Board of Directors