



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

**Windmill Hill Academy**

Windmill Hill  
Launceston  
Cornwall PL15 9AE  
Tel: 01566 772143

Head Teacher – Abby Bassett

Chair of Governors – John Harris, [jharris@andaras.org](mailto:jharris@andaras.org)

15/11/25

## **MINUTES**

### **Autumn Term Meeting 2025**

**Local Governing Board; Windmill Hill Academy School**

**Friday 14<sup>th</sup> November 2025 / 9.30am - at Central Office**

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

**Present:** John Harris (Chair), Abby Bassett (HT), Nicki Vidler, Adam Matthews, Mary Gearing  
Joanna Hoare, Ewan Murray.

**Apologies:** None

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

Everyone present introduced themselves.

AB commented that it was good to have so many community governors and explained the roles of governors.

JH briefly introduced the Trust Identity, mentioning that it is on the website and Sharepoint.

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

All governors have confirmed no change in their pecuniary interests.

Pecuniary Interest forms received from all new governors.

#### **3. Governors**

Election of Chair – all governors agreed for JH to continue as Chair for a further year and JH confirm he is happy to continue for this academic year.

Election of Vice Chair. All governors agreed for AM to be Vice Chair and he agreed to take this post initially until the end of this academic year.

The governors agreed to appoint Joanna Hoare (JMH) as a new Parent Governor, Mary Gearing as a new Co-opted Governor and Ewan Murray as a new Co-opted Governor for a 4-year term ending 14/11/29.

Governor roles were agreed as:

JH Safeguarding Whistle Blowing, AIP

AM Information (including Vision & Ethos), Sustainability

NV Curriculum, PPG, EYFS

EM P.E.

JMH - SEND

MG will think about the Well-being role.

#### **4. Confirm Minutes of LGB Summer Meeting (21<sup>st</sup> June 2025) and Matters Arising**

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

- Governors suggested local businesses might be willing to offer a visit to the children when photos could be taken, which could also be a promotion for the business. AB explained her new ideas and plans. Miss Armstrong (School Secretary) is looking at approaching local

businesses. AB will share relevant information through various media. The school is involved in many community events like St Piran's Day, Remembrance Parade (one of the few schools that attended), etc. SJ shared class activities on Instagram. Prospective parents like to know what activities the school are involved in.

- **Governors were asked to bring any PR ideas to future meetings and to familiarise themselves with the Trust PR Strategy - ongoing, carry forward**
- Monitoring Visits, Working Group and Governor Training— **to be discussed in item 18.**

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

Governors agreed the term dates, which are now on the website.

#### 6. **Confidential Matters**

None.

#### 7. **Head's Report**

AB explained the Head's Report to the new governors. AB invited all governors to the forthcoming Christmas events:

**Wednesday 3rd December 10am:** Friends of WHA Christmas Coffee morning in the school hall

**Monday 8th December (2pm):** Key Stage One's Nativity in the school hall (Performance 1)

**Tuesday 9th December 1.45pm arrival for 2pm start:** Key Stage Two's Carol Concert at St Mary's Church

**Thursday 11th December (9.30am):** Key Stage One's Nativity in the school hall (Performance 2)

**Friday 12th December (3.30-5pm):** Friends of WHA Christmas Fayre at the school

Governors were asked to let AB know if anyone wished to attend the KS1 nativity, so that seats can be reserved for them.

There is a forthcoming Friends of School coffee morning and these are good informal ways to get to know the school. Other interesting events are planned and it would be good for parents to informally meet the governors and raise awareness of the governors. It was suggested that governors are included in the School Newsletter.

AB's report has been made available to all governors and key points were raised. All data and most national statistics are now available. EYFS is at 65% which is an increase of 39% - national statistics are awaited. There is a high level of need in EYFS and congratulations were given to SJ for achieving 65%. PPG and SEN pupils are monitored closely to ensure they are achieving targets. Phonics for PPG is 81% which is above national average. **Was the Phonics programme changed recently?** A new Phonics Programme (Little Wandle) was implemented in the Summer term of 2022 and we are seeing a marked improvement in Phonics. There is a massive gap in school readiness, depending on which pre-school the children attended. It will be an advantage when we have a pre-school onsite.

Attendance is at 95.6% and is significantly above national (93%). PPG attendance is in-line with non-PPG. Attendance this academic year is higher than last year. The Penalty Notices have probably helped to raise the attendance rate, as well as other strategies that are in place.

Y6 data is the big focus. We have a high level of mobility in KS2 and the vast majority of new pupils join with below age related expectations. We support them to make accelerated progress but this is not reflected in overall attainment. AB explained that although Y2 SATs are no longer statutory, Windmill still uses them to quality assurance end of year judgements. AB explained the data programmes that the school currently uses and said that they would like a programme that does everything (data as well as SIMs) and are currently looking at a range of MIS providers including Arbor and Bromcom.

For the vast majority of staff members, the absence rate is largely minimal. We have secured long term consistent cover to cover any long-term staff absences. **How do you deal with long term absences and their effect on data?** We seek to secure long term consistent cover to cover this. We try to avoid this having an effect on the children and provide consistency wherever possible. **Does this have an impact on the children and do they have to work harder to catch up?** Yes, but all staff will help fill the gaps in education are these children have caught up and get back on track very quickly. Staff surveys are largely very positive.

AB is really hoping that having the pre-school onsite will make a difference in data and school roll numbers.

Mainly for the benefit of the new governors, AB directed the governors to the Trust Governor Roles & Challenges document **and asked governors to try to bring one question/challenge from the Head's Report to the LGB meetings.**

#### 8. **Improvement Plan & Data Analysis**

AB explained the Academy Improvement Plan (AIP) to the new governors and encouraged all governors to read the reports which are made available to all governors. AB asked governors to look at the key points and where they fit into the allocated governor roles. AB will write a summary of the Improvement Plan. Priorities are raising Maths awareness/attainment, as well as Writing and Sustainability, SEN development, CPD for governors and staff, Team support/role modelling.

#### 9. **Top 3 Schools Risks for 2025-26 and Sustainability**

The Top 3 Risks come under the same categories as last year but detail has been updated:

1. Curriculum and Standards
2. Financial (lower pupil numbers, staff expenses)
3. Staffing.

#### 10. **Safeguarding**

It was confirmed that all governors have valid and current DBS checks. AB will contact the new governors regarding processing their DBSs.

All governors confirmed that they have watched the KCSiE Update video. **AC will send information to new governors.** AB felt there will be further updates after the introduction of A.I.

AB explained that the school has further strengthened its safeguarding provision by having additional leads. AB is the Designated Safeguarding Lead (DSL), Nicky Osborne (SENCo) remains a Deputy DSL and Ian Burnip will also become Deputy DSL once training is completed this month. AB also explained that MyConcern is used to log any safeguarding concerns. If there are concerns, AB will take the concern to MARU to ask for advice. The wellbeing and safety of children is the most important priority.

AB has already completed the S175 audit and shared with Governors in the summer term.

#### 11. **SEND**

JH only recently took over as SEND governor and has not yet done a SEND Visit. AB and JH will arrange for new governor JMH to come into school and meet with Nicky Osborne (School SENCo).

#### 12. **Attendance**

AB has covered this in the Head's Report. AB explained that Heads were not able to authorise holidays and any penalty payments were paid to Cornwall County Council, not to the schools.

Behaviour is generally good and this is closely monitored on MyConcern. **Do any extra holidays have an impact on the children?** Yes, it will affect their learning and catch-up interventions are often needed. There are no suspensions nor permanent exclusions this term.

#### 13. PPG Review & Next Academic Year Plan

NV has met with AB. AB explained to the new governors that PPG funding was for disadvantaged children and free school meals. There was a higher level of PPG pupils last year so this year there are more funds, but next year it will be lower. AB ensures that disadvantaged children have access to extracurricular activities, e.g. subsidised residentials and access to after school clubs.

#### 14. Launceston Pre School

Danielle Edgson (Pre-School Manager) sent in her termly report. AB explained that Windmill Hill has been trying to get a pre-school on the Windmill site and has now succeeded in receiving permission. The school now have an age from 2-11 and will offer this provision from January. Launceston Primary School will close at the end of December and this will allow the pre-school children to move into the Windmill building if they want to. The school can then advertise for spaces which will help to provide funding for a free-standing building. There are 12 children on the register (but they aren't all full-time, so probably only five children per session). This will help the children as they will be able to integrate with the primary school and be more 'school ready'.

#### 15. Compliance

Everything is up to date and training is completed. Sam Cardew (Trust Operations Officer) has a planned Health & Safety audit this term. AB completes/checks monitoring regularly and is the named H&S person on site. AB will complete additional checks on pre-school to support the transition. Ian Aspen (Trust Premises Manager) has quality assured checks. **Do we still have Radon checks?** Yes, these are part of our compliance checks. One of our cleaners completes weekly/monthly checks (fire alarms, etc.).

#### 16. Governor Monitoring and Training

##### Governor Training

EM – Safeguarding 10/10/25, GDPR 24/10/25, Prevent 22/10/25, Local Governance Course 25/10/25

AM – KCSiE 10/10/25

NV – KCSiE 16/11/25

JH - Safer Recruitment training 7/25.

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

##### Monitoring and Working Groups

- Improvement Plan Priorities Confirmation (Working Group) - completed
- Next likely Improvement Plan priorities (AB) – completed
- PPG Review and confirm new plan - (completed in Summer term) NV's report has been made available to all governors
- Safeguarding (JH) – completed, report has been made available to all governors
- SEND (JMH) – **carry forward.**
- Website compliance / On-line safety (JH) – completed, report has been made available to all governors.

##### Monitoring and Working Groups for next term

- **Improvement Plan review (All)**
- **Curriculum (WG)**
- **EYFS (SJ)**
- **Safeguarding (JH)**
- **SEND (JMH).**

**AB will send dates to governors for the Working Group.**

**Chair's Meeting with CEO**

JH's notes have been shared with all governors.

**17. Statutory Policies**

The School SEND policy was approved by governors and it can now be published on the school website.

Governors acknowledged that they are familiar with the School Safeguarding policy.

Governors reviewed the Admissions policy 2026-27 as part of consultation process.

Governors are aware of the School Mobile Phone Policy which is on the school website.

Governors are aware of the School Access to Education for Children with Medical Needs Policy.

**18. Any Other Business**

None

**19. Date of Next Meeting**

The date of the next meeting is Friday 13<sup>th</sup> March 2026, 9.30am at Central Office.

The meeting closed at 11.40am.

**Ann Cullum**

**Local Governance Officer**

**Distribution List:**

John Harris	- Chair/Co-opted Governor	Jo Callow	- Trust CEO
Nichola Vidler	- Co-opted Governor	Steve Tavener	- Chair of Trust Board
Adam Matthews	- Parent Governor	Abby Bassett	- Head Teacher
Sarah Jones	- Staff Governor		
Ewan Murray	- Co-opted Governor		
Joanna Hoare	- Parent Governor		