



An Daras Trust
Igniting Curiosity Growing Capabilities

19/03/26

Windmill Hill Academy

Windmill Hill
Launceston
Cornwall PL15 9AE
Tel: 01566 772143

Head Teacher – Abby Bassett
Chair of Governors – John Harris, jharris@andaras.org

MINUTES

Spring Term Meeting 2026

Local Governing Board: Windmill Hill Academy

Friday 13th March 2026 / 9.30am at An Daras Central Office

1. Welcome (including brief recap on Trust Identity) and Apologies

Present: John Harris (Chair), Abby Bassett (HT), Nichola Vidler, Sarah Jones, Adam Matthews, Ewan Murray.

Apologies: Joanna Hoare

In Attendance: Ian Burnip (Y3 Teacher at WHA – as part of his CPD for NPQH), Gemma Peacock (Trust Governance Officer), Ann Cullum. Local Governance Officer.

The Chair opened the meeting with a brief recap of the Trust Identity, focussing on “How will we Succeed”? JH explained that we will succeed by maintaining a ‘holistic approach’, delivering the widest ‘capabilities’ possible, ensuring that ‘aligned autonomy’ is fully established and encouraging ‘collaborative convergence’. Our aim is to ensure our children leave curious, empathetic, capable, have common sense and are ready to be good citizens of the world.

For the benefit of the new Governance Officer, everyone introduced themselves.

2. Declarations of Interest Relevant to this Agenda

No governors confirmed any change in their pecuniary interests and there were no declarations relevant to this meeting.

3. Governor News

Toni Martin (previous Trust Governance Officer) has now left the Trust. Her replacement is Gemma Peacock who is attending this meeting.

SJ’s and NV’s Terms of Office expire on 18th March 2026. They have both agreed to be re-appointed for a further 4-year term ending 18th March 2030. The governors were happy to agree to this.

4. Confirm Minutes of LGB Autumn Meeting (14th November 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.

- Feedback on Governors’ attendance at school Christmas events to raise their profile with parents – JH, NV and AM attended and felt that this was a good profile raising experience
- Monitoring Visits and Working Group – *to be discussed in item 16*
- Governor Training – *to be discussed in item 16.*

5. Management of Top 3 Risks - all covered in Head’s Report

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

6. Confidential Matters

The Head shared confidential staffing matters which are recorded separately in Confidential Minutes.

7. Head's Report

The Head's Report has been made available to all governors and AB raised key points. Latest data indicates that pupils are making good progress.

- EYFS: 42% are on track to achieve a good level of development and this figure will increase now that pupils have learned the fundamental skills which they can build on. It is predicted that 76% of pupils will achieve at the end of this academic year. 75% of Y1 have achieved Phonics which is a 15% increase on the previous data drop and it is predicted that this will increase to 81% (although three SEN children are working well below target). Y4 multiplication tables check (MTC) showed that the current average score is: 18.3 (this is on track to be in line with National Average – last year was 20.6). On average, pupils have made an average increase of 12.5 marks from the previous data drop
- In KS2 (Y6): 69% of pupils are on track to achieve age related expectations in Reading, 69% in Writing and 72% in Maths. Planned interventions are in place to increase these figures..

The school's carbon footprint has significantly decreased. We are looking at reducing our food waste. Catering is up for tender in April. Bridget Howells, an Agency Teacher, is covering Y4 and is providing consistency in learning. Jasmin Edwards (Y1 Teacher) is due to take maternity leave just after the Easter holidays. Zoe Belcher (Agency Teacher) will cover until the summer break. JE is currently handing over to ZB with a clear transition plan in place, including introduction meetings with parents.

The main boiler needs replacing and temporary electric heaters are being used. We have submitted a CIF bid and are still waiting for the response.

Pupil numbers are increasing; we have ten new pupils this year including new pupils in pre-school which is very good. Unfortunately we are limited with space while we're waiting for the new pre-school building to be ready so we are at capacity in pre-school at the moment. AB thanked SJ for her ongoing support and help in giving the pre-school children a good foundation, making them "school-ready". **Where do the new pupils come from?** This varies, re-location mainly.

What is the school's project with Ugandan children? We are now involved with the charity Edukid where we raise funds to help a child in Uganda. **Who operates this?** AB and Amy Sharpe (UNICEF RRSA and PSHE Lead). **What is the money used for?** It's used for anything that the child needs, with a particular focus on education. This initiative will be officially launched in a few weeks' time when we will share an assembly. This will be good for our 'Rights Respecting Schools' Gold Award and is excellent for our children's development.

What is the protocol regarding Behaviour problems? We log incidents on MyConcern in line with our behaviour policy. Occasionally we have had racial and bullying issues to report (reported to County where required). Generally incidents are one-off and we don't have many ongoing incidents. We follow the steps through our Behaviour Policy. Sometimes the language is inappropriate, not necessarily targeted language linked to the protected characteristics. We log behaviour issues on MyConcern and follow up on any reported incidents. **Are all children involved mentioned in the report?** Yes; that way we can check if there is a thread with the same child/children. The DSL is involved when necessary.

AB was pleased with the monitoring visits that governors have been involved with.

The governors were happy with the Head's Report and raised no further questions.

8. Improvement Plan & Data Analysis

This was covered at the Working Party.

At the end of the Autumn term, achievement data indicates that PPG/non-PPG pupils are broadly in line. Sometimes PPG overlaps with SEN which can distort the figures.

'Learning with Landscapes' (a national organisation who help schools and early years settings unlock the power of their grounds to enrich education, nurture wellbeing, and deepen connection with nature) recently visited the school and suggested good ideas which AB will use for the Sustainability Action Plan.

Is there a reason for the disparity in the PPG data? There are a few reasons: new children join with low starting points and SEND where they are working well below the expected standard.

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

9. **Review Vision/Ethos**

Our vision and values are in place and we use them regularly in our collective worship. They are also visible throughout the school. Our Rights Respecting Schools, British Values, Protected Characteristics feed into this.

10. **Safeguarding**

AB has been attending all the meeting reviews for children on Child Protection Plans. Everything is recorded and MARU are consulted when needed.

AB and JH have met in preparation for the S157. The SCR is updated and checked regularly. Claire Paul (Trust Safeguarding officer) visited in the Autumn term and approved the SCR.

Refresher training has taken place with most of the staff to strengthen the Safeguarding team. AB has also taken the Early Years Prevent training.

Y3 recently attended an Online Safety Trust event.

Filtering and monitoring reports have been made available to all governors. The only change has been that ICT4 have changed their system so the colour coding is slightly different, which is nothing to worry about and everything is compliant.

11. **SEND**

JMH met with our SENCo Nicky Osborne for an induction. SEND children are making good progress. Everything is in place to support them.

12. **Attendance**

Year to date % Attendance and Absence for the 2025/26 academic year: 94.75% (above National Average of 93.33%). PPG: 93% (non-PPG 95.4%), SEND: 90.6% (non-SEND 95.5%), Persistent Absence: 12.67% (significantly less than National of 18.63%).

Two children are on a part time timetable and although their time in school has increased, this impacts on attendance data. There was very positive data for Autumn (see DfE report) but a large proportion of children in KS1/LKS2 had chicken pox in the Autumn 2/Spring 1 term which impacted on attendance data.

The Attendance Improvement Officer visited in the Autumn term with positive feedback and support was received where needed.

Attendance is discussed as part of parent consultations this term and pupil progress meetings with teachers. Attendance Clinics had to be re-arranged due to the impact of water shortages in

Launceston and school closures. These have been arranged for later in the Spring term. The focus is persistent absentees (below 90%) with no/limited progress since letters were last sent out.

The Trust Attendance Standard Operating Procedures is clearly adhered to and in line with statutory requirements regarding sending out Attendance Letters and Penalty Notices to parents/carers in relation to unauthorised absences. We have Attendance incentives in place, like a weekly trophy, termly badges, etc. Badges are allocated for 100% and 98% attendance + at the end of each term. Positive monitoring is carried out by CP and all our Attendance practices have been 'quality assured'.

13. EYFS statutory framework

Statutory practices are in place and we receive positive feedback for our Early Years provision. We have ensured that everything is in place. Now that the Early Years are part of the school the framework is slightly different. There will be a new statutory framework for September.

14. Pre-School

The opening of our Pre-School provision started in January 2026. This has strengthened our EYFS framework with seven new pupils. Overall numbers are 15 which is full due to current floor space.

This was also covered in Confidential Matters.

15. Compliance

Ray Clark (Trust Project Manager) recently visited the school and everything is compliant. All our policies positively link to Health & Safety. As the Trust are changing training providers from SSS to National College, some of the training will be slightly different, but everything is compliant. Sam Cardew (Trust H&S Officer) visited and was happy with everything.

16. Governor Monitoring and Training

Governor Training

JH – KCSiE 10/12/25, Safer Recruitment 14/7/25

JMH – KCSiE 29/11/25, Safeguarding 4/11/25, Prevent 4/11/25

EM – Cyber Security 7/11/25, GDPR 7/1/25, Prevent 7/11/25, Safeguarding 13/10/25, Governors for Schools Intro to School Governance 7/11/25, KCSiE 7/11/25

NV – Governor Hub Complaints Training 5/1/26

AB – Safeguarding Masterclass 12/1/26, Multi-Agency Child Protection 15/1/26, Early Years Prevent Training 10/1/26, Educational Visits Co-ordinator 1/10/25, L3 Pediatric First Aid 8/7/25, L2 Positive Behaviour Training 17/6/25, Legionella Awareness 15/2/25.

All governors confirmed that they have received and read the ADMAT Termly Safeguarding Update as part of their ongoing Safeguarding training – including last term's.

KCSiE updated training has been completed by all governors, including the new governors.

All governors have completed the 2026 Skills Audit.

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

Monitoring and Working Groups

- **Curriculum (AB) – NV will meet with Dale Payton (Y6 Teacher) re. Maths – carry forward**
- **EYFS (SJ) – NV will arrange date with SJ – carry forward**
- Improvement Plan review (All) – completed, JH's report has been made available to all governors
- Safeguarding (JH) - completed, JH's report is available to all governors – *also covered in item 10*
- SEND (JMH) – *covered in item 11.*

Monitoring and Working Groups for next term

- **Improvement Plan review (ALL)**
- **Next likely Improvement Plan priorities (ALL)**
- **PPG impact and provision for next year (NV)**
- **PE impact and provision for next year (EM)**
- **SEND (JMH)**
- **Safeguarding (JH).**

New Monitoring Timetable pro forma

Update and feedback on the use of this new form to collate all the monitoring visits together in the same place before the LGB meetings. **All governors to send a summary of their visits to AB for inclusion.**

The Governors' Networking Meeting is planned for 11th May, 5-7pm at St Catherine's School in Launceston. The CEO will talk about the recent 'Ofsted Changes' and the new 'Government White Paper' for Schools. It is hoped all governors will attend.

Chair's Meeting with CEO

JH's notes on his meeting with the CEO have been made available to all governors. This was a positive meeting but we do need to improve our achievement data in Y6.

17. Climate Change & Sustainability and A.I.

AM confirmed he is happy to include A.I. within his role of Sustainability Governor. AB is covering Sustainability Lead at WHA and is supported by Jasmine Edwards (Y1 Teacher). Amy Sharpe (Y2 Teacher) will cover this when JE goes on maternity leave. AB will arrange for AM to visit and meet them both regarding Sustainability.

WHA has adopted the Trust's A.I. Policy.

18. Trust PR Strategy Guidance

Governors are requested to familiarise themselves with this document and bring PR ideas to the next meeting – this is ongoing. The Facebook posts are proving very popular. AB is promoting the school at various pre-schools, showing parents what enrichments the children take, like being involved in St Piran's Day.

19. Statutory Policies

No policies are due for review at this meeting. **The Trust-based SEND and Safeguarding Policies will require governors to confirm they have read them at the next meeting** so that they can be published on the school website before September.

20. Any Other Business

Governors volunteered to help with Parent Consultations. This would be another step in raising governor profile with parents.

21. Date of Next Meeting

The date of the next meeting is Friday 26th June 2026, 9.30am at Central Office.

The meeting closed at 11.30am.

Ann Cullum

Local Governance Officer

Windmill Hill Academy LGB

Distribution List:

John Harris	- Chair/Co-opted Governor	Jo Callow	- Trust CEO
Nicky Gilbert	- Co-opted Governor	Jon Sharpe	- Chair of Trust Board
Adam Matthews	- Parent Governor	Abby Bassett	- Head Teacher
Sarah Jones	- Staff Governor		
Nichola Vidler	- Co-opted Governor		
Joanne Hoare	- Parent Governor (JMH)		
Ewan Murray	- Co-opted Governor		