



01/07/2022

## Minutes

### Local Governing Board; Windmill Hill Academy Friday 1<sup>st</sup> July 2022 at 9.30am at the Trust Central Office

#### 1. Welcome and Apologies

**Present:** John Harris (Chair), Anna Body, Sarah Jones, Andrea Richards, Nichola Vidler, Abby Bassett (HoS), Jo Callow (EHT)

**Apologies:** Adam Matthews, Nicky Gilbert

**In Attendance:** Toni Martin (Governance Officer)

The Chair welcomed everyone and apologies were received and accepted from AM & NG.

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

None declared.

#### 3. Confirm Minutes of LGB Spring Meeting (18<sup>th</sup> March 2022) and Matters Arising

- Monitoring and visits - *see item 15*
- Governor Training - *see item 15*

Decision made to accept the minutes as a true and accurate record of the meeting and the Chair signed a copy.

#### 4. Confidential Matters

None.

#### 5. Headteacher Report

The report and various supporting documents were provided to the governors prior to the meeting. Pupil numbers are good and promising for September at 23. PPG numbers similar and one additional EHCP. AB briefly discussed the plan for staffing in the next academic year and the reasons for it. SENDCO will be changing but replaced with an experienced person currently working in the local ARB. Recruiting for staff is challenging at the moment.

School has achieved Bronze award in Respecting Rights of Children and not far off gaining silver. AB noted the busy term with multiple activities, covered later in item 7. Attendance was discussed, cases of children absent due to rebooking holidays previously cancelled from Covid, not ideal and it is addressed but only so much that can be done.

The school dog has been invaluable in helping children with needs to achieve. **Governors asked questions regarding breakfast club and wrap around care/after school clubs.** This was briefly discussed.

## 6. **Improvement Plan & Attainment/Progress**

Phonics year 1 was 87%, there are specific reasons for those that didn't make attainment but they have made good progress. AB noted other data, including good progress in writing. PPG results are in line with the main results.

Governor data monitoring conducted to understand the spring data on track, discuss the highlights and review the actions planned for interventions. Overall, the vast majority of pupils are making good progress in Phonics, Reading, Writing and Maths. Writing has the lowest number of people on-track however there is evidence that interventions are working. The youngest children are using the Little Wandle phonics program to improve both Writing and Reading. There is strong evidence that this is having a positive effect. For older children not on-track investigation will take place to assess the best way to help and a more focused learning plan can be devised. The TIS practitioners are in place to help if required and there is already a SEN meeting in the diary. The school has been employing external tutors which has had a positive effect on those pupils' requiring intervention.

Improvement plan was discussed for the next academic year. SEND, middle leader development, curriculum and accountability and governance will feature and these are trust wide priorities. School priorities will include writing and further development in wider curriculum subjects. The governors agreed this is sensible and will discuss further in the Autumn working group.

## 7. **Curriculum**

Covered partially in items 5 and 6. Refining of curriculum is focussing on knowledge and skills (which also prepares for Ofsted) and also developing the wider areas of the curriculum. Enrichment activities and school trips have been plentiful this term including Trust Woodland Skills centre, beach, Eden, London and other local places of interest. After school clubs are offered but it is always tricky to find people to run them. Any staff that do so, do so on a voluntary basis as it is not in their directed time. The governors were requested to consider any possible clubs or people to run them. The issues of providing swimming as part of the curriculum was discussed given the lack of swimming pools and expensive transport.

## 8. **Five Year Ambition Plan**

This is complete now but is a working document and will be reviewed again in future. It includes rights respecting, pupil voice, climate change and the like. The latest version will be shared with governors.

## 9. **Safeguarding / Health & Safety**

No safeguarding issues. SCR up to date. Staff training is in date and ongoing. S157 self-assessment audit complete. Additional fencing is being erected using funding applied for under safeguarding reasons, the site is secure and safe. H&S is all compliant and no issues.

Initial safeguarding visit conducted on 20<sup>th</sup> May by AR to understand the SCR, look at reporting & recording of safeguarding matters, "my Concern" system and process and to ensure WHA has appropriate safeguarding appointments and trained staff. SCR and DBS checks up to date with appropriate checks and balances. Absence recording and follow up processes were discussed. The reporting systems are well defined and put the child first. SL and DSL in place, furthermore it is clear that in their absence due to meetings, there is someone in school who can act in case of emergency. **If a child is absent and there is no apparent or pre-authorised reason for the absence, how do you deal with that?** Phone calls/ emails or sometimes a personal home visit to establish if a child is safe and well. The school answerphone system was also explained.

#### 10. Launceston Pre-School

Minutes of previous meeting provided to governors. Main issue is staffing, particularly the manager position and this is proving very challenging. Otherwise, the numbers of children are good and there are no issues with standards.

#### 11. SEND & SEND Local Offer

Trust SEND review complete and will be a focus next year. Local offer will be updated and on the website for September.

Met with SENDCO and provided with up-to-date data and reviewed this against trust schools and nationally. The effects of covid are still providing challenges and there are still delays getting help from professional agencies, including 20 week EHCP decisions. This puts pressure on staff. Recent trust wide SEND audit showed positive outcomes for WHA. **Do you have appropriate funding and resources for the SEND provision required?** We manage the best we can and extra funding is available if needed. **Has the SEND provision been adapted after the impact of Covid?** More children require social and emotional help since Covid. Access to Mental Health Practitioner and Bereavement Counsellor. If requested the school nurse can attend Windmill or parents can meet at Launceston Hospital. **What are the attendance rates for SEND pupils, are they lower?** They are slightly lower due to hospital appointments, referral meetings. If a child's attendance drops below 95% and there is not a valid reason their attendance is reported to the Education Officer. **Do parents have the opportunity to participate in the planning and support of their child with SEND needs?** Yes, parents do have the opportunity to participate, it is a two-way conversation between them and the school. Provision Maps are used. **Are there any Ukrainian children who have started Windmill and how are they being supported?** There are currently two, very little English is spoken, help and support is in the process of being arranged. **How are SEND pupils progressing in comparison to their peers and other schools nationally?** SEND pupils progression is improving and the gap is getting smaller. In line with national data. Are there any resources you do not have which you need to carry out your role effectively? Funds have been available for screening tools which Windmill have made use of. Overall, we tend to get what we need. **Do all teaching staff have SEND training?** There is SEND training for everyone. Training can be face to face or online.

#### 12. Parental Survey

Overall the results were positive. Homework has been raised and usually is; some believe too much and some not enough. The main issue from a parent's perspective (not governor's) is that if children do homework, they want it to be marked and it doesn't always seem to be the case. AB will look at this and the consistency of it. Parents knowing the governors was raised but there are bios on the website, inclusions in the newsletters and governors attend school on various occasions so there is little more that can be done. **How does this survey compare to last year?** Different questions but still generally positive. Some issues from last year have been addressed.

#### 13. GDPR

**Governors sought reassurance that the school is only holding information required and that staff are trained and know what to do if there is a breach?** Yes. New signing-in system which protects personal data more effectively. DPO's audit complete and all compliant.

#### 14. Staff Matters

Results of staff survey positive given everything that has happened. Workload and well-being continues to be an issue but staff aware that everything possible is being done to alleviate this. CPD needs also mentioned but the training and CPD offered does need to be focussed. **What**

**time of year do you set the performance targets and is it all in place correctly?** This was explained. Staff training has been conducted this year in phonics, SEND, ittrack, subject leader training and opportunities are offered for sharing best practice. AB shared initiatives to help work/life balance and absence levels have improved. The Trust well-being charter has been issued.

## 15. Governor Monitoring & Training

### Monitoring Visits

- Governor presence at the spring parents evening (All). Carried forward as this takes place on 29<sup>th</sup> & 30<sup>th</sup> March from 3.30pm to 6pm. Governors will liaise with AB to ensure governor presence throughout where possible, this will allow for some parental engagement. Two governors on each evening attended.
- **New governor orientation visit to school for AR & NV.** Complete with both. Feedback provided from AR; thanks to staff and children for excellent visit, everyone was welcoming, warm and inclusive atmosphere. The children were engaged and enthusiastic, with threads running through all their work in different subjects. The use of the Sparkle Room was explained, a lovely touch to help the children's well-being. The school is well led which filters down.
- **Safeguarding monitoring visit with AB and meet Claire Paul, Trust Safeguarding lead (AR).** See item 9.
- **Review 21-22 PE plan for impact and look at 22-23 Plan with JB (AR) Carry forward.**
- **Review 21-22 PPG plan for impact and look at 22-23 Plan with AB (NV) Complete.** Looked at staffing and using funds to allow inclusive access to activities. No issues to report.
- **Review data (AM).** Conducted on 19<sup>th</sup> May, see item 6.
- **SEND monitoring with SENDCO (AB).** Conducted on 26<sup>th</sup> May. See item 11.
- **Pre-school/EYFS with SJ (NG).** Completed on 4<sup>th</sup> May. Focus of the visit was EYFS, staff workload and well-being of staff and children. Staff seem to be coping and happy to speak to school leadership if they have concerns. The responsibility for monitoring, planning and assessments seems to be working well. **How well has the new EYFS framework been implemented?** New EYFS framework has taken a short while to implement fully and for the staff to be confident with it, but it is considered more child driven and can be adapted to a child's needs. Evidence is properly recorded. **How is work/life balance?** It is reasonable, although some work required at home as not enough time in the day.
- **Behaviour and ethos monitoring (NG).** Additional visit to school bowls competition to monitor teamwork, behaviour and manners. The school team won! Manners towards each other and the other teams was excellent, they did the school and their families proud, no behavioural issues to report.
- **Phonics and Curriculum (NG).** Additional visit to those planned, on 13<sup>th</sup> June. Focussed on new phonics programme, the curriculum and workload of staff. Moderation and staff CPD were discussed. New phonics programme discussed in detail, including delivery and parental engagement. SEN support briefly discussed.
- **Discuss SEF, monitor improvement and well-being with AB (JH)** Complete on monthly visits. No issues to report.
- **DBS for NV (AB)** Process complete, awaiting certificate.
- **Chair's meeting with CEO (JH)** discussed curriculum, early reading, Ofsted, collective worship, staff survey, trust improvement support, local governance audit, premises bids, policies including cyber, attendance guidance.

### Governor Training

- AR completed Safeguarding for Named Governors training on 9/3/22
- NG & AB completed Governor Monitoring training 24/6/22. AB gave feedback.
- JH to complete Prevent training. In hand.

- **AR to complete initial Governor training 12/7**
- **NV to book local governor training.**
- Governors to send in copies of training certificates and bios so that records can be updated
- Cyber security training to be completed once it is available.
- **Safer recruitment training in Autumn (JH)**

**Agree monitoring and working group for next term**

- **Working Group – discuss SATs/summer data and implications, curriculum, improvement, top 3 risks (All)**
- **Safeguarding and attendance (AR)**
- **PE funding impact monitoring (AR)**
- **SEND (AB)**
- **Data, particularly writing (AM)**
- **Subject leader development (JH)**
- **Rights respecting/behaviour (JH)**
- **Pupil Voice (NG, NV)**
- Governors sent link to upcoming activities and invited to attend – sports day, The big Picture in the townhall (12/13<sup>th</sup> July).

**16. Any Other Business**

None.

**17. DONM**

Date of next meeting is Friday 2<sup>nd</sup> December 2022 at 9.30am at Trust Central Office.

Meeting closed at 11.40am.

**TJH Martin**

**Governance Officer**

**Distribution List:**

John Harris	Chair/Co-opted Governor
Anna Body	Parent Governor
Nicky Gilbert	Co-opted Governor
Adam Matthews	Parent Governor
Sarah Jones	Staff Governor
Andrea Richards	Co-opted Governor
Nichola Vidler	Co-opted Governor
Abby Bassett	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Steve Tavener	Chair, Board of Directors