



3/12/2021

Minutes

Local Governing Board; Windmill Hill Academy Friday 3rd December 2021 at 9.30am Trust Central Office

1. Welcome and Apologies

Present: John Harris (Chair), Anna Body, Nicky Gilbert, Adam Matthews, Abby Bassett (Head of School), Jo Callow (Executive Head Teacher)

In Attendance: Toni Martin (Governance Officer)

It was noted that Lin Millard resigned as staff governor on 5/11/2021.

2. New Governors

Not applicable at this time. Governors will seek other volunteers and vacancies have been advertised. Gaps are staff governor and two co-opted governors.

3. Declarations of Interest Relevant to this Agenda

Nothing relevant to the agenda. Annual declarations submitted.

4. Chair Election

Note that John Harris was elected Chair at end of summer term due to previous Chair stepping down. JH agreed to continue and the governors voted in favour.

5. Governor Administration

All governors agreed to abide by the Code of Conduct.

All governors have seen KCSiE and have noted the changes in 2021.

TM explained the Cyclical Plan and the Governor Role Document.

6. Confirm Minutes of LGB Summer Meeting (2nd July 2021) and Matters Arising

- Working group – SEF, improvement, top 3 risks (AM, AB and JH) *see item 14*
- Monitoring Visits: *see item 14*
 - Early years (NG)
 - Chair's meeting with AB
 - Chair's meeting with CEO
 - Safeguarding monitoring visit (JH)

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

7. Confidential Matters

None.

8. Headteacher Report

AB noted the Headteacher's report, SEF and the exceptions reports. The latter will be sent to governors as and when there is an update to include such as a data drop. **How often is the data updated and why?** It is done 3 times a year (termly) and this is due to achieving a balance between having the information versus teacher workload. The issue is that the last set of formal data for the school was weaker and a lot of progress has been made since, so this will have to be proved in an Ofsted visit.

It was noted that numbers on roll have dropped slightly and AB noted the provision in place for potential new parent visits during covid (after school). **What will happen for swimming provision if the local pool closes?** The governors discussed the potential closure of the leisure centre and swimming pool in Launceston and the implications if it closes. Providing swimming as part of the curriculum will be very difficult and costly.

AB noted the staff vacancies and the governors discussed the use of volunteers to assist with activities such as reading; this is currently affected by covid rules but will be considered again in future. It was noted that a staff member returning to work in a phased pattern. The governors discussed the tutoring provision and JC explained the provision that will be available from January. **How do you manage to fit in the tutoring so that the children involved don't miss too much of the rest of the curriculum?** AB explained how this will be achieved to ensure that the children still get involved in the wider curriculum.

Curriculum is still being developed and staff training still occurring, on line where necessary. Staff well-being is always an important consideration and is always tricky with the multiple conflicting priorities. **Is there a good working practice for not working in the evenings and posting on Dojo/sending emails?** This was discussed. The benefits of the school dog on staff and children's well-being was discussed.

9. Improvement Plan

The improvement plan was discussed in detail at the working group. Priorities confirmed below and the governors discussed these briefly.

- Writing
- EYFS (and through to KS1)
- Middle leader development (subject leads)
- Visible learning (metacognition)

10. School Top 3 Risks

School top 3 risks were noted as:

- (1) Data – raising pupil achievement in the core subjects to balance the impact of COVID-19.
- (2) The potential for low school numbers due to the new school – primarily in Yr F.
- (3) Staffing – lower numbers will affect the budget which puts staff levels at risk.

11. Cyber Security

Cyber security audit has been completed and the Chair was involved in this. An action plan to follow will be issued shortly but the results are positive.

An e-safety/on-line safety audit has also been conducted and a trust wide on-line safety group is being looked at.

12. Safeguarding / Health & Safety

KCSiE issued to staff and governors. KCSiE update training completed by NG on 20/9/21 and AB on 28/9/21. The SCR has been checked and is correct. No safeguarding issues to report.

13. Attendance/Discipline/Behaviour/Exclusions

Attendance currently just over 95% but given the winter illnesses, this is considered good. **Do we get much unauthorised absence?** Very minimal and usually involves holiday outside of school time. Two prior complaints have been dealt with and closed. No exclusions (now suspensions) and no behavioural matters.

14. Governor Monitoring & Training

A working group sat to discuss in detail the SEF, improvement, top 3 risks, PPG and a tour of the school. A report produced separately.

Monitoring visits complete:

- Early years (NG). *Report submitted.*
- PE Monitoring Visit (NG). *Report submitted.*
- Year 3 intro and meet parents (AM, ABo). *Report submitted.*
- SEND monitoring visit (ABo). *Report submitted.*
- Chair's meeting with AB – *met for general discussion, including safeguarding.*
- Chair's meeting with CEO – *the Chair informed the governors about the key points of this meeting which included discussion on Ofsted, writing provision, staffing, funding of TAs through EHCPs, cyber and H&S audits, PPG funding and PE funding.*
- Staff performance management complete, Chair attended.

Governor lead roles will remain the same. Governors briefly discussed recruitment.

Monitoring and visits for next term:

- **Working group – to cover curriculum, school progress and improvement, 5 year ambition plan and visible learning (all governors)**
- **School ethos, behaviour and well-being – during a visit to Christmas activities – KS1 at 2pm on 15th Dec in Town Hall or KS2 carol concert at St Mary's at 2pm on 16th Dec (all governors invited)**
- **Safeguarding (JH)**
- **Chair's meeting with Head (JH)**
- **Data monitoring visit (AM)**
- **Pre-School Meeting (NG)** – noted that NG is link for early years and this will now include oversight of the pre-school.
- **Governor presence at the spring parents evening (times and who to be confirmed nearer the time)**

Governor Training

KCSiE update training – see item 12.

15. Policies

TM explained the statutory policy cycle for the 7 statutory school level policies and that they are all in date. Safeguarding and admissions on an annual cycle, Accessibility plan on 3 yearly and the remainder will also be reviewed on a 3 yearly basis.

16. Admissions Policy

Policy for 23-24 approved by governors and will now await Trust Board to determine all school policies in February 2022.

17. Any Other Business

Launceston Pre-School is still a separate entity and has a separate committee; WHA leadership and governors will oversee it. The committee will meet and minutes will be sent to governors. Pre-school will be added to main meeting agenda so that anything that needs discussing can be.

The 5 year ambition plan was briefly discussed and will be covered at the working group.

18. DONM

Date of next meeting is Friday 18th March 2022 at 9.30am central office.

Meeting closed at 11.45 am

TJH Martin

ADMAT Governance Officer

Distribution List:

John Harris	Chair/Co-opted Governor
Anna Body	Parent Governor
Nicky Gilbert	Co-opted Governor
Adam Matthews	Parent Governor
Vacancy	Staff Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor
Abby Bassett	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Graeme Barriball	Chair Board of Directors