



An Daras Trust
Igniting Curiosity Growing Capabilities

Windmill Hill Academy

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E-Mail: governance@andaras.org
Executive Head Teacher – J Callow
Head of School – A Bassett
Chair of Governors – J Harris

10/12/22

MINUTES

Autumn Term Meeting 2022

Local Governing Board; Windmill Hill Academy

Friday 2nd December 2022/ 9.30am at the Trust Central Office

1. Welcome and Apologies

Present: John Harris (Chair), Jo Callow (EHT), Abby Bassett (HoS), Nicky Gilbert, Nichola Vidler, Andrea Richards, Adam Matthews, Anna Body.

Apologies: Sarah Jones

In Attendance: Emma Byrom (HoS, Princetown School), Ann Cullum (Local Governance Officer).

The Chair welcomed everyone and AB introduced EB (who attended as an observer). All Governors introduced themselves to EB.

2. Declarations of Interest Relevant to this Agenda

Governors' annual Pecuniary Interests declaration form received from all Governors.

3. Chair Election

All Governors agreed for JH to continue as Chair for another year. **Does the school need a Vice Chair and if so, who?** NG volunteered if one was needed.

4. Governor Administration

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Health & Safety and school Safeguarding policy.

5. Confirm Minutes of LGB Summer Meeting (1st July 2022) and Matters Arising

The decision was made to accept the Minutes as a true and accurate record of the previous meeting and the Chair signed a copy.

Monitoring agreed – *as detailed in item 16*

Governor Training – *as listed in item 16*

6. Confidential Matters

None were forthcoming.

7. Head of School Report

The Head's Report has been made available to all Governors.

Key Points are noted on the top of Report as headline data. Data as at end of July. Exception Reports and others will be updated and shared with Governors in January as soon as the December data is finalised.

No published data this year. 68% of EYFS pupils achieved a good level of development (which is above the National Average of 65.2% and Cornwall average of 65.8%). Year 4 multiplication times table check was in line with National and higher than the Southwest results.

The children are making good progress on average despite the challenges of Covid. Further information is available in the Head of School report, Exception Reports and SEF, which have been shared with the Governors

Inspection Data Summary Report (IDSR) has been made available to all Governors. Key points highlighted were Year 2 writing which is the lowest. KS1 GDS (Greater Depth) in Maths is lower – these have been added to the AIP so they have focus. **What is the impact of KS1 not being so good? Will it impact on KS2? What is being done to improve KS1 results in GDS?** These children have been significantly impacted by Covid. Children are now more secure in their learning and are making good progress, although attainment is lower – this will improve through adaptive teaching and interventions.. **Are parents made aware of this?** Yes, all judgements will be in child's report and also discussed at Parents' Evenings. Parents are encouraged to help children, particularly with Reading and Times Tables.

There has been a positive Impact of interventions on pupils' progress. **Is this impacting on the budget?** No, most of it is funded by Government funding. Interventions are continuing this year. **Are the same tutors being used?** Yes, the more effective tutors are working with Years 5 & 6.

New risks and challenges have been affected by staff absences, two are on long-term sick which has had a big impact but hopefully this will improve in January. There is a limited supply staff available everywhere, so cover is not easy. The possible closure of Launceston Leisure Centre will have a massive effect on the children. **Is there any progress on this?** There are discussions taking place but it is taking time. There is optimism that the Leisure Centre will be saved. Absent Years 4, 5 & 6 for swimming in case the centre closed so there is a buffer. There is Holsworthy as a back-up. Travel is expensive and parental contribution won't cover the expense. **Do the schools have preferential rates?** 30 children, 3 instructors, 10 x 45 sessions costs £1150 which is £115 a session. The school runs an intense swimming programme which is every day for 2 weeks, so if they had to travel out of Launceston this would drastically reduce the time the children were in class for these 2 weeks.

No more questions were raised and Governors were impressed at how the children had progressed and improved.

8. **Approve Term Dates 2023-24**

Three Inset Days are as arranged by the Trust and Term Dates as arranged by Cornwall County Council. The school's 2 Inset Days are Monday & Tuesday 4th & 5th September 2023 which will be used for training and to implement changes. The Trust Inset Days are Wednesday 3rd January 15th April (after Easter) and 3rd June 2024 (report writing day).

9. **Improvement Plan**

The Improvement Plan has been made available to all Governors. This focussed on 5 priorities - data driven Writing, Maths, Curriculum, Attendance. Governors should refer to the plan when monitoring. The Improvement Plan is a working document.

This is being monitored in visits and the governors had no challenges at this time.

10. **School Top 3 Risks**

The 3 top risks, as agreed at the Working Party, are:-

1. Pupil numbers (particularly Foundation Year recruitment)
3. Data (raising pupil achievement in Maths)
3. Sustainability and Climate Change.

How were the school tours received? They have been received very well. There were many verbal and written positive comments. Pre School visits were positive. AB is trying to visit other private pre-schools who will be invited to moderation events but without permission visits aren't possible. A Story Book based on the school is being promoted which will be used to advertise the school.

11. **Safeguarding / Health & Safety**

The Safeguarding Report has been made available to all Governors. The Safeguarding Policy is on the website. AR has taken on monitoring the use of 'My Concern.' Everything is up to date. If there is any issue there is a system in place for escalation if ever needed. Safer Recruitment has been completed. NG and AR advised that everything has been recorded and the SCR is up to date. All training is also up to date.

12. **Launceston Pre-School**

JC advised that an experienced Manager has now been appointed who will focus on Phonics. Another member of staff was taken on recently so it is fully staffed. DS (AIO) and SJ (EYFS Trust Lead) recently completed a monitoring visit and will continue to provide support. **Are you hoping that the Pre-school children will come to WHA?** Yes, but it isn't guaranteed. There is an issue with WHA taking over ownership of the building.

13. **Attendance/Discipline/Behaviour/Exclusions**

These are all covered in the HoS Report.

Kathy Walsh (SENCO) is working closely with the children and parents. There are support plans and/or provision maps in place which should help to minimise incidents on My Concern.

Attendance at 94.81% is lower than target. PPG and SEND are still a priority. Visit with EWO is due but will be postponed to next term. This will probably be a Trust-wide meeting rather than individual schools. AB needs support from EWO for persistent absentees. Any child below 90% has been written to. The vast majority have improved since receiving the school's attendance letter. AB can check on DfE Report which persistent children have been absent and on which days. AB will check this again before Christmas to highlight which parents to engage with. This is a problem which AB is addressing. **Will these children come in for breakfast club?** Not necessarily as breakfast club has to be paid for. Unauthorised holidays are a concern.

There were no suspensions nor exclusions to record.

14. **Pupil Voice**

NG and NV reported that the interaction from the children was excellent. The children were happy, positive, confident and enthusiastic; they remembered what they'd talked about before and knew who to go to if there was a problem. AB has completed Pupil Voice with Computing and Cyber Safety. The Online Safety Working Party will focus on whether this knowledge carries on at home and will engage parents to support children's safety at home.

The governors were satisfied that the children were happy and engaging and had no challenges.

15. **Compliance**

Report by exception: Cyber Security, GDPR, Health & Safety, Website.

All policies are compliant. JH completed a Report which has been made available to all governors.

16. **Governor Monitoring & Training**

Monitoring/Visits

- Review 21-22 PE plan for impact and look at 22-23 Plan with (AR with JB) - completed. AR has visited with JB. Transportation and travel is a problem. **Could the Trust fund a**

minibus for the schools to used when transporting children? JC explained that the Trust used to have 2 minibuses which weren't paying for themselves but she is looking at this again. JC is also looking at long-term minibus hire. JC explained that finding D1 drivers is a problem. Having a minibus would open up more sports facilities to the children. Cost effectiveness has been discussed with the CEO. There is an ambitious sports plan including topics like healthy heart, healthy minds, dance/art day. Woodlands Trust was discussed including transport to and from the centre.

- Working Group – discuss SATs/summer data and implications, curriculum, improvement, top 3 risks – completed. Minutes available to all
- Safeguarding and attendance (AR) - completed
- PE funding impact monitoring (AR) - completed
- SEND (AB) - completed
- Data, particularly writing (AM) - completed
- Subject leader development (JH) - completed. **JH will submit a Report**
- **Rights respecting/behaviour (JH) - in progress**
- Pupil Voice (NG, NV) - completed – see item 14
- Governors have been sent the link to upcoming activities and invited to attend. Last term governors attended Sports Day and The Big Picture in the townhall. **Christmas events have been sent out.**

Agree monitoring and working group for next term:

- **Improvement Plan priorities – early Spring term, AB will send dates out to Governors**
- **Online safety – JH**
- Curriculum – covered in Working Party through improvement Plan.
JH to meet with Maths Lead and also History Lead. NG will visit Pre-school.
- **Safeguarding – AR will meet with AB**

Governor Training

JH – Prevent 6/7/22, TPAT Local Governance 12/7/22;

AR – TPAT Local Governance 12/7/22, KCSiE 27/9/22;

AnnaB – Governor Monitoring 24/6/22, Prevent 13/7/22, KCSiE 27/9/22, Safeguarding 27/9/22, Governors for Schools “What does the SEND Review mean for your School?” 28/9/22, GfS

Safeguarding – KCSiE 27/9/22; AM – KCSiE 27/9/22, CS 5/12/22;

NG – KCSiE 27/9/22, Safer Recruitment 2/11/22, CS 5/12/22;

Networking Evening (NS Ofsted presentation) on 12/9/22 attended by: JH, AB, AM, NG, AR, NV.

Follow-up Discussion Evening on 10/10/22 attended by: JH, NG, AR.

NV to complete governor course as soon as possible.

Cyber Security to be completed by all governors before the end of December 2022.

AC has sent details to all governors.

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

Safer Recruitment certificates required for – JC, NG, AB & JH.

Bios have been received from all Governors.

At 11am NG apologised that she had to leave the meeting.

Chair's meeting with CEO

Key Points discussed were:-

Governors Inspection Summary - EYFS is working well and the Pre-school review was received.

School improvement priorities – the Trust Improvement Plan will introduce bespoke training for staff, mainly teachers, Online and self-directed, so each individual can decide what they need and when.

Curriculum effectiveness. CG was praised by Ofsted for their curriculum, which is the same as WHA's.

Curriculum capability framework – the school will be working with Rebecca Brewer (Curriculum Consultant).

Trust growth plan – 10 schools are forecast by 2030. All schools must be part of a Trust by 2030 and conversations are taking place with local schools.

Local Governance effectiveness update – all good, no plans to change to hub model. JC explained the advantages and disadvantages of hub governance. **Isn't local input part of the ethos of governance?** Yes.

Sustainability and Curriculum Climate Changes - Sustainability Working Group is taking place, AM is a member and has met with Carolyn Carter (Sustainability Lead). There is a draft report on the website.

Other schools in the Trust have a "unique project" (St Stephens has an orchard, St Catherine's has beehives). The school needs to think of its own project. **How about a project that would be a selling point for sustainability that the neighbours?** Certainly not livestock as they will need looking after when the school is closed and would disturb the neighbours. **Vegetable garden? Raised beds? Allotment? Community Larder? Will pupils be involved in the discussion about what to do?** Most definitely. Something community based would involve the whole community not just the school. The community larder will be looked at. **Could this be linked to a foodbank?** Yes, but they don't take perishable items. **Is there still a clothes rack?** Yes, and it was particularly useful for the Ukrainian children. **Could the clothes be donated at a school fair?** Yes.

Sites and building update main corridors needed levelling and this is now completed. Quotes are being obtained for the new IT suite.

Cyber Security, Child Protection and Child Abuse have been covered in the Safeguarding update. The main Cyber Security concern is over phishing Emails.

What do we do if we are phished, hacked or spammed? Do not open the Email. Report it to ICT4 so they can monitor it, then delete. Governors were alerted to a current spam Email from France asking schools for more information as children are moving to "your town".

Trust policies reviewed this term were notified to governors.

The LGB needs feedback from visits and meetings. **JH will note common trends which he can bring to AB at meetings. Could governors be advised when items in their reports have been actioned? JH will note this.**

NV and EB apologised and left the meeting at 11.30am

17. Policies

Policies for review:

- Admissions - Approval for 24-25, out for consultation and on website. The governors were content with this.
- Accessibility – Kathy Walsh (SENDCO) will be looking at this
- SEND Policy and SEND offer reviewed until September 2023.

The policies were compliant and the governors were content with them.

18. Any Other Business

Timings of the school day need to be looked at and agreed. It will be proposed to start at 8.45 instead of 8.50. A soft trial will be in place from February onwards.

19. DONM

The date of the next meeting is Friday 10th March 2023, 9.30am at Central Office.

The meeting closed at 11.30am.

Ann Cullum

Local 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 of Trust Board