



**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, [jha@andaras.org](mailto:jha@andaras.org)

25/3/25

**MINUTES**  
**Spring Term Meeting 2025**  
**Local Governing Board: Windmill Hill Academy**  
**Friday 14<sup>th</sup> March 2025, 9.30am at An Daras Central Office**

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

**Present:** John Harris (Chair), Abby Bassett (HT), Adam Matthews, Nicki Vidler, Sarah Jones

**Apologies:** Nicky Gilbert

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

JH opened the meeting by recapping the Trust Identity.

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

None declared relevant to this meeting.

**3. Governors**

Andrea Richards resigned with effect from 8<sup>th</sup> February 2025 due to family commitments. The governors were very grateful to AR for all her hard work on the LGB and would welcome her back any time. JH will arrange to send flowers and a thank you card to AR on behalf of all the governors.

JH volunteered to take on Safeguarding. AM will take over P.E. AB will advertise for more governors.

AC advised the meeting that NG had agreed to continue as Vice Chair and all governors were happy to agree to this.

AB advised the governors that the CEO (Will Hermon) will be retiring on 30<sup>th</sup> April and wished to record her thanks and appreciation to him for his leadership, support and guidance over the years. The governors reiterated this.

**4. Confirm Minutes of LGB Autumn Meeting (22<sup>nd</sup> November 2024) and Matters Arising**

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

- **Monitoring Visits and Working Group** – *to be discussed in item 14*
- **Governor Training** – *to be discussed in item 14*

All governors have signed the register confirming that they have read the ADMAT revised Code of Conduct and will agree to abide by it.

**5. Management of Top 3 Risks**

1. Curriculum and Standards - especially KS2 data falling below standards and PPG. This is covered in detail in the Head's Report.

2. Financial – we need to become financially secure by increasing pupil numbers. In common with schools nationally, recruitment numbers are lower than usual due to low birth rate years. We are doing everything we can to promote the school and attend many local events. Vacancies are filled internally wherever possible. **If you have a skeleton staff, how do staff take breaks?** TAs will cover each other. Staff are very flexible.
3. Staffing – recruitment is very difficult at the moment. Despite many applications for a teacher vacancy only two applicants were short-listed. A TA is retiring at Easter, but there were no applications when her job was advertised. **If you can't find staff to support an EHCP child what will happen?** This will be covered internally until we can appoint. **Can HLTAs be used from other schools?** We have tried, but nothing has been forthcoming. We are interviewing for a Cleaner later this week.

#### 6. Confidential Matters

AB raised confidential matters regarding the pre-school, which are recorded separately in Confidential Minutes.

#### 7. Head's Report

The Head's Report has been shared with all governors. AB raised key points. EYFS results are good and largely above the national average - GLD is 73% (National 67.7%), Reading 82% (national 76.2%), Writing 77% (national 71.4%), Maths is in line with national at 77%. The Head congratulated SJ and her team. 72% of all pupils across the school are on track to reach target. Y6 took practice SATs in the autumn and spring term and are making accelerated progress. Maths is currently a priority subject and Josh Bullock (Maths Lead) is teaching interventions. Internal Maths and Writing monitoring have taken place and Neil Swait (Trust Director of Learning) monitored Maths and Writing in the autumn term with Amy Hooper (Cornwall and Trust Literacy Lead). AB and subject leaders followed this up in the spring term and everything was very positive.

Staff absence is a concern as four staff are currently on long term sick leave but AB is hopeful two of these will soon return on a phased return basis. **Does this have an impact on the children?** Not at the moment as we currently have experienced and consistent cover teachers.

AB promotes the school on the Launceston Facebook page and includes many school offers, plus residential and school trips. Governors suggested short and eye catching posts, with photos and videos. **AB will enquire about the safeguarding protocol regarding this.** It would be interesting to ask parents which social media they prefer to use and **AB will send a survey to parents.**

There are 32 applications for September's Foundation Year with 15 first place applications..

Governors are asked to continue to support the Head with challenges and monitoring visits.

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

#### 8. Improvement Plan & Data Analysis (including attainment, progress, PPG, GDS and "small cohort")

The AIP was discussed at the Working Party and the AIP will be updated after the next data drop.

PPG children are making good progress. We now have a 'Fluency Programme' which is linked to Phonics, helping the children to become fluent readers.

Attendance is looking very healthy at 96%, which is well above national of 93%. PPG and SEN are both 95.1%, which is in line with national figures. Persistent absences are 9% against national of 18%, which is very good. We have had to introduce penalty notices for unauthorised absences.

The Plant & People Sustainability Representative was very pleased with the way the school is dealing with sustainability and complimented on how knowledgeable the children are.

The governors were satisfied with this and raised no questions.

**9. Review: Vision/Ethos**

Our visions, values and ethos haven't changed and are fully embedded now. We do have a collective worship policy which is very formalised and a review is due in the summer.

**10. Safeguarding**

JH will take over Safeguarding and will arrange to meet with AB – **AB will arrange a convenient date.**

AR's Safeguarding Report on Launceston Pre School has been shared with all governors. The SCR was checked and is fully compliant.

The S157s for both schools have been submitted to the Trust will be submitted electronically next term.

All staff have taken Child Protection, Cyber Security and GDPR training. They will take Trauma Informed Schools training next term.

All governors confirmed that they have received and read the Trust's termly Safeguarding Update as part of their ongoing Safeguarding training.

**11. EYFS statutory framework**

Everything is going well. SJ attends all the necessary meetings and training. Referrals are followed up very quickly. SJ has recently taken her First Aid qualification.

**12. Launceston Pre-School**

Danielle Payne (LPS Manager) apologised for absence. Her report has been shared with all governors. There are 17 children on role and eight currently receive PPG. The Capabilities Curriculum has been looked at but this is difficult due to the ages of the children. They are currently working on managing feelings as part of 'school readiness'. **Why do they need to work on this?** There is an increase in children who aren't 'school ready' and from a recent government survey it was identified that many parents didn't know what this entailed. The government has set a target for all children to be 'school ready'.

**13. Compliance**

Most staff have taken Cyber Security and GDPR training and all will have taken these by Easter. Ray Clarke (Trust Health & Safety Consultant) has conducted a fire risk survey which was good and everything was compliant. The Fire Service did a Fire Safety Audit and this was in line with RC's assessment.

**14. Governor Monitoring and Training**

Governor Training

NG – KCSiE 18/11/24, Cyber Security 10/3/25

AM – Cyber Security 6/3/25, GDPR 5/2/25

NV – GDPR 7/2/25.

### **Skills Audits required from AM and NV.**

Governor Training outstanding – to be completed as soon as possible

**JH to complete GDPR Refresher training and Cyber Security training**

**NG to complete GDPR Refresher training**

NV to complete Cyber Security training - Completed.

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

### Monitoring and Working Groups

- Improvement Plan review (Working Group) – completed
- Website Compliance / On-line Safety (JH) – completed, report shared with all governors
- Curriculum (AM) AM to talk to Josh Bullock (Maths Lead) about Maths – completed
- Safeguarding, including safeguarding at pre-school (AR) - completed, report shared with all governors.

### Monitoring and Working Groups for next term

- **Improvement Plan review (Working Group)**
- **Next likely Improvement Plan priorities (AB)**
- **PPG impact and provision for next year (NV)**
- **PE impact and provision for next year (AM)**
- **SEND (JH)**
- **Safeguarding (JH).**

**AB will email suggested dates to governors.**

### **Introduce Monitoring Timetable pro forma**

The Monitoring Timetable has been sent to all governors. AB will implement this with effect from the next Working Party. AB and JH will complete the pro forma before the next LGB meeting. Governors are requested to send in monitoring reports before the Working Party whenever possible.

### **Chair's Meeting with CEO**

JH met with Jo Callow (Deputy CEO). Staffing is a concern, particularly staff cover. The Children's Wellbeing and Schools' Bill was discussed. JC thanked all the governors for taking part in the NGA External Governance Review. Windmill's monthly overtime is in deficit. AB attended the recent Budget Meeting and whilst we need to be very careful about the overtime costs, there were no concerns about the budget. Parental Engagement is to be included in the AIP but at the moment this is a pilot scheme. Governors attended NS's Ofsted update meeting or watched the slides at a later date.

### **15. Trust PR Strategy Guidance**

Governors are requested to familiarise themselves with this document. PR was covered in the Head's Report (item 7).

### **16. Statutory Policies**

The First Aid Policy and Accessibility Plan were both approved by the governors.

**The SEND Policy and Local Offer are due for Review at the next LGB meeting, so that they can be published on the school website in September.**

Governors were requested to be aware of the Trust updated Complaints Policy.

**17. Any Other Business**

None.

**18. Date of Next Meeting**

The date of the next meeting is Friday 27<sup>th</sup> June 2025, 9.30am at the Trust Central Office

The meeting closed at 11.30am.

**Ann Cullum**

**Local Governance Officer**

**Distribution List:**

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