



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

6/7/25

## **MINUTES**

### **Summer Term Meeting 2025**

#### **Local Governing Board: Windmill Hill Academy**

**Friday 27th June 2025 / 9.30am at An Daras Central Office**

**1. Welcome (to include Trust Identity Recap) and Apologies**

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

**Apologies:** Nicola Gilbert

**In Attendance:** Josh Bullock (currently Maths and P.E. Lead at WHA, but will be the new Acting Head at Princetown from September), Ann Cullum (Local Governance Officer).

The Chair welcomed everyone and briefly recapped the Trust's Identity, focussing on "What We Do".

The Head introduced JB and explained that this is his first Local Governors' Meeting, which he is observing in preparation for taking up his post at Princetown after the summer.

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

None were declared relevant to this meeting.

**3. Governors**

NG has tendered her resignation as she is now Mayor of Launceston and there are many demands on her time. She will officially leave the LGB at the end of this academic year. The governors asked AB to thank her for her time and commitment over the years. AB will arrange to send a card and flowers to NG.

AB has advertised on Facebook for new governors but no one is forthcoming yet. AB will display posters at the School Fair on 5<sup>th</sup> July and suggested it would be good if some governors could be there. JH will ask at the Chamber of Commerce and other contacts.

**4. Confirm Minutes of LGB Spring Meeting (14<sup>th</sup> March 2025) and Matters Arising**

The governors agreed to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

- **AB to enquire about the safeguarding protocol regarding including photos of school trips / residential on Facebook and asked parents which social media they prefer.** AB obtained permission and has taken/will take photos at various trips and enrichments to post on Facebook and other social media. Governors suggested various businesses who might be willing to offer a visit to the children when photos could be taken. This could also be a promotion for the business. **AB will look into this and asked governors to send her more ideas – ongoing, carry forward.**
- **Monitoring Visits and Working Group** – to be discussed in item 18
- **Governor Training** – to be discussed in item 18.

**5. Management of Top 3 Risks and Sustainability**

1. Curriculum and Standards – governor visits will be reviewed at a Working Group
2. Financial – this is still a major risk
3. Staffing – this has improved, but it is dependent on budgets.

The risks will be discussed further in the Head's Report.

**6. Confidential Matters**

None.

**7. Head's Report**

The Head's Report has been shared with all governors. The Head raised key points and asked governors to note that all published data is not yet available. Year 6 SATs have been completed and results will be available next week. Y4 Multiplication has been completed - it looks to be in line with national figures and showing a significant improvement on last year's results. Phonics are completed for Y1 (83% attained the required standard) and Y2. Non-statutory tests are still carried out for the purpose of teacher assessment. Neil Swait has visited the school and is satisfied with standards and progress.

The big risk is finance, which is a national problem. **How can your budget increase?** By increasing our role numbers, and we are doing everything we can to bring in more children.

We have recruited a new cleaner plus another HLTA and another TA (who won't be able to start until September). Staffing will change next year and there will be some changes in staff leadership roles as JB will have moved to Princetown. **Who will take over all of JB's roles?** Ian Burnip (Lewannick Y5 & Y6 Class Teacher) will be taking over teaching French and will also take DSL training to become a Deputy Safeguarding Lead. Dale Payton (Lew Trenchard Y5 & Y6 Class Teacher) will be taking over JB's role of Y6 Teacher at WHA and will take the lead on Maths and P.E. He has good ideas to bring in extra activities and will also be Educational Visits Co-ordinator who will check risk assessments for all activities. Kathy Walsh (SENDCo) will be working reduced hours so won't be able to visit WHA anymore. Nicky Osborne (SENDCo at Princetown and Lewannick) will be taking over WHA. Staff absences have improved and aren't so much of a risk at the moment.

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

**8. Improvement Plan – Review and Data Analysis**

Data has been discussed in the Head's Report and this will be discussed further at a Working Group when more data is available. AB will meet with NV regarding PPG before the end of term.

**9. Curriculum**

JH has recently checked the website and everything that should be published is on there. AB has written to all Y1 parents advising them about safeguarding and what is being taught in PHSE.

We have had really lovely residentials with excellent feedback and compliments from the public about how well behaved the children are. Sports Days have taken place although Y2 had to be cancelled due to the rain. The Summer Fair is taking place next weekend. SJ is taking the children to the Library and Y5/6 have visited the Science Lab at Launceston College. Many sports events also take place at the college which helps the older children transition.

AB confirmed that Curriculum is on the website.

#### 10. Safeguarding

AB has met with JH. There will be a lot of KCSiE updates this year. We don't have any children on a Child Protection Plan. Filtering checks with ICT4 take place regularly and these will increase with the introduction of AI.

The S157 has been completed and will be submitted online. This was rather time-consuming.

#### 11. Review SEND and Attendance

Attendance data has improved at 95.9% and is above national. AB will be meeting with any persistent absentees before the end of term. The Attendance Officer will visit at some point but has not flagged WHA as a priority. Persistent absences are 7% (national 18%) which is an improvement from 9%. **How do you manage children who are late?** We have re-organised the timetable and don't start any new learning until after 9am.

#### 12. P.E. Review and next academic year plan

AM submitted his first P.E. monitoring report, which has been made available and summarised for all governors. We need to submit the online Sports Premium application which JB will finalise before he leaves. He makes sure all the allocated funds are spent so that the same amount is available next year.

#### 13. Staff Matters

- Views of Staff (survey/feedback)
- Monitor welfare & workload, work/life balance
- Skills & Training.

Staffing has been covered in the Head's Report. AB has taken Mental Health training and some staff have passed NVQs this term. Unless CPD is essential or free, unfortunately it cannot be funded at the moment.

All surveys were positive and have been posted on the website. While all surveys are good, they have improved over the last 5 years.

#### 14. Pupil Voice

All teachers have received their class-based results and asked to produce a very short response to any suggestions. The vast majority of children agreed in all seven areas. Homework had the lowest positive percentage at 76% and AB asked the children how they felt about homework.

#### 15. Parental Views and Engagement

Parents are always invited to all school events. All parents agreed this is a good school, in all seven areas. There were many complimentary comments. Positive comments in the governors' section have increased to 90%.

#### 16. Launceston Pre School

Danielle Payne (Pre-School Manager) apologised that she couldn't attend this meeting. Her report has been made available to all governors. Launceston Pre-School needs to be financially viable. The option of moving the pre-school to the WHA site is being proposed to happen after Easter next year. DfE permission has been obtained for a new building but for the moment the pre-school will take place within WHA school. This isn't the perfect solution but is a flexible stop-gap option and a good transition point for the pre-school children in making them "school ready".

**What is the age range?** It's 2 to 5-year olds. **Is this age range not disruptive?** No. It is already happening. The children benefit from early learning and the older children are good "role

models". **Will you benefit from the sale of the pre-school building?** Yes, and with the pre-school on the same site it will also help with staffing cover. It may then be possible to start a Toddler Group. A consultation letter is going out to parents this week and AB is optimistic that this will be well received.

#### 17. Compliance

AB has checked cyber security, GDPR, health & safety and confirmed that everything is compliant

#### 18. Governor Monitoring & Training

##### Monitoring/Visits and Working Groups

- PE impact and provision for next year (AM) – completed, report available to all governors
- Safeguarding (JH) – completed (also see item 10), report available to all governors
- **SEND (JH) – this will be completed before the end of term – carry forward**
- **Improvement Plan Review (Working Group) – see item 8 – carry forward**
- **Next likely Improvement Plan priorities (AB) – carry forward**
- **PPG impact and provision for next year (NV) carry forward.**

##### Agree Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (Working Group)**
- **PPG Review and confirm new plan (if not completed in Summer term) (NV)**
- **Risk analysis to ascertain current top 3 risks for 2025-26 (Chair/Head)**
- **Safeguarding (JH)**
- **SEND (JH).**

AB will send governors an email for dates for the Working Group.

##### 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. AB has completed this (with the help of AI) and has made this available to all governors.

##### Governor Training Completed

JH – GDPR 25/6/25, Cyber Security 24/6/25.

One or two governors to take Safer Recruitment training (NG 2/11/22). JH will take SSS Safer Recruitment training.

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

All governors have returned their Skills Audits.

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

##### **Chair's meeting with CEO**

This was a positive meeting. The future strategy of the Improvement Plan was discussed, along with Safeguarding, Oracy, parental engagement, new curriculum and AI. AB is involved in online safety and will look at these. WHA budget is good at the moment.

#### 19. Trust PR Strategy Guidance

**Governors were requested to familiarise themselves with this document and bring ideas to the next meeting.**

**20. Policies due for Renewal**

The SEND Policy and Local Offer were approved at this meeting and will now be published on the website.

**The Trust Safeguarding Policy will be reviewed and revised in the Autumn term. At the next LGB meeting the governors will need to acknowledge that they are familiar and content with the school version of this policy.**

**The next school Admissions Policy will be produced in the Autumn term. The governors will need to review this as part of the consultation process at the next LGB meeting.**

**21. Any Other Business**

None.

**22. Date of Next Meeting**

The date of the next meeting is Friday 14th November 2025, 9.30am at Central Office.

All governors confirmed they've received the 2025-26 Meeting Schedule.

The meeting closed at 12 noon.

**Ann Cullum**

**Local Governance Officer**

**Distribution List:**

John Harris	- Chair/Co-opted Governor	Jo Callow	- Trust Interim 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		