



An Daras Trust
Igniting Curiosity Growing Capabilities

Windmill Hill Academy

Windmill Hill
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Executive Head Teacher – J Callow

Head of School – A Bassett

Chair of Governors – J Harris

7/7/24

MINUTES

Summer Term Meeting 2024

Local Governing Board: Windmill Hill Academy

Friday 21st June 2024/ 9.30am at the Trust Central Office

Due to a lack of meeting space in the school, the meeting will convene in the downstairs meeting room at the Trust Central Office on Pennygillam Industrial Estate

1. **Welcome and Apologies**

Present: John Harris (Chair), Abby Bassett (HoS), Andrea Richards, Adam Matthews, Danielle Williams, Nichola Vidler, Nicola Gilbert, Sarah Jones.

Apologies: Jo Callow (EHT)

In Attendance: Ann Cullum (Local Governance Officer).

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

DW has returned her Pecuniary Interests form. No declarations relevant to this meeting.

3. **Governors**

The governors congratulated AB on her appointment to Head Teacher with effect from September.

AM's term of office ends on 23rd November 2024; he is happy to continue as Parent Governor. All governors agreed to re-appoint him.

AB welcomed DW to the LGB and briefly explained the strategic role of a governor, including the need for confidentiality. DW will shadow JH with a view to taking over as SEND Governor.

4. **Confirm Minutes of LGB Spring Meeting (23rd February 2024) and Matters Arising**

Governor Monitoring - to be discussed in item 17

Governor Training - to be discussed in item 17

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

5. **Confidential Matters**

AB shared confidential staffing matters which are recorded separately in Confidential Minutes.

Despite the staffing changes, the disruption to pupils has been kept to a minimum and AB praised the staff for their help in providing as much consistent internal cover as possible. There is a lot of expertise amongst the school staff.

6. **Head of School Report**

The Head's Report has been shared with all governors. AB raised key points. SATs and other tests have been completed but results are not yet available, so only limited data is available at this time. Year 2 SATs are no longer statutory but Windmill Hill has decided to continue with these

assessments. AB will share the data when available. Year 6 Writing was externally moderated and this was successful. Budget restraints are challenging and this appears to be a national problem. **Is the Trust supporting you?** Yes, very much so; the Trust is very supportive and helpful. They have the welfare of all staff at heart.

With high SEN needs, AB will need to use TAs across the school, with HLTAs providing the majority of cover. AB is expecting a high number of children to be awarded EHCPs next year. PPG pupils are currently 27%, SEND 13%, EAL 17%. **Are additional interventions in place to support SEND pupils?** Yes, we also offer FunFit, Lego Club and others.

18 new children are expected to start the Foundation Year in September. AB/SJ are visiting pre-schools in the area. DW offered to assist with this. Overall pupil numbers have continued to increase (now 181 from 175 at the beginning of the academic year).

At 10:30 NG apologised that she had to leave the meeting.

AB will remain as Designated Safeguarding Lead but with only one Deputy now (Nicky Osborne).

At the end of the Spring term 2024, the vast majority of pupils have made expected or better progress in all subjects (Reading 61%, Writing 67% , Maths 72%). Interventions are having a positive impact on pupils' progress.

Given the budget restraints, are you still able to offer enrichments? Yes, there are a variety of enrichments and trips for all classes this term, including KS1 Beach Trip, Year 5 Residential to Porthpean, Year 6 Residential to London, Sports Days, attendance at community events, attendance to and the representation at Trust events including the Music event. Trust events have been very popular, for instance the Art Exhibitions, and there is a Music Event next week.

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

7. Improvement Plan & Data Analysis

This will be discussed in detail at the Working Party next week. Full data will be available after the SATs results on 9th July.

The Behaviour Policy has been embedded and the school is expected to meet Gold in Rights Respecting Schools. There have been no exclusions and attendance has improved.

8. Curriculum

The school has a very strong curriculum which is published on the website. This is the best time of year to refine the curriculum and there are no major changes across the wider curriculum. There is a particular focus on History, Geography, Computing, PSHE, DT and Music this academic year. The Literacy Tree is proving to be excellent for Writing. Due to budget restraints it will be more difficult next year to release staff for training. School Clubs are many and varied. Swimming is offered and is very popular. Josh Bullock (Year 2 Teacher/Maths, P.E., Outdoor Lead) offers many Sports Clubs but unfortunately numbers for some clubs were low and didn't make them viable. It is difficult getting the uptake and staff for After-School Clubs and it isn't always practical to expect parental support. It is much easier to facilitate during school time although staffing is still difficult.

9. Safeguarding

AR's Report has been shared with all governors. AR is very comfortable with the robust and efficient recording of any safeguarding incidents. **How do you prioritise incidents?** These are all logged and prioritised by AB. All incidents are actioned immediately and usually dealt with the

same day. There are no children on Protection Plans. The Peer Review has taken place. JH and AR are currently looking at the S175.

The SCR has been checked and everything is in order. This has been taken over by Chloe Armstrong, the new School Secretary.

10. P.E. Review and next academic year plan

AR has met with Josh Bullock and discussed this year's clubs. There are over 20 School Clubs at Windmill. Wild Tribe (Woodland Centre) costs the most from the school budget. **Do the P.E. Teachers believe in this? Do the parents think it is worthwhile?** The viability of Wild Tribe will be discussed with all the schools in the Trust. There is another year of the Arena contract. AR suggested JB asked Launceston College if any appropriate A Level students would be interested in helping him with the Gymnastics Club.

11. Review SEND and agree SEND local offer

The Local Offer is on the website. JH will meet with Kathy Walsh (SENCo) before the end of term and will include DW. **The draft policy will be sent to governors for approval as soon as available** so that it can be on the school website in September.

12. Launceston Pre-School

Danielle Payne (Pre-School Manager) sent in a report which has been shared with all governors. 22 children are currently on role, including 5 x 2-year-olds. **Is the pre-school self-funded?** No, but there are some children attending for more than their funded hours so additional income comes from this. More parental involvement is needed. It is difficult with the pre-school not being on the same site as the school, although staffing is now more stable. AB will be visiting the pre-school again in a few weeks. **Are there links between pre-school children going on to attend Windmill Hill?** Sometimes, but many families live on the other side of Launceston and also there may be siblings who attend a different school.

13. Staff Matters

- Views of Staff (survey/feedback) - the staff feedback was very positive. The surveys have been shared with all governors who agreed how gratifying they are.
- Monitor welfare & workload, work/life balance. Although there have been difficulties, the staff realise that AB is doing everything she can to keep the workload as low as possible. AB is using Artificial Intelligence as much as possible, which is a great time-saver. **What program are you using and can you explain a little about it?** Some are currently using Chat GBT. This is free, although it is Americanised. This is the early stages of using AI but AB feels this will make life so much easier and will be used more next year. AI is not a requirement of the National Curriculum.
- Skills & Training. Staff are released for training whenever possible.

14. Pupil Voice

Pupil Voice has been carried out and the survey has been shared with all governors who agreed that it is always good to listen to the children and welcomed their involvement. **How are the children's ideas being implemented?** Many of the matters raised from Pupil Voice are discussed at school assemblies. A climbing frame has recently been bought as a result of requests through Pupil Voice.

15. Parental Views and Engagement

This was very positive and the survey has been shared with all governors. A few parents felt that they didn't know who the governors are. AB is going to add a note about school governors to the next school newsletter. **Do parents need to know who the governors are?** For the day to day functioning of the school parents usually bring their problems to the Head, so while not essential,

it is certainly hoped that the governors are visible to parents even if parents cannot remember who they are. It is good for governors to be present for new starters. **Is there anything in place for parents to talk to someone with their concerns?** Yes, AB is always happy to talk to parents and actively encourages parents to come to her with problems rather than wait for a survey. Some parents felt that the website is difficult to navigate.

16. Compliance

Everything has been checked and all is compliant. All staff training is up to date.

17. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- **Improvement Plan Review (Working Group - to take place next week) - carry forward**
- Online Safety (JH) – AB sent invitation to JH for the Trust’s Online Safety meeting but he was unable to attend. **AB to invite JH to the next Online Safety meeting**
- **Next likely Improvement Plan priorities (Working Group - to take place next week) - carry forward**
- PPG impact and provision for next year (NV) – completed – **NV will share report with governors**
- Safeguarding (AR) – completed, report shared with all governors
- P.E. Provision, including PE impact and provision for next year (to include Wild Tribe) (AR) – completed, report shared with governors. This was also discussed in item 10.

AB and JC met to discuss swimming. Finances are the biggest problem. Swimming lessons are taking place with help from parental voluntary contributions. AB is hoping more contributions will be forthcoming. It isn’t feasible to use PPG funding as this has already been budgeted for. P.E. funding can be used for booster lessons but not the core lessons (years 5/6). It is hoped that funds may be available from the Sports Premium funding. AB would like to put a proposal out to parents to raise funds for the younger children to also attend. Sports Premium funding can be used for year 2 children. Parents will be asked if they could encourage their children to continue to swim after they have finished the school lessons. **Could the Town Council be approached for a grant?** Yes, this may be a solution going forward, although it could only be used for selective years. **This will be discussed in more detail at next week’s Working Group but to currently remain confidential as parents have not been notified.**

Agree Monitoring and Working Groups for next term

- Improvement Plan Priorities Confirmation
- Curriculum
- EYFS
- Risk analysis to ascertain current top 3 risks
- Safeguarding.

AB will email all governors with suggested dates.

Governor Training Completed

No recent updates.

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

Governor Training Overdue – to be completed as soon as possible - DW to complete training.

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

Skills Audits - **Skills Audit required from DW.**

GovernorHub / The Key - **DW to confirm access.**

Chair's meeting with CEO – The Spring meeting was very positive with Windmill Hill Academy being seen as a very strong school. **The Summer meeting with the CEO will take place later this term - carry forward.**

18. Policies due for Renewal

The SEND Policy is due for review for publication on the school website in September. AB will forward this to all governors for approval - carry forward.

The Safeguarding Policy is due for review at the next meeting (in alignment with Trust policy).

The Admissions Policy is due for review at the next meeting.

The ADMAT Attendance Policy is now published on the Trust website.

All governors confirmed they have received the Meeting Schedule for next year.

19. Any Other Business

None.

20. Date of Next Meeting

The date of the next meeting is Friday 22nd November 2024, 9.30am at Trust Central Office

The meeting closed at 12:05pm

Ann Cullum

Local Governance Officer

Distribution List:

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