



6/1/25

MINUTES
Autumn Term Meeting 2024
Local Governing Board; Windmill Hill Academy School
Friday 22nd November 2024 / 9.30am - at An Daras Central Office

1. Welcome (including Trust Identity) and Apologies

Present: John Harris (Chair), Abby Bassett (Head Teacher), Sarah Jones, Nicky Gilbert, Andrea Richards

Apologies: Nichola Vidler, Adam Matthews

In Attendance: Ann Cullum (Local Governance Officer).

AB explained the purpose behind the Trust Identity and highlighted that unity is important. The governors discussed “why we exist” and “how we behave”, concluding that we live positively and that treating others with dignity and respect are values that we fully embrace. We will succeed by recognising that our children are learning to be good citizens.

2. Declarations of Interest Relevant to this Agenda

All governors have confirmed their pecuniary interests. There were no declarations of interest relevant to this agenda.

3. Governors

Election of Chair – all governors voted for JH to continue as Chair for a further year and JH confirmed he was happy to continue.

Danielle Williams resigned with effect from 8th July 2024. AB will advertise for a new Parent Governor.

Governor roles were agreed as follows:

John Harris - Improvement, Wellbeing, SEND

Nicky Gilbert - Pre-school, Early Years (including Curriculum), Whistleblowing

Adam Matthews - Data, Information

Andrea Richards - Safeguarding, P.E.

Nicki Vidler - Curriculum, PPG

Sarah Jones - Curriculum, Stakeholder.

AB and AR to discuss monitoring Safeguarding at the pre-school.

4. Confirm Minutes of LGB Summer Meeting (21st June 2024) and Matters Arising

The governors accepted 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 15
- **Governor Training** – to be discussed in item 15.

All governors present signed the register confirming that they have read the ADMAT revised Code of Conduct and will agree to abide by it. **Confirmation required from AM and NV.**

5. **Agree Term Dates 2025-26**

AB explained the start dates in September 2025. All governors agreed the term dates and AB will post these on the website.

6. **Confidential Matters**

The Head shared confidential matters which are recorded separately in Confidential Minutes.

7. **Head's Report**

The Head's Report has been shared with all governors. AB highlighted key points. EYFS data from the summer is 73%, an increase of 69% from baseline in Autumn 1. 82% of pupils achieved Phonics; 77% Writing; and 77% Maths, which are excellent results and anticipated to be above national statistics. School readiness among EYFS is good, although some parents don't realise what this entails. **Is there any support we can give through the community to get this message across?** SJ felt that some parents didn't access sufficient Health Visitor support. The vast majority are responding well and data is improving. 90% of Year 1 passed Phonics, which is above national average. Data showed that 70% in KS1 achieved the expected standard in Reading, 65% in Writing and 80% in Maths. There are no national statistics produced this year due to SATs not being statutory but our figures are above the national average in 2023. There will no longer be KS1 national data but Windmill Hill will still assess. **Can you still access test papers?** Yes, we can. Year 2 and Year 6 will take previous SATs papers. Year 2 Reading was good, Science was good but Writing and Maths are below national figures. Additional tutoring is in place. There are no official progress figures due to covid, which is unfortunate as good progress has been made. Neil Swait (Trust Improvement Officer) came to visit and was pleased with the progress. Year 4 Multiplication was lower than anticipated although staff absences had a negative impact. KS1 attainment has increased. 93% made better than expected progress. Little Wandl has had a positive impact. Year 4 and Year 6 Maths needs to be improved.

The numbers in Foundation are looking healthy and new children are still joining. The tours have been positive with good feedback.

AB thanked the governors for their effectiveness and commitment, and encouraged them to continue to attend meetings, conduct monitoring visits and continue to maintain good relationships with the school.

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

8. **Improvement Plan & Data Analysis (including "small cohort")**

The Head's AIP Report has been shared with all governors and AB raised key points. Data has been covered in the Head's Report. Focuses are in line with Trust directives. Priorities are as follows:

1. KS2 Maths and Year 6 Writing - to ensure our results are above national figures, with extra interventions for the PPG children where necessary
2. Curriculum, with a big focus on Sustainability. The school's challenge is to use less power than that produced through the solar panels.
3. Leadership - some teachers are taking NPQs and some are taking the Trust training
4. To further extend Rights Respecting Schools' strategies, fully embedding the Behaviour Policy
5. Local Governing Board – to continue to make the LGB even more effective.

Is there anything else the governors need to do? Governors are very experienced and effective; the only additional focus would be to link monitoring very clearly to the school priorities, adding more challenges and questions to monitoring.

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

9. **PPG Review & Next Academic Year Plan**

NV and AB met in the summer term and discussed the PPG statement, which is a 3-year rolling programme with a year still to run. NV's report has been made available to all governors.

10. **Top 3 Schools Risks**

The Risk Register has been shared with all governors and the top 3 risks were agreed at the Working Party as:

1. Curriculum and Standards - especially KS2 data falling below standards and PPG
2. Financial – we need to become financially secure by increasing pupil numbers (which is disadvantaged by not having a pre-school onsite), limited staff availability for cover (especially HLTA cover), building maintenance costs
3. Staffing.

11. **Safeguarding**

No children are currently on a Child Protection Plan. The governors approved the Safeguarding Policy. All staff Safeguarding is up to date. The SCR has been checked and everything is compliant. S157 has been completed. AB frequently needs to challenge the sharing of information in a timely manner by the Social Workers. AB has raised this with Claire Paul (Trust Safeguarding Officer) as the lack of information is making the child and staff very vulnerable. **What is happening with the challenge you raised?** AB has been in touch with MARU. **Have you been in touch with the Police Child Protection Team?** Yes, but this is a slow process. The lack of Safeguarding information is proving very time-consuming as AB frequently has to chase up referrals and information sharing from other agencies. It is also concerning in case any child should slip through the net which would be no fault of the school.

AR and AB are meeting next week. NV has shared her positive Safeguarding report with all governors.

All governors have watched the KCSiE Update video.

12. **Attendance**

The Trust procedure is that parents now need to submit a leave of absence holiday request form to AB for authorisation. Referrals are then sent to Cornwall Council and penalty notices are now being sent to parents for unauthorised absences. The penalty is £80 per child per parent (which increases if not paid within the time frame). **Does the school benefit from the penalty charges?** No, the money goes to Cornwall Council. **Is there an issue with parents taking children out of school for a long holiday?** There haven't been any yet. Our new Attendance Officer is very proactive, which is very positive.

Attendance was 94.1% overall last year, national average was 92%. Our attendance figures are usually above national. Attendance is currently 96.29% this year and AB feels parents are paying attention to the new guidelines. PPG and SEND are generally in line but remain a priority focus. Foundation was a concern in the last academic year but this cohort has significantly improved as they go into Year 1 and the current Year F cohort is very good.

There have been no bullying incidents but there have been a couple of temporary suspensions this year due to contraventions of the school Behaviour Policy.

We are hoping to achieve Gold in Rights Respecting Schools this academic year.

13. **Launceston Pre School**

Danielle Payne (LPS Manager) apologised for absence from this meeting. NG monitored LPS and everything was in order. NG felt that DP is enjoying her work and interacting well with other staff. There are currently 12 children at the pre-school and we need to increase this number. There are many pre-schools in Launceston so competition is high. It would be very beneficial if there was a pre-school on the same site as Windmill Hill Academy.

LPS is following Windmill Hill's Safeguarding Policy.

14. Compliance

Everything is fully compliant. AB has recently updated all the Evacuation Policies to include preventative procedures in accordance with DfE Protective and Security Arrangements.

15. Governor Monitoring and Training

Governor Training

AR - Fire Safety 25/9/24, GDPR 26/9/24, Prevent 26/9/24, EDI 26/9/24, Fire Safety in Education 26/9/24, Child Exploitation in Education 27/9/24, Child Protection in Education (Safeguarding) 27/9/24.

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

Monitoring and Working Groups

- Improvement Plan Review (AB) - completed
- Online Safety – AB sent invitation to JH for the Trust's Online Safety meeting but he was unable to attend. AB has clarified with CP and this is no longer necessary
- Next likely Improvement Plan priorities (AB) - completed
- PPG impact and provision for next year (NV) – completed – NV's report has been shared with governors
- Working Group to discuss approaching the Town Council for a grant towards swimming and to notify parents. The grant was not forthcoming. AB has arranged swimming lessons for all the school and parents are contributing towards the cost. AB will continue to look for a grant
- Curriculum – covered in AIP and the Working Group. **AM to talk to Josh Bullock (Maths Lead) about Maths**
- EYFS (SJ) – NG's Report has been shared with governors *-also discussed in item 7*
- Risk analysis to ascertain current top 3 risks (Head) - *covered in item 10*
- Safeguarding (AR) – completed, AR's report has been made available to all governors.

Monitoring and Working Groups for next term

- **Improvement Plan review (WG)**
 - **Website compliance / On-line safety (JH)**
 - **Curriculum (AM)**
 - **Safeguarding, including safeguarding at pre-school (AR)**
- AB will communicate with governors regarding dates.**

Chair's Meeting with Deputy CEO

Windmill Hill is not merging with Princetown LGB currently. Peter Sharp (NGA Consultant) will be undertaking an external review of governance in the Trust. AB assured governors that this is a routine review. It's always beneficial to do more promotion, especially LPS. There is a new Sexual Harassment Policy which governors and staff should be aware of.

16. Statutory Policies

The governors reviewed the following policies:

Safeguarding Policy – approved

SEND Policy – approved
Accessibility Action Plan – approved
Admissions 26-27 Policy – approved and on the website for consultation.

17. Any Other Business

None.

18. Date of Next Meeting

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

The meeting closed at 11.40am.

Ann Cullum

Local Governance Officer

Distribution List:

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