



**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

27/3/23

### MINUTES

#### Spring Term Meeting 2023

Local Governing Board: Windmill Hill Academy

Friday 10<sup>th</sup> March 2023/ 9.30am at the Trust Central Office

1. **Welcome and Apologies**

**Present:** John Harris (Chair), Nicky Gilbert, Nichola Vidler, Andrea Richards, Adam Matthews, Anna Body, Sarah Jones

**Present via Teams:** Abby Bassett (HoS)

**In Attendance:** Ann Cullum (Local Governance Officer), Jo Callow (EHT), Danielle Payne (Pre-School Manager).

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

None relevant.

3. **Confirm Minutes of LGB Autumn Meeting (2<sup>nd</sup> December 2022) and Matters Arising**

- Monitoring/Visits – *see item 13*
- Governor Training – *see item 13*

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

4. **Confidential Matters**

None.

5. **Head of School Report**

The Head's report has been made available to all governors. The Exceptions Reports for each of the 5 priorities, the AIP and the SEF have been shared with governors. The governors were satisfied with these and had no questions at this time.

The governors congratulated the school on a good Ofsted report and AB thanked the governors for their help and support with the Ofsted inspection, which is much appreciated by the school. Their dedication and commitment was noted by Ofsted. AB mentioned that it was rewarding to see the good work that everyone does in the Ofsted report. AB highlighted that pupils behave well and are eager to learn. Parents are happy with the school and staff are proud to work at the school. It was pleasing to see that Ofsted noted that the impact of the curriculum is checked regularly and that safeguarding is effective. Positive feedback was received for all areas of the curriculum and the school will ensure the good work is continued.

Strike days have been a challenge but the school are abiding by the government guidelines.

6. **Improvement Plan & Attainment/Progress**

The AIP has been made available to all governors. JH met with WH and **JH will send a report regarding this.**

AB asked the governors to specifically note the items relevant to their role, which are contained within the Exception Reports.

AB raised key points:

Data trend is taken from the Autumn term, so that when comparing attendance to the national data the school is better than national. The EWO has visited the school and he will continue to look at the school data and take attendance clinics.

A good level of development with EYFS has been achieved with 24% improvement. Ofsted commended the pupils on Phonics. Pupils are making good progress in Maths. PPG pupils are making expected or better progress with English and Maths. Learning tutors are used for interventions which is showing a positive impact. Writing is still the main priority throughout the school. Teachers are making the right judgements and all subjects are going in the right direction. AB has met with Kathy Walsh (the SENDCo) regarding SEND pupils. AB will send reports for sharing.

JH explained the new Improvement Plan criteria and met with WH regarding this. JH reported that everything was positive. **JH will send a report regarding the Improvement Plan criteria.** JC explained that this will be reviewed termly with meetings with various Trust schools and staff. JH reported that WH raised no cause for concern.

#### 7. **Safeguarding / Health & Safety**

AR had a safeguarding meeting with AB and everything is compliant. GDPR is compliant, SCR is satisfactory, health & safety is good. Mechanisms for any concerns with children (including attendance) are in place. There are no children on Child Protection. Policies are up to date and compliant. Nicky Osborne (Deputy DSL) has done designated teacher training for any children in care. Ofsted noted that leaders acted swiftly on referrals and that staff challenged these if necessary. AB mentioned the amendments required for S157. Peer reviews took place last year and these have been revisited with any low points rectified.

#### 8. **Review Vision & Ethos**

JC explained the new criteria for Vision and Values. This should be accurate and concise. The Trust is now using Vision (which should be 2 or 3 lines). The school strap-line is "Inspiring passionate lifelong learning". Values (which should include 3 or 4 main values). Lived Experience should show how the Values are used to get the children to the Vision. This will be shared with staff and governors for their feedback and will be refined at a Working Party.

#### 9. **EYFS Statutory Framework**

AB reported that the school is fully compliant and SJ was commended by Ofsted for her work. Ofsted noted that the children were settled and happy to be in school. SJ is looking at the transition from pre-school and she is taking an NPQ in Early Years Leadership, which she feels will be very useful to her work with the pupils. JH made a monitoring visit and reported that the children were very attentive and happy. **How can the school attract more pupils?** A children's booklet has been produced promoting the transition stage and will be hand delivered in a pack on National Offer Day.

#### 10. **Launceston Pre-School**

JC explained that NG monitors the pre-school who reported that there are very positive ideas at the school and wellbeing is good. There are 19 children; 2 EALs and one potential SEN. 10 children are registered for September. Danielle Payne has new and different ideas, involving the staff in planning the curriculum. The Little Wandle programme is being considered. NG and NV reported that this is very popular. NG will speak with JC about staffing hours and the possibility of a baby room as they have had enquiries regarding taking 4 babies. **Will any changes be required if the pre-school accepts babies?** The youngest children they usually take is 2. JC reported that this would be a different Ofsted registration and she will look into this. Funding and staffing may

be an issue. **Would this financially be worthwhile?** Maybe, as the babies would follow through to the pre-school then the main school.

DP reported that the 17 children are a mix of different ages. Two more are expected after Easter. The children are all funded. 10 will be going to school in September but there are also 10 registered to start in September. **Does the funding cover the costs?** Yes, the costs are covered as some children are funded for more hours than they attend. **Could you attract children from the Orchard Centre?** DP will look into this and approach the Orchard Centre to advertise the pre-school. There are currently six PPG children and their funding has gone towards buying the guinea pigs (which have proved very beneficial for the children). More resources have been bought, including oral hygiene items (toothbrushes, etc.). SJ briefly explained the process for any SEN children.

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

### 11. Parental Views & Engagement

Parent consultations have taken place and AB thanked the governors for attending. The school is trialling an online booking system for Parents Evenings. **Was this trial successful?** Yes, AB and AM confirmed the system worked well and was very successful and efficient, making it easier for parents as well as staff. Five new families have joined the school increasing pupil number. The Ofsted Inspector looked at the parent review and was satisfied with the feedback; parents commented that this is a very friendly school with positive and happy and helpful staff, strongly supporting pupils who are struggling.

Stakeholder surveys will take place in the summer term.

### 12. Compliance

*Report by exception - Cyber Security, GDPR, Health & Safety*

All are fully compliant. The recent fire drills were satisfactory.

### 13. Governor Monitoring & Training

#### Monitoring/Visits

- Subject leader development (JH) - completed. JH has submitted a report
- Website Compliance (JH) - completed. JH has submitted a report
- Rights respecting/behaviour (JH) – completed. **JH will submit report**
- Improvement Plan Priorities (ABO). ABO has submitted a report and this was also discussed in JH meeting with CEO
- **Online Safety (JH) – AB & JH will attend online meeting very soon – carry forward**
- JH to meet with Maths Lead and also History Lead - completed
- NG will visit Pre-school - completed
- Safeguarding – AR will meet with AB - completed

Agree monitoring and working groups for next term

**AB will arrange a meeting and send dates to relevant governors for monitoring visits and will also arrange a Working Party.**

- **Improvement Plan Priorities (working party)**
- **PPG Impact and Provision for next year (NV)**
- **PE impact and provision for next year (AR)**
- **Likely Improvement Plan priorities for next academic year (working party)**
- **Safeguarding (AR).**

The Ofsted inspector advised that any reports should make the impact of the monitoring clear.

#### Governor Training

AB – Cyber Security (CS) 4/12/22, SEND 30/1/23

JH - CS 7/2/23, SEND 31/1/23

ABo – CS 11/11/22  
NG – Safer Recruitment 2/11/22, CS – 11/11/22, SEND 30/1/23  
SJ – CS 6/11/22  
NV – CS 15/12/22, SEND 30/1/23,  
AM – CS 9/1/23.

Training Overdue – to be completed as soon as possible

- **NV to complete local governance training**
- **Skills Audit required from NV.**

Cyber Security training has been completed by all governors.  
Governors to Email copies of certificates to AC so that records can be updated.

**Is there any governor training for Online Safety? AC will investigate and advise AB & JH.**

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

JH had a positive meeting with the CEO and JH has submitted a report, which all governors have read. They were satisfied with this and had no questions.

### **14. Policies**

All policies are up to date and on the website.

### **15. Any Other Business**

**How is the staff wellbeing?** Staff are proud to work at Windmill. Social events have re-started after covid. It is a busy job but staff work together very well and support each other.

**Can the school pedestrian gate be left open in the mornings as the children often go through the car access?** AB has looked into this but it isn't a viable option as the gate is designed to automatically close. **Why aren't the children allowed in the school early if it is raining?** Teachers don't start until 8.45 and there aren't usually teachers available early to cover the classrooms.

**Could an area be designated for children to wait before going to class?** The school hall could be used but breakfast club takes place in there. JC mentioned that there is a small covered area where children can wait outside. As there are different entrances it is difficult to monitor each entrance.

### **16. DONM**

The date of the next meeting is Friday 7<sup>th</sup> July 2023, 9.30am at Trust Central Office.

The meeting closed at 11.10am

### **Ann Cullum**

#### **Local Governance Officer**

#### **Distribution List:**

John Harris	- Chair/Co-opted Governor	Will Hermon	- CEO
Anna Body	- Parent Governor	Steve Tavener	- Chair of Trust Board
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		

*Windmill Hill Academy LGB*