



An Daras Trust
Igniting Curiosity Growing Capabilities

Windmill Hill Academy
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E-Mail: governance@andaras.org
Executive Head Teacher – J Callow
Head of School – A Bassett
Chair of Governors – J Harris

24/11/23

MINUTES
Autumn Term Meeting 2023
Local Governing Board; Windmill Hill Academy
Friday 17th November 2023 / 9.30am at ADMAT Central Office

1. Welcome and Apologies

Present: John Harris (Chair), Jo Callow (EHT), Abby Bassett (HoS), Sarah Jones, Nichola Vidler, Andrea Richards, Adam Matthews.

Apologies: Nicky Gilbert

In Attendance: Ann Cullum (Local Governance Officer).

Governor Resignation

Anna Body resigned with effect from 30th October 2023. The governors expressed their thanks for her hard work over the years. JH will arrange to send her a card and flowers from the governors. As Anna Body was SEN Governor, JH offered to cover this until a new governor is found and the governors were happy with this. JH will liaise with Kathy Walsh.

AB will advertise for a new Parent Governor once information is received from AC.

2. Declarations of Interest Relevant to this Agenda

None declared relevant to this agenda.

Annual Pecuniary Interests declaration forms have been received from all governors.

3. Chair Election

The governors unanimously agreed that JH continues as Chair for a further year. NG agreed to continue as Vice Chair and all governors also agreed to this.

4. Governor Administration

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Prevent Update, Health & Safety, ADMAT and School Safeguarding policies and ADMAT termly Safeguarding Update.

5. Confirm Minutes of LGB Summer Meeting (7th July 2023) 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.

- **PHSE Policy due for review in November – carried forward – see item 14**
- **Behaviour Policy due for review in November - carried forward – see item 14**
- **SEND – provision and local offer to be reviewed when the new Trust policy is available – carried forward – see item 9**

6. Confidential Matters

No confidential matters were raised.

7. Head of School Report

The Head's Report has been made available to all governors and AB raised key points. The AIP has been made available to all governors and is now in place. The 5 priorities are Learning Standards, Curriculum & Assessment, Vision & Culture, Safeguarding / Behaviour / Attendance, People & Leadership. **How will you assess if these priorities are being met?** Governors will regularly monitor these priorities and report back to the Local Governing Board.

Data analysis shows good results for EYFS: 80% achieved a good level of development, 95% achieved Reading, 80% achieved Writing and 90% achieved Maths. AB expects results to be above national average (national statistics will be released at the end of the month). Phonics is very strong and children are making good progress. 89% of Year 1 passed the Phonics screening check which is significantly above the national average of 79%. AB expressed thanks to SJ for successfully leading the Phonics programme. The vast majority (97%) are secure in Phonics by the time they leave KS1 which is above the national average of 94%. KS1 Writing is in line with national average. Year 6 is above national average in Reading and also in Writing, Science and EGPS. Maths is the main focus for improvement. Josh Bullock has taken over as Maths Lead. **What is being done to ensure Year 6 are on track for Maths?** Tutoring is used to target any Year 6 pupils who require additional intervention. **Is there any feedback from secondary schools as to how pupils are performing?** No, but this information would be very useful. It is important to ensure that in Years 1 and 2 and early KS2 children learn the basic number skills, especially multiplication tables, so that it can be fully embedded.

Overall role numbers are lower than last year. **How can the role be increased?** A lot is being done to promote the school locally. AB has showed quite a few families around the school recently and is optimistic that the next Foundation Year will reach a role of 30. There are pupils joining from other schools.

The School Top 3 Risks were identified as:-

- i) Finance
- ii) Data (especially raising attainment in Maths)
- iii) Sustainability and Climate Change

The governors agreed the Term Dates for 2024-25 and these will be posted on the website.

Although attendance for last year wasn't as good as hoped, it was 94.1%, which is 1.6% above the national average and an improvement on the previous year. PPG is 4.4% above national average and SEN 6.1% above. Attendance so far this year is 94.5% and PPG/SEN continue to be a priority. **What is being done to improve attendance?** Attendance is always discussed at meetings with parents.

Discipline throughout the school is good and there have been no behaviour problems. There have been no exclusions. **Are you still using Rights Respecting Schools?** Yes, we are currently working towards the Rights Respecting Schools Gold award. **How does this affect discipline and behaviour?** Children's rights are promoted and realised from Right Respecting Schools and children put their learning into practice in their everyday life.

The governors were happy with the Head's Report and raised no further challenges.

8. Safeguarding / Health & Safety

Safeguarding is included in the Head's Report. Everything is compliant. All staff have completed Child Protection training.

The main change in KCSiE is monitoring what children are actioning whilst online. ICT4 are helping the schools with this and AB has asked ICT4 to produce a document for governors to see

how the online checking and filtering is used. **Can an online report be made available to show what children are looking at online?** Yes, AB has access to a basic report but has asked ICT4 for a more detailed report.

The S157 was submitted last year. **Will there be any feedback on this?** There will probably only be feedback if there is a problem.

AB has checked the SCR and everything is up to date.

AR conducted a safeguarding visit and no issues were highlighted. AR's report has been made available to all governors, which is also covered in item 13.

Health & Safety is also up to date. More and more children are presenting with allergies, so the school is having all the hazelnut trees cut down to prevent any issues with children who have nut allergies. Other trees will be planted in their place. **Will Cornwall Council give free trees to the school as part of their tree planting scheme?** This will be looked into.

9. **Review SEND provision and policy, and agree SEND Local Offer**

These documents have been made available to all governors, who were happy with these and agreed with them.

10. **Launceston Pre-School**

Danielle Edgson (Pre-School Manager) apologised that she couldn't attend the LGB meeting. JC reported that the pre-school is going well with 18 children on role. More referrals have been made with SEN children and funding has been applied for. The curriculum is going well and Wandl training is good. SJ and NG are also monitoring the pre-school and NG's report has been made available to the governors. **Has the staffing problem been resolved?** Staffing is continuing to be a problem. There haven't been many applications for the vacancies, mainly because there are very strict regulations regarding qualifications.

11. **Pupil Voice**

AB suggested accompanying NV on her next visit for Pupil Voice. AR also offered to attend so that safeguarding can be raised. Children meet regularly as groups to highlight their ideas, which is proving very beneficial. All monitoring includes pupil voice. It is particularly useful to hear areas where children feel they need to improve. The governors were happy with this and praised the school for such interactive children.

12. **Compliance**

Everything is compliant. AB reminded the governors to complete the Cyber Security training.

13. **Governor Monitoring & Training**

Monitoring Visits/Working Group

- **P.E. Provision (AR) – AR will meet with Josh Bullock**
- Curriculum (NV) – completed. NV has submitted report
- EYFS Framework (SJ/NG) – completed. NG has submitted report

Monitoring and Working Group for next term

- **Improvement Plan Review (Working Group)**
- **Website Compliance (JH)**
- **Online Safety (JH)**
- **Curriculum – to focus on Maths (NV)**
- **Safeguarding (AR)**

AB will send dates for the Working Group to all governors.

Governor Training

Cyber Security - NV 4/10/23

Safeguarding (County Lines) - JH 14/7/23.

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

Governor Training Overdue – to be completed as soon as possible

- **JH to complete EDI training**
- **NV to complete local governance training**

All governors are required to take Cyber Security training annually. **NG, AR to renew this term, JH, AM next term.**

All governors are now also required to take GDPR training, which is currently outstanding for all.

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

GovernorHub – The Key

All governors have confirmed access.

Chair's Meeting with CEO

JH's report has been made available to all governors. Items discussed included the Trust Growth Plan and the Trust Quality Policy Descriptors (AB mentioned that these are included within the AIP). Curriculum strategy evolution using metacognition (Thinking Matters) is on track. AB confirmed that the school is in a good position regarding curriculum and are finding ways to make it even better. AIP termly review on Exceptions Report has a new format. Ofsted and Risk Assessment were good although concern was expressed regarding Maths. JH cautioned that whilst the Ofsted inspection and Risk Assessment were good, complacency should not be allowed to set in. Local governance is good. The Asset Management Plan is due soon. The school is doing very well with British Values and Rights Respecting Schools.

14. **Statutory Policies for Review/Renewal**

SEND Policy – see item 9.

Safeguarding, PHSE and Behaviour policies are due for review. AB highlighted where these policies have been updated. All governors were happy with these and agreed them. **AB will make the Behaviour Policy available to parents via ClassDojo and also upload to school website.** The Admissions 25/26 Policy is on the school website and out for consultation. The governors had no issues with this.

15. **Any Other Business**

AB advised that swimming will be going ahead this year as additional funding has been secured through the parents' initiatives. However, this is not necessarily a solution for further years. **This school tries to take every year group swimming which must be a financial burden. How can this be eased?** Funding options are being looked at and other options are being considered, for instance asking parents for a deposit earlier in the school year. **Swimming results are good, but does this mean that pupils are missing out on other sporting activities?** No, a good variety of other sports is in place. It was suggested that the governors have a meeting to decide on the way forward for future years and if it isn't possible to offer swimming to all school years then the focus should be on the younger children. **Which will be the first year that children should attend school swimming lessons?** This is started in KS1. If it's possible to continue this for older children it will need to be paid for by parents and not the school. Once children can swim 25m it is no longer a "curriculum" subject. **Could this be clarified to parents?** Yes, it will be. AB and JC will meet in the Spring term to discuss Swimming and raise at the Summer LGB meeting. **Can the**

sports premium be used? No, and this isn't guaranteed every year; it could be withdrawn at any time.

16. **DONM**

The date of the next meeting is Friday 23rd February 2024 at 9.30am.

The meeting closed at 11.20am.

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		