



An Daras Trust
Igniting Curiosity Growing Capabilities

Windmill Hill Academy

Windmill Hill
Launceston
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Executive Head Teacher – J Callow

Head of School – A Bassett

Chair of Governors – J Harris

11/7/23

MINUTES

Summer Term Meeting 2023

Local Governing Board: Windmill Hill Academy

Friday 7th July 2023/ 9.30am at the Trust Central Office

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

- Welcome and Apologies:** John Harris (Chair), Abby Bassett (HoS), Adam Matthews, Anna Body, Andrea Richards, Nichola Vidler, Sarah Jones, Jo Callow (EHT)
Present: Ann Cullum (Local Governance Officer)
Apologies: Nicola Gilbert.
- Declarations of Interest Relevant to this Agenda**
None declared relevant to this agenda.
- Confirm Minutes of LGB Spring Meeting (10th March 2023) and Matters Arising**
The decision was made to accept the minutes as a true and accurate record of the previous meeting and the Chair signed a copy.

Review Vision, Values and Lived Experience

School statement to be approved by the Governors - this has been shared with pupils, parents and governors. All were happy with the revised statement. The document will now be finalised and sent to governors before posting on the website.

Stakeholder Surveys

To take place in the Summer term – completed, information has been made available to all governors.

Governor Monitoring - to be discussed in item 13

Governor Training – to be discussed in item 13

- Confidential Matters**
None.
- Head of School Report**
The Head's Report has been made available to all governors. AB raised key points. There has been a little staff movement and the school currently needs another HLTA. **Could an existing TA take this position?** Yes, but there doesn't seem to be any interest. **Could the Trust have a pool of TAs?** Yes, but recruitment would be an issue. Staffing and lessons have been discussed and staffing levels will remain the same in September AB will be the Designated Safeguarding Lead from September and JC will be the Deputy (Nicky Osborne, who is currently the Deputy, will continue to be a Deputy as well as the designated Teacher.

There has been a wealth of enrichment, experience and trips recently which were extremely beneficial for the pupils. The art exhibition and dance event in Launceston Castle were particularly enjoyable for all involved, including the community. **What happened about the beach trip?** Transport was a problem at the designated time, but the beach trip will now take place in September for KS2. **Doesn't this mean that Year 6 missed out?** Yes, but they have had other enrichments, including a trip to London. Curriculum /career links will be taking place within the community as part of the Careers Based Learning Programme that AB is completing. Governors were asked if they could assist with career advice if needed. **Will pupils be attending any Career Fayres?** Yes, AB is hoping Y5&6 will be able to go to Launceston College Careers Fayre. **What are the boundaries to what primary children can be taught regarding careers?** There are boundaries as the options are so many, but AB is going to start by asking staff and governors to give the children an idea of a small range of careers.

The Curriculum is currently being reviewed. There will be quite a few changes to some subjects (e.g. Computing) but only minor changes to others.

A lot of training has taken place. SJ is currently taking the National Professional Qualification in Early Years Leaders (NPQEY), which involves working with pre-schools and nurseries. Money from the National Lottery has been used for a playground climber, as requested in Pupil Voice.

Tutoring for next year needs more contribution. What is being done about this? There is a 50% grant available and at this stage the school needs to make sure the school budget can cover the remaining 50%.

The governors were satisfied with this and raised no further questions nor challenges.

6. Improvement Plan & Data Analysis

AB will make documents available to governors as soon as available. AB had a meeting with Coads Green school to discuss the current AIP. They agreed that the Ofsted visit was a positive experience. The Improvement Plan will continue to be reviewed, tying in with Trust priorities. WHA has achieved the Silver Award for Rights-Respecting Schools from UNICEF. AB praised Amy Sharpe, who is the Rights-Respecting Lead. All stakeholders spoke very positively on the subject. The report will be shared with governors when it is available.

Y6 SATs data is not available until next week. SJ has been working very hard with EYFS children and has achieved a lot of success. 80% Writing is a particularly good achievement, which is an increase of 20% from the Autumn assessment. Only 2 out of the 90 children didn't pass Phonics, therefore 97% are achieving Phonics at the end of KS1. Attendance has been an issue with the under-achieving children. **Are there good reasons for absence?** AB arranged a meeting with the EWO and 6 families which was positive and improvements are already being observed. Attendance is still lower than hoped for, but it is above the national average at 94%. PPG is narrowing but this is still a target group, using Attendance Clinics and other support. Maths is in line with national statistics. Y6 Writing has increased by 16% from KS1. Governors will be updated when final data is available.

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

7. Curriculum

Curriculum is on the website and is fully compliant. This is now a good time to decide if there is anything that the school needs to improve on. More enrichments are being considered and refinements for History, Geography and Computing will be considered. The Literacy Tree will be fully assessed next year after a year of embedding. Money has been sourced from the Rotary Club which has been spent on books. The PHSE provision will change from September and the school will be

using SCARF instead of BROOK. SCARF is more progressive. The school's Relationships Policy will be reviewed and adapted accordingly from the SCARF website.

Funds are available for more intense sporting activities, e.g. gymnastics and dance. AR will look at this before the next meeting.

The governors were satisfied with this and raised no questions.

8. **Safeguarding**

AR's report has been made available to all governors. There are no ongoing concerns. The SCR has been checked and is up to date. Safeguarding staff training is up to date and the S157 has been submitted to the LA.

Can governors take County Lines training? Yes, it's on SSSPD. It isn't essential for governors but it will be very useful.

Are all staff DBSs up to date? Yes. These are regularly checked.

9. **Review SEND and agree SEND local offer**

This will go on the website over the Summer and made available to all governors. **This will be discussed at the next LGB meeting when the Trust SEND Policy has been renewed – carry forward.**

10. **Launceston Pre-School**

JC has made a report available to all governors. The pre-school can take 24 children so there are vacancies. **Are there any issues with the pre-school?** Everything is very positive although staffing is a slight concern. All staff training will take place in the first half of next term then the staffing position will be reviewed. More children are needed. **Are there contacts available throughout the summer in case new parents want to enrol their children?** Danielle Payne (pre-school manager) will check her Emails at least once a week during the summer break. AB suggested DP came to WHA to promote the pre-school. A new Deputy Manager will be in post from September.

Accepting babies at the pre-school was considered but this isn't a viable option at the moment. **Are there other pre-schools available and could the children from there be encouraged to join WHA?** There are other pre-schools in Launceston, for instance Tiny Tots, but recruitment to WHA is unlikely as it isn't near those pre-schools.

JC apologised that she had to leave the meeting at 10.45 am.

11. **Staff Matters**

- Views of Staff (survey/feedback) – very positive feedback
- Monitor welfare & workload, work/life balance – AB regularly monitors staff well-being. **How are the current strikes affecting the school?** AB reported that no staff were currently involved in the recent strikes, and this will continue to be monitored during the next academic year
- Skills & Training – more training was requested by staff and this has recently been implemented.

NV apologised that she had to leave the meeting at 11am.

12. **Compliance**

Recent reviews have taken place and all is compliant. Staff are very good at reporting any issues or accidents.

13. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- The working party discussed the Improvement Plan Priorities and particularly looked at Vision & Values
- PPG Impact and Provision for next year (NV) – completed, report made available to all governors
- PE impact and provision for next year (AR) - completed, report made available to all governors.
Can swimming be made available to younger children? Funding is an issue as it is funded by parental voluntary contributions. **How much does swimming cost per child and can the cost be spread out over the year?** It costs approximately £38 per child and AB does spread out the payments. WHA is fortunate in that their children can walk to the leisure centre so transport costs are not involved. **Does the parental contribution cover the costs and do all parents pay?** Parental contributions do not cover the costs but children whose parents don't pay anything are not excluded. **Is swimming in the school budget?** No, it's not; and Sports Premium can only be used for exceptional circumstances. **Could the Surf/Lifeguards be approached for a donation?** Yes, this could be a possibility. AB does approach local businesses for donations. Letters will be sent to parents in September regarding voluntary contributions
- Likely Improvement Plan priorities for next academic year – **Working Party has been arranged for 18th July – carry forward**
- Safeguarding (AR) - completed, report made available to all governors
- Rights respecting/behaviour (JH) - completed, report made available to all governors
- SEND (ABo) - ABo met with Kathy Walsh (SENDCo) and the report has been made available to all governors.

Agree Monitoring and Working Groups for next term

- Improvement Plan priorities for next year (working party)
- Curriculum (NV)
- EYFS (SJ/NG)
- Risk analysis to ascertain current top 3 risks (JH/AB/working party)
- Safeguarding (AR)

Governor Training Completed

Vision & Values - JH, AR, NV 16/5/23

E-Safety – JH 27/3

Risk Assessment – NG 26/2/23, Health & Safety - NG 26/2/23, NG First Aid 8/3/23

Prevent Refresher NG 8/3/23

Prevent – JH 6/7/23.

Governor Training Overdue – to be completed as soon as possible

NV to complete local governance training (recent training sessions have been cancelled by TPAT).

A governor to complete Equality & Diversity training then take on the governor role of Equality & Diversity. JH will complete this and take on the role of EDI governor.

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

Skills Audits

Skills audits have been received from all governors. Governors were advised to use GovernorHub for any required gaps in training.

GovernorHub / The Key

Governors to confirm access. All governors present confirmed access.

14. Chair’s meeting with CEO

This was a positive meeting and the Chair’s report has been made available to all governors. The governors were happy with this and raised no questions.

15. Policies due for Renewal

SEND Policy due for review in September – *see item 9*

PHSE Policy due for review in November – carry forward

Behaviour Policy due for review in November -carry forward

16. Any Other Business

AB thanked all the governors for their ongoing support. All governors echoed their thanks. AR thanked AB and all the teachers for a thriving school.

17. DONM (Chair)

The date of the next meeting is Friday 17th November 2023, 9.30am at Trust Central Office

The meeting closed at 11.45 am.

Ann Cullum

Local Governance Officer

Distribution List:

John Harris	- Chair/Co-opted Governor	Will Hermon	- CEO
Anna Body	- Parent 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		
Nichola Vidler	- Co-opted Governor		