



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

**Windmill Hill Academy**

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Executive Head Teacher – J Callow

Head of School – A Bassett

Chair of Governors – J Harris

28/2/24

## MINUTES

### Spring Term Meeting 2024

#### Local Governing Board: Windmill Hill Academy

#### Friday 23<sup>rd</sup> February 2024 / 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*

#### 1. **Welcome and Apologies**

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

**Apologies:** Nichola Vidler, Nicola Gilbert

**In Attendance:** Ann Cullum (Local Governance Officer).

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

None.

#### 3. **Governors (Chair)**

NG's term of office ends on 13<sup>th</sup> March 2024 and she has agreed to continue for a further 4 years ending on 13<sup>th</sup> March 2028. The governors voted in favour of this.

JH's term of office ends on 16<sup>th</sup> June 2024 and he has agreed to continue for a further 4 years ending on 16<sup>th</sup> June 2028. The governors voted in favour of this.

A new Parent Governor, Danielle Williams, was appointed in absentia for a 4-year term ending 23<sup>rd</sup> February 2028. DW sent apologies for absence. AB briefly introduced DW.

#### 4. **Confirm Minutes of LGB Autumn 2023 Meeting (17<sup>th</sup> November 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.

- **Monitoring Visits and Working Group – to be discussed in item 12**
- **Governor Training – to be discussed in item 12.**

#### 5. **Confidential Matters**

None were raised.

#### 6. **Head of School Report**

The Head's Report has been made available to all governors. AB raised key points. Summary of significant data received was positive. The school is above the national average for EYFS data in the last academic (in previous meeting national averages had not been released). Data at the end of the Autumn term 2023 shows that 76% of EYFS pupils are on track to achieve a GLD at the end of the academic year 2023/24, which is an increase of 66% from baseline in Autumn 1; 81% of EYFS pupils and 71% of Year 1 are on track in Phonics; the vast majority of pupils have made expected or better progress in all subjects (Reading 75%, Writing 80%, Maths 76%) and the

majority of PP pupils have made expected or better progress in Reading (69%), Writing (71%) and Maths (74%), which is fairly in line with non-PP pupils. **How is the new Writing programme being received?** Implementation of the Literacy Tree Programme for Writing is continuing to have a positive impact, although this needs a full year to demonstrate full impact. The number of health referrals has increased. **Is there a reason for this?** Generally, it is because children and families need support, e.g. with home life or mental health.

External monitoring has taken place and was positive. Neil Swait (Trust Improvement Officer) monitored Curriculum and Debbie Saunders (Trust Improvement Officer) monitored Visible Learning. Maths and Art were also positively monitored. **Are Year 6 on target for Maths?** Although the Autumn 2023 data for Year 6 demonstrates that 75% are on track for ARE with 93% making expected or better progress, it remains the weaker subject in recent SATs Practice. **Is there a reason for this? What are you doing to strengthen Maths?** One of the reasons for this is current coverage. Increased tutoring leading up to Year 6 SATs is taking place but this will have an impact on the budget as schools have to contribute more to the cost of it. Writing and Geography monitoring will take place this term. The Trust have initiated a share & best practice peer-on-peer review of WHA by Claire Bader (Headteacher of Coads Green) and Louise Hussey (Executive Headteacher of St Catherine's and Lew Trenchard) and all was positive. Internal moderation is carried out termly by subject leaders to quality assure termly judgements.

Behaviour has improved across the school. The new Behaviour Policy has been implemented in line with Government requirements, Rights Respecting Schools and Trauma Informed Schools. **Is the Rights Respecting Schools' programme proving successful?** Yes, the curriculum is having a positive impact on behaviour and we are now working towards the UNICEF Rights Respecting Schools Gold Award. There have been no incidents of bullying.

The School Secretary (Mandy Zoffman) will be leaving in May after 33 years at the school. AB commented that Mandy will be sadly missed. Recruiting a replacement will be a high priority.

All KS2 classes are either full or nearing full with KS1 classes being lower. School tours for potential new pupils are continuing and have been very well received by parents and children. 36 applications have been received (17 first place, 19 second place) for the Foundation Year, but final figures aren't available yet. **Are the figures higher than last year?** No, they are lower. **Is this a national trend?** It appears to be. It could be that there was a low birth rate in 2019. AB and SJ are trying to visit as many pre-schools as possible in the area, but many have still to respond. 7 new pupils joined in the Spring term.

Whilst attendance looks low at 94.1%, this is above the national average, although it still isn't back to pre-covid figures. The Education Welfare Officer Service is not offering the same service as hoped-for this year regarding attendance. **How is poor attendance dealt with?** AB sends letters to parents of absent pupils and holds Attendance Clinics. **Is there still confusion around the rules (especially covid testing)?** Yes, there is, even though the government recommendation is that children don't need to test. It is a parental dilemma whether to send children into school when they may infect other children. **Is there advice regarding when to send children to school?** Yes, there is a flow-chart. AB will look at re-sending this to parents. **How much absence is due to holidays?** This does happen quite often. Some families are prepared to do this and pay the fine. **Has anyone actually been fined?** Not to our knowledge, as this isn't part of the Trust's policy/standard operating procedures. **What happens with the child's schoolwork when they are on holiday?** The school can't send work to the child as the absence is unauthorised. There is still an issue with absent EAL children. Taking prolonged absences. **Do absent children affect the end of year stats?** Yes, and this is not taken into consideration by the DfE/Ofsted.

A variety of enrichments and trips for all classes are taking place this term including: Year 1 and 2 Eden Project trip; Year 3 and 4 'Farm and Country' day at the Royal Cornwall Showground; Sustrans workshops; NSPCC workshops; Biffa workshops; KS2 Cornish Show; attendance at Trust events including the Computing event; Year 4 sessions to the Trust Centre for Sustainability Education (previously Woodland Centre) with Year 1 attending in the Summer term; sports events; county events (e.g. Lego League) and many community events. **Have the swimming lessons been reinstated?** Yes, swimming lessons are taking place this term for Years 2 & 4, with sessions for Years 3 & 5 and additional lessons for Year 6 in the Summer term.

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

#### 7. **Improvement Plan & Data Analysis**

The Improvement Plan has been made available to all governors. The Working Group looked at the AIP and all was in order. Most of the data is ongoing and will be finalised at the end of the year. Maths has improved and the next data drop will be before Easter. Year 6 are making progress; Reading and SPAG have improved, although Maths still needs improvement. Maths Tutoring has increased and Josh Bullock (Maths Lead) regularly checks which areas need improvement. **Can the school provide more support for Maths?** There has been a learning mentor from September with tutoring in place from November up until SATs for Year 6, focusing on Writing and Maths. The vast majority of pupils (97%) are secure in Phonics by the time they leave KS1. The governors were happy with the AIP report and no further questions were raised.

#### 8. **Safeguarding** (inc. SCR, Safeguarding Audit Action Plan)

AB raised key points regarding the audit. A few children are going through the Early Help process. This number is increasing. There are no children on Child Protection. KCSiE was shared with stakeholders in the Autumn term and all staff completed KCSiE Update training. MyConcern is an excellent platform for recording safeguarding and behaviour incidents. Termly filtering checks have been shared with all governors. AB has asked ICT4 if there is a filtering monitoring reference guide/check list. The S157 will soon be completed. This is a peer review year which will take place before Easter. **AB will share this report with JH and AR when available.** All staff have completed GDPR training and most have completed Cyber Security training (although there was an error in the system which has now been rectified and staff have been reminded to complete Cyber Security training as soon as possible).

AR met with some of the children and her Safeguarding report has been shared with all governors. The children felt that their teacher was their "Safe Person" and knew who to contact and where to go if they felt unsafe. The children were aware of online security. The SCR has been checked and all is in order. The SCR check includes all staff and governors' DBSs.

JC apologised that she had to leave the meeting at 10.30.

#### 9. **Review Vision & Values**

AB did a lot of work on Vision & Values last year and is currently working with pupils regarding the school's vision. NV met with children regarding this and AB is promoting this in the Pupil Parliament and also in whole school collective worship.

#### 10. **Launceston Pre-School/EYFS Statutory Framework**

JC met with Danielle Edgson (Pre-School Manager) and their report has been shared with all governors. There are 18 children attending, with 3 more starting after Easter. 11 will be leaving in September. A new member of staff has recently joined but staffing is still an issue. The number of children with SEN has increased. The Pre-School are continually focusing on Ofsted's recommendation of engaging parents with healthy eating and providing home schooling packs for the younger children as well as the school leavers.

## 11. Compliance

GDPR and Cyber Security have been discussed in item 8. AB is the school's Health & Safety Lead and all checks have been carried out this term. Everything is compliant. AB is looking at the safety and security of some of the newer exit doors.

## 12. Governor Monitoring & Training

### Monitoring Visits

- **P.E. Provision - AR to meet with Josh Bullock (Year 2 Teacher, P.E. & Maths Lead) – carry forward**
- **Improvement Plan Review (Working Group) - JH will forward report**
- Website Compliance – completed by JH and report shared with all governors
- **Online Safety (JH) – AB has sent invitation to JH for the Trust's next Online Safety meeting**
- Curriculum – to focus on Maths (NV) - completed - report shared with all governors
- Safeguarding (AR) - completed - see item 8
- Pupil Voice (NV) – completed - report has been shared with all governors.

### Monitoring for Next Term

- **Improvement Plan review (Working Group)**
- **Next likely Improvement Plan priorities (Working Group)**
- **PPG impact and provision for next year (NV)**
- **PE impact and provision for next year (AR)**
- **Safeguarding (AR)**

**AB will send dates to governors for Working Group and other visits.**

**AB and JC will meet to discuss swimming.**

**A reminder that the Trust Sustainability Working Party is on 17<sup>th</sup> April, 9.30am at Central Office.**

### Governor Training

Cyber Security – AM 12/12/23, NG 8/1/24, AR 7/2/24, NV 4/1/24, JH 14/1/24

GDPR – AM 18/1/24, JH 22/1/24, AR 22/1/24, NG 21/1/24

KCSiE – JH 29/1/24

Safeguarding – NG 29/12/23, JH 26/1/24.

GDPR training now needs to be renewed annually.

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

**NV to complete GDPR training.**

**All governors to return completed Skills Audits to AC.**

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

**Chair's Meeting with CEO – scheduled to take place later this term.**

## 13. Policies for Review

No policies are currently due for review/agreement.

**The SEND Policy is due for agreement at the next LGB meeting.**

#### 14. Any Other Business

(Brief matters for notification only)

AM raised a concern about a group of parents who appeared to have a misunderstanding of the new Behaviour Policy. AB assured governors that this had been resolved, but will send a ClassDojo post to parents reminding them to discuss any problems with school staff.

#### 15. Date of Next Meeting

The date of the next meeting is Friday 21<sup>st</sup> June 2024, 9.30am at Trust Central Office.

The meeting closed at 11:10 am.

#### Ann Cullum

##### Local Governance Officer

#### Distribution List:

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