



7/7/2022

## MINUTES

### Local Governing Board; St Stephens Community Academy

Wednesday 6<sup>th</sup> July 2022 at 5.30pm at St Stephens School

#### 1. Welcome and Apologies

**Present:** Joan Heaton (Chair), Maura Furber (Head Teacher), Kathy Walsh, Sophie Hughes, Martin Cornish, Paul Dickens, Bonnie Soanes

**Apologies:** Sue Tierney (Vice)

**In Attendance:** Ian Wilkinson (Trust Board Director), Toni Martin (Governance Officer), Ann Cullum (Local Governance Officer)

ST's term ends in November (prior to next meeting). All governors voted for her to continue for a 2<sup>nd</sup> term if she is willing. ST has confirmed she is willing to continue and the registers will be updated to reflect another term.

#### Appointment of New Governor

The Board welcomed Bonnie Soanes who volunteered to be a co-opted governor. BS was voted on as a co-opted governor for a 4 year term ending 6<sup>th</sup> July 2026.

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

None relevant to this agenda. BS submitted annual declaration.

#### 3. Confirm Minutes of LGB Spring Meeting (30<sup>th</sup> March 2022) and Matters Arising

- Carry out parental survey & pupil voice (possibly amalgamated with mental health questionnaire?) (MF) *carried forward – see item 11*
- Monitoring visits - *see item 14*

Decision made to accept minutes as true and accurate record of meeting. Chair signed copy.

#### 4. Confidential Matters

MF updated governors on some staffing changes that will be known publicly soon.

#### 5. Headteacher Report

Report available for all to read. It was noted that the percentage of disadvantaged and free school meal children has risen again. **Are the children awaiting EHCPs likely to remain in mainstream school?** MF explained the staffing, spaces available and the appropriate settings for children with EHCPs (this was a general discussion and no reference was made to any specific children).

Pupil surveys available on the website; all positive and the children feel safe. Things for consideration include relationships and curriculum improvements. -Parental survey is also on the website; there were 37 responses. The vast majority are happy with most things, although despite governors attending school events, parents would like to see more governor presence at school. This wasn't helped by covid restrictions and will improve in future. Uniform policy was

also briefly discussed. **When was the previous parental survey done?** This was prior to covid. More recent surveys were not possible due to covid, and during covid there was plenty of engagement anyway due to the remote learning requirement. **Will the questions be the same on the next survey?** Yes or similar.

Governors agreed that it was pleasing to see the positive comments about what the school is doing well; safe environment, great teaching, support for children that are different to name but a few. The recent school Sports Day was a very enjoyable and inclusive occasion; it was good to see the children so happy and engaged in these sorts of activities again.

Attendance was discussed briefly. **Have you had any issues with covid cases rising in school?** No, not at this time. MF raised key points from the pre-inspection audit which is available to governors. Current strengths of the school are EYFS, Early Reading, Phonics and Maths, plus the many enrichment activities and the inclusion/provision of disadvantaged and SEND pupils. Teachers are currently working on improving pupils' Art, IT and Science, where there is good progress.

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

MF commented that children are very supportive, happy, engaging and showing many other positive qualities.

Taking the whole child into account and the knock effects of covid lockdowns, the SAT results were very good. They were all in line with national figures and Maths was above national figures. Covid has had an impact in Writing, Science and SPAG (GPS) lower down the school. KS1 SATS are much lower as covid had a real impact on early years. Y3 and Y4 are also year groups to be targeted.

MF noted the results having de-aggregated from the ARB results. Reading is 74% national average with SSCA at 72% and 45% at GDS. Maths is 71% national average with SSCA at 76%, 73% with ARB, and greater depth at 21%. GPS is 72% national with SSCA at 69%. Writing is 69% national with SSCA at 69%. Science was 79% national with SSCA at 69%. Combined is 59% national with SSCA at 59%. MF and the governors are very pleased that these results are in line with national especially given the deprivation, vulnerability and knock-on effect of covid lockdowns. MF is full of praise for the teachers and everyone involved in helping the children to progress so well and the governors thanked the staff for their hard work. It is hoped that the DfE will fund more tutoring provision next year so more progress can be made.

**Are there any deep dives planned?** MF said these are ongoing and explained the process, the school is in a good position going forward. Priorities for the improvement plan for next year were discussed and are likely to be: Writing (as disruptions from covid still require this to be a priority), further embedding the curriculum, middle leadership development, further embedding TIS and SEND.

#### **7. Curriculum**

The school makes no charge to parents for children's extra-curricular provision; this is funded through PPG and PE fund. There are clubs for Homework, Art & Crafts, Athletics, Football (Plymouth Argyle) and others. There have also been residential and day trips as continuing enrichment activities. It was confirmed that 97% of PPG, EAL and SEND children engaged with clubs and enrichment activities. Wrap-around care was discussed but at the moment this must be viable-MF to sent out a survey before the end of term . Breakfast Club is enjoyed by all children and in some cases needed.

The governors discussed the curriculum. They agreed that EYFS, early reading, phonics, maths and enrichment for the whole child is a strength of the school. The additional provision for SEND children to ensure they get the most from their time at school was commended, although MF noted that this is sometimes at odds with Ofsted's view that SEND children should spend as much time in the classroom with the others as possible.

Due to the short notice attendance at this meeting, BS apologised that he had to leave the meeting due to another appointment. He looked forward to engaging as a governor in the Autumn term.

**8. Five Year Ambition Plan**

The initial plan has now been completed but will be reviewed on a regular basis.

**9. Safeguarding / Health & Safety**

PD met with CP; CP is very knowledgeable and answered all of PD's challenges very well and he learned a lot. SCR is up to date and no issues. My Concern was briefly discussed. All staff training complete. **Do you have many safeguarding concerns raised across the term?** MF reported that it is around 10-15 a day, mainly raised by teachers. Some are dealt with at school level but occasionally police or social workers are contacted. MF, CP and any other appropriate people are kept informed on a need-to-know basis. **How has the Confide policy regarding concerns about members of staff been received?** MF has had no referrals and the staff understand the intention of using the system.

MF briefly updated the governors on H&S and premises matters. **Are any safety works being planned for the summer holidays?** Yes, fire safety work to comply with regulations. Heating has been serviced and all is working well. A new security fence will be installed as soon as possible as Condition Improvement Funding (CIF) has been received.

**10. SEND & SEND Local Offer**

SEND local offer is on the school's website and will be updated for September. Unlikely to be many changes to the current version.

**11. Parental Survey**

Discussed in item 5.

**12. GDPR**

GDPR compliance audit has been complete. It was confirmed that all staff training is compliant. **How long are you storing information and is it all electronic now or paper copy?** MF explained in detail what is being done with information storage.

**13. Staff Matters**

Staff survey was generally positive, any disagreements were Trust based matters. Covid has made life difficult in many areas, especially trying to catch up from covid and the monitoring visits. While it was acknowledged that these are important for the team to improve the curriculum and be well prepared for Ofsted, it was also noted that subject leaders have to focus resources and sometimes the questions being asked didn't always seem the best use of their time. Staff workload and well-being needs to be considered, and teachers should know where to focus their efforts. That said, it was acknowledged that the pre-inspection audit was helpful and supportive. **Do you, as the Head complete, a staff survey?** Yes MF completes it. MF noted that she has a very supportive team. **How does the St Stephen's staff survey compare to other**

**schools in the Trust?** Workload has been difficult everywhere due to having to catch up on learning which was lost during covid. The school audit was very useful and showed that staff were very supportive of each other and work well as a team. **How has this audit helped individual teachers?** Staff health/wellbeing is identified as a critical balance.

#### 14. Governor Monitoring & Training

##### Monitoring /visits

- Safeguarding visit and meet with Claire Paul (PD). Complete. *See item 9 above.*
- SEND visit with SENDCO and KW (SH & JH); *carry forward. It was noted that KW is taking on the role of SENDCO at Windmill Hill Academy for 2 days a week but will remain at St Stephen's ARB for 3 days a week.*
- Review impact of PPG plan and discuss PPG plan for next academic year. Complete
- Conduct Pupil Voice, including asking children about their learning (SH) – *carry forward. PD will also speak to children regarding safeguarding at the same time.*
- Conduct an EYFS visit (ST) – *carry forward.*

##### Governor Training

MC completed Safeguarding training 25/3/22

JH completed Visible Learning training 10/5/22

**SH to complete DBS – in progress, documents check**

**SH & ST to complete Safeguarding and Prevent training as soon as possible**

Governors to send in copies of training certificates so that records can be updated.

**Online cyber security training to be completed by all - this should be available in September.**

##### **Monitoring agreed for next term:**

Monitoring based on priorities in the improvement plan

- **Pupil Voice including safeguarding – SH/PD**
- **SEND monitoring – SH/JH**
- **EYFS/Curriculum – ST**
- **Safeguarding – PD**
- **Writing - MC**

TM noted that Visible Learning is very embedded in everything that the schools do now so it is often not discussed on its own like it used to be. Governors agreed and this is considered a positive. However, there is still a need to gather evidence for the next level of accreditation. Governors were asked to note VL more explicitly in their meetings and monitoring visit reports.

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

JH met with the trust CEO on 30<sup>th</sup> June. Report is available for Governors. JH raised key points, particularly that good progress is being made in the school. Reading and Writing is a priority but evidence from parents regarding reading is needed. Self-evaluation of the curriculum is very important as is personal development for all staff. The Trust will support staff on an individual level as required going forward. There is a need to triangulate evidence from staff, parents and pupils in order gain an accurate picture.

#### 15. Any Other Business

MF mentioned that numbers for Foundation are very low for 22/23 sitting at only 14 (for a PAN of 30). One reason could be because of new-builds where new residents are closer to another school. St Stephen's Pre-School has good numbers and there is a waiting list for year 1. **Does St Stephen's have any children from the Ukraine?** No not presently. The governors briefly discussed school leavers.

**Given the white paper, does the Trust intend to take on new schools?** It would need to be a mutually beneficial arrangement between the Trust and the school for this to occur. **Are there many other small Trusts in Cornwall?** There are a variety of sizes, small and very large but

geographically spread trusts. Our Trust ethos has always been to keep it 'local' and not to grow for the sake of it, seeking quality over quantity. The governors agreed this is a good ethos.

TM mentioned that future Agendas will be slightly altered, listing all compliance subjects under one heading to be discussed by exception as required.

TM advised the Governors that Trust Board committees have been reduced from 4 to 3. Finance, Staffing & Premises; Learning, Standards & Safeguarding and Audit Committee. This is to make more use of the Trust Board members skills so that they can be used to support local governing boards when they require it such as low numbers, new governors or new Chair, forthcoming inspection and the like.

**16. DONM**

Date of next meeting will be Wednesday 23<sup>rd</sup> November 2022 at 5.30pm at the school.

Meeting closed at 7.45pm.

**Ann Cullum**

**Local Governance Officer**

**Distribution List:**

J. Heaton – Co-opted Governor (Chair)

M. Furber – Head Teacher

K. Walsh – Staff Governor

S. Tierney – Co-opted Governor

P. Dickens – Co-opted Governor

S. Hughes – Co-opted Governor

M. Cornish – Parent Governor

B. Soanes – Co-opted Governor

W. Hermon – Executive Head/CEO

S. Tavener – Chair, Trust Board