



31/3/25

MINUTES

Spring Term Meeting 2025

Local Governing Board: Callington Primary School

Wednesday 12th March 2025, 2pm and Thursday 27th March 2025, 2pm both at the School

1. Welcome (including Trust Identity) and Apologies

12th March 2025

Present: Justine Collins (Chair), Antony Fugill (Co-Head), Hannah Loss (Co-Head), Clare Mitchell

Apologies: Emily Bland

In Attendance: Ann Cullum (Local Governance Officer).

2. Declarations of Interest Relevant to this Agenda

None declared relevant to this agenda.

3. Governors

EB agreed by email to take on Whistleblowing and PPG.

Recruitment/advertising for new governors. **HL to advertise on social media.** CM asked a family member who had expressed an interest in being a governor, but unfortunately they are no longer interested. .

AF and CM confirmed access to Sharepoint. **EB to confirm access to Sharepoint.s**

4. Confirm Minutes of LGB Autumn Meeting (26th November 2024) and Matters Arising

The governors agreed to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

- **Governors to agree 2025-26 Term Dates - carried forward.** Agreed
- **PPG Review & Next Academic Year Plan – carried forward.** HL is meeting with the Finance Team regarding the use of the budget. **HL to liaise with EB.**
- **Monitoring Visits and Working Group – to be discussed in item 14**
- **Governor Training – to be discussed in item 14.**

5. Management of Top 3 Risks

1. Number on roll/financial sustainability – numbers are at 376 which is an increase on this time last year, but restructuring will still need to take place and voluntary redundancies are planned. *See also item 7. **Are there more SEN children?*** Yes, there are new children who have joined as they are not satisfied with the SEN provision at their current school.
2. Representational risk due to amalgamation of classes
3. Recruiting.

6. Confidential Matters

AF shared confidential staffing matters which are recorded separately in Confidential Minutes.

7. Heads' Report

The Heads' Report has been shared with all governors. **What were the findings of the monitoring of Geography and Science?** We felt that Geography was our greatest weakness so when we moved to CUSP (Curriculum with Unity Schools Partnership) we decided to continue monitoring this

subject. **How did you evaluate this?** By Pupil Voice mainly. We noticed that pupil observation was poor and we have started using Pupil Book Studies, which is a monitoring matrix. CUSP has a very specific sequence of learning, encouraging children to talk about prior learning. We need to put extra support in some areas to fully embed this. Our aim is to use this for all subjects by the end of the year. Science monitoring is taking place tomorrow. **When do you expect to see an improvement in the children?** We can already see that children are retaining more knowledge and there is a real depth to their learning. CUSP is very structured in its approach, which is excellent for all children, but especially the SEN children. **Are the children enjoying the lessons more?** It certainly seems so, even though there is a lot of work to get through in one lesson. This can be a challenge for the younger children. **It would be worth governors asking children this question on their visits. Are the other Trust schools using CUSP?** No, we had just started using this when we joined An Daras. It is therefore important for us to get the curriculum right and keep a strong consistency.

How was the review of the Behaviour Policy? The 'CPS Way' is good, although lack of consistency needs looking at and there are elements that need work to refine it. We have tried various incentives, some of which have been successful. **How are you measuring the positive behaviour?** On Arbor we focus on negative behaviour but we have only just started recording positives. The 'CPS Way' is particularly helpful when staff are struggling with knowing how to deal with a specific behaviour problem. We have Nurture Rooms which are used for deregulating children. The principle is good for isolating the deregulating child as it is a safe space for that child, plus it alleviates the disruption. **What do they do in there?** Various activities like Lego, drawing and so on, then schoolwork when they are calm. **Do you feel children might deliberately misbehave in order to get into the Nurture Room?** Yes, but the staff who manage the rooms are very observant and know when the child is ready to return to the class. We have had very few instances this term and children are saying that they are now enjoying school and feel safer in school.

When do you expect to see an improvement in learning through The Literacy Tree? We have bought The Literacy Tree materials and staff have had training, but we aren't rolling it out until September. We are currently trialling it with Y1 and Y5. **When do you expect to see an impact?** Hopefully by the summer term.

On the risks and challenges identified, do you have plans to mitigate restructuring? Yes, there are year groups that don't gel together and there is often a broad spectrum of skills in one class. We have developed classes with shared needs, regardless of the year group, which will give the opportunity to select the right teaching staff for the class. If we can manage our resources wisely it will benefit the children, especially the vulnerable children. **Will you replace any TAs who leave?** Hopefully we will be able to, as TAs are especially important for interventions.

Has the staff training been well received? Amy Hooper (Cornwall Literacy Lead) has done work with EYFS and Rebecca Brewer (Trust Curriculum Consultant) has done similar work with Capabilities. Both of these have been well received and staff have largely found them very useful. **Is there anything you need for the school?** We do need more time in school and less in meetings. In the summer term Callington's priority will be curriculum mapping.

At 3.15 AF and HL needed to leave for a staff meeting. The LGB meeting was adjourned until Thursday 27th March at 2pm.

The meeting resumed at 2pm on Thursday 27th March 2025.

Present: Justine Collins (Chair), Antony Fugill (Co-Head), Hannah Loss (Co-Head), Emily Bland

Apologies: Clare Mitchell

In Attendance: Ann Cullum (Local Governance Officer).

How have teaching WalkThrus been working? HL explained about this scheme. This was modelled with staff on an INSET Day so it can be rolled out throughout the whole school, from nursery to Year

6. There has been a significant increase in teachers using this consistently, which is having a positive input, particularly on SEN children.

Regarding CPD – how long do teachers have to carry out these procedures? It depends on what type of CPD, for instance WalkThrus took three weeks. Some need longer to embed with more monitoring and training. **Who leads CPD?** It's a mixture between AF and HL will monitor the timetable and Emma Truscott (Maths Lead and Curriculum Lead is looking at CUSP. Debbie Bartlett (Academy SENDCo) has been monitoring this. **Are you having more support from the Trust with monitoring?** Since January, our SLT capacity has halved and we are considering requesting more support. Our priority for the summer term is around our curriculum design. We have also just produced 30-60-90 Day Plans which should be fully embedded by September. We are running at capacity and need time to sit down with each lead and map out their timings and curriculum. Strategically leadership has been severely curtailed. We are mainly supporting the day-to-day running of the school. We need additional time now to cover the strategic side of things, particularly the SLT. **Is this affecting school trips and other enrichments?** It's not preventing anything taking place, but it is relying on the same core members of staff all the time. **Are the Cornwall Enrichment Week and other trips being affected by budget?** Yes, we are still hoping to take the children to London but we rely on parental contributions and parents are struggling financially.

Do you have any suggestions as to why boys seem to under-perform in Writing yet girls under-perform in Maths? Boys find writing without a purpose difficult, which is why The Literacy Tree is progressing well. Maths tends to appeal more to the boys than to the girls. **Beyond that approach are any other efforts being made?** Yes, it will feed in through the curriculum. We do need to think about how this will progress. These are challenging perceptions.

There are quite a few staff absences, how do the rest of the staff feel about the staffing gaps? Staff are tired as they are having to take more teaching and other issues on board. There are national benchmarks at this time of year which are always stressful. **Are the Heads looking after themselves?** HL works for three days and is struggling to fit this in. The Heads feel they are juggling so many things that they haven't had chance to meet together and discuss the school. Headship is a busy job and we are still familiarising ourselves with the Trust's way of doing things. Our capacity is stretched as we are having to teach as well. AF also drives the minibus. Capacity is so tight that it feels like 'precarious Jenga'. This is apparently typical of 2-class entry schools. Hopefully this will be less of a problem in September.

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

8. Improvement Plan & Data Analysis

Our data drop is next week and HL will analyse this. We have moved to NTS assessments which caters for GaP analysis and gives much more detail. When we have the data we will post this on Sharepoint for the governors to see.

9. Safeguarding

All governors confirmed that they have received and read the ADMAT Termly Safeguarding Update as part of their ongoing Safeguarding training. EB confirmed she has watched the KCSiE Update video.

How responsive have MARU been this term? We are still waiting for a protection plan after the meeting 6 months ago. We are being referred a lot to Early Help. As soon as an external agency is involved we need to consult through them. What has been the impact on you. Debbie Spurr (Family Support Adviser) steps up and is very efficient and a real asset. **Have you had any Local Authority Designate?** No. **Regarding Attendance, you have quite a high absence rate, would your lack of staff have an impact on your non-class-based strategy?** The non-class classroom is probably 24 months away. Kate Foster (School Secretary) is being trained in this, as recommended by the government in the guidance in Working Together to Improve School Attendance 2024 amendment.

We have a RAG rated system for sending letters to parents of absent children. **How do you check online safety?** ICT4 use SENCIO and if anything flags up the school will be notified. **How are you keeping pace with AI?** We have linked with Crofty Trust and had a meeting about how they are using AI. Some Trust staff have bought an AI package and AF sent out an email advising that as yet there is no specific guidance. Mostly AI is being used by staff for TeachMate. We have an IT working party that will meet after Easter to discuss how AI will be used throughout the Trust. We need to ensure we have a robust safety check in place. **Will the children be taught about AI?** Yes, we have a broad enough curriculum that promotes safety online. **How do we keep children safe online?** We will need to change the provision we provide as I.T. expands.

10. SEND

There is a significant increase in children being monitored for SEN; is this across the school or specific age groups? It is early years and the pre-school. Across the board younger children are coming in with special needs. We don't know why but there are generally more children starting with special needs. **Are you having to do more assessments?** Yes, we need to. We are investing in an Welcomm SLT package where we can tailor interventions for SLT. **Do you have the capacity for this?** Not at the moment. We will identify the children and there is scope within Welcomm and within other Trust schools to look at how other schools make the interventions work. **There is an increase in EHCPs. How are you supporting these children?** As best as we can while we await the funding. **If you're not meeting the needs, what are the consequences if all the interventions aren't met?** The child will find learning much more difficult. We don't have the resources to do everything we'd like to. **Are SEN children taking part in enrichments?** Yes, they are invited to all the interventions, trips and residential. We can adapt the programme to include the SEN child. **Is your SENCO feeling supported?** She feels supported but doesn't have enough time to fulfil everything she wants to do. **Do our children have a good understanding of SEN?** They understand some special needs, although they struggle to understand why an SEN child dysregulates. There is a difference between understanding and tolerating special needs.

11. EYFS statutory framework

This is changing from 1st April. **HL will share relevant information with all governors.**

12. Pre-School

This is facing the challenge of needs coming into the school. There are over 40 on role and some have substantial needs. **What percentage stay on for main school.** Almost of them are 'school ready' and come to us. 38 are expected to start in September with 63 leaving, which represents £250,000 of budget. It is important to ensure that the pre-school works effectively. We are pretty much the only pre-school in the area. The Sensory Room has been widely used by all children. This has been very useful and very positive feedback has been received.

13. Compliance

Cyber Security and GDPR have been completed. Ray Clarke (Trust Health & Safety Consultant) has completed a health & safety inspection. **Has a lockdown drill been repeated?** No, not yet. This is very stressful for most of the children.

14. Governor Monitoring and Training

Governor Training

CM – Governors for Schools Intro to School Governance 9/1/25

JC – EDI 27/11/24, Safer Recruitment 13/1/25, SEND Link Governor 10/02/25, Cyber Security 11/02/25 plus various other Safeguarding and other training.

Governor Training outstanding – to be completed as soon as possible

CM and EB to complete Safeguarding, Prevent, Cyber Security and GDPR Refresher training.

EB to complete a Local Governors' Course

Bios required from all governors for school website.

Skills Audits required from CM and EB.

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

Monitoring and Working Groups

- Website compliance / On-line safety – completed, **report to follow, AF to speak to Neil Swait**
- Improvement Plan review (Heads) – completed, **report to follow**
- **Curriculum (HL) – carry forward**
- Safeguarding (JC) – completed, report shared with all governors
- SEND (JC) - completed, report shared with all governors.

Monitoring and Working Groups for next term

- **Improvement Plan review (AF/HL)**
- **Next likely Improvement Plan priorities (AF/HL)**
- **PPG impact and provision for next year (HL/EB)**
- **PE impact and provision for next year AF/CM)**
- **SEND (JC)**
- **Safeguarding (JC).**

Monitoring Timetable pro forma

JC advised that the pro forma would be used to collate all governor visit forms. Governors are to complete the visit forms as normal and send copies to AC for posting on Sharepoint and to JC for summarising on the Monitoring Pro Forma before the LGB meetings. It would be ideal if governors could carry out monitoring visits in the first half of the term whenever possible.

Chair's Meeting with CEO

Due to difficulties with emails, Jo Callow (Deputy CEO) has not yet been able to meet with the Chair.

15. Trust PR Strategy Guidance

Governors are requested to familiarise themselves with this document.

16. Statutory Policies

The Behaviour Policy is pending. The PHSE/RSE Policy, Accessibility Plan and First Aid Policy will be sent to all governors for approval before posting on the website.

The SEND Policy and Local Offer must be approved at the next meeting before posting on the website before September.

Governors are requested to be aware of the Trust updated Complaints Policy.

17. Any Other Business

None.

18. Date of Next Meeting

The date of the next meeting was agreed for 1.30pm on Thursday 26th June 2025.

The meeting closed at 3.15pm.

Ann Cullum

Local Governance Officer

Distribution List:

Justine Collins – Chair/Co-opted Governor
Clare Mitchell – Parent Governor
Emily Bland – Parent Governor

Jo Callow – Deputy CEO
Steve Tavener – Chair, Trust Board
Antony Fugill – Co-Head Teacher
Hannah Loss – Co-Head Teacher