



An Daras Trust
Igniting Curiosity Growing Capabilities

Callington Primary School

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Co Head Teachers – Antony Fugill & Hannah Loss
Chair of Governors – Justine Collins, jcollins@andaras.org

4/12/25

MINUTES

Autumn Term Meeting 2025

Local Governing Board: Callington Primary School

Wednesday 26th November 2025 / 1pm at the School

1. **Welcome (to include Trust Identity Recap) and Apologies**

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

Apologies: Peter Salisbury (new Co-opted Governor)

In Attendance: Ann Cullum (Local Governance Officer).

The Chair briefly recapped the Trust Identity and focussed on ensuring children in our local area have the opportunity to have effective education. HL highlighted that we continue to work well together as a Trust.

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

Pecuniary Interests form has been received from Peter Salisbury.

No governors have advised any changes in their pecuniary interests and no other interests were declared.

3. **Governors**

Elect Chair/Elect Vice Chair, appoint new governor

All governors would like JC to continue in office and JC confirmed that she is happy to do so for a further academic year. A Vice Chair will be considered when there are more members on the Local Governing Board. Peter Salisbury was appointed (in his absence) as a Co-opted Governor for a 4-year term ending 26th November 2029 and he was assigned the governor role of EYFS.

Update on progress on finding new governors

HL will speak to visitors at the Christmas Fayre and maybe hand out flyers.

Governors were invited to the school's Christmas events:

Christmas Dinner Day - 10th December

KS1 Nativity - 15th and 16th December at 2pm and 17th at 5.30pm.

KS2 Carol Concert in the Church - 17th December at 9am

4. **Confirm Minutes of LGB Summer Meeting (26th June 2025) 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.

- AC to send governor adverts to HL - completed
- Look at how we can promote governors. AF will include governors in the Newsletters and highlight the work of governors. HL will put bios on the school website. **AC to send 'Meet the Governors' requests to the governors.**

- EYFS statutory framework - this is changing and relevant information will be shared with all governors at the next meeting, including a Summary Document – **HL to send to AC to pass on to the governors**
- Look into funds available from any Callington Charity Trust. **EB to obtain the information from Kate Foster in Reception.**
- A competitive quote has been received for school fencing, which will be largely funded by the Parent Teacher Association
- Ask around for any old computers or iPads that could be refurbished for school use (ALL). Application for old computers/iPads was refused by the council as this is not possible due to GDPR regulations. The DFC grant (Devolved Formula Capital which is given to schools for capital projects to maintain buildings, grounds and infrastructure, as well as ICT hardware upgrades) is being diverted by An Daras to fund laptops/iPads for children - **carry forward**
- Analysis of data after the most recent data drop (HL). The next drop will be before Christmas and **JC asked HL to ensure the governors receive this data**
- Full review of SCR (HL) – *see item 10*
- Linking Pre-School and Nursery to Reception Classes – *see item 16*
- Monitoring Visits, Working Group & Training – *to be discussed in item 17.*

5. **Agree Term Dates 2026-27**

The governors approved the term dates and these can now be posted on the website.

6. **Confidential Matters**

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

7. **Heads' Report**

The Head's Report has been made available to all governors. AF asked if all the relevant information was contained and if governors needed anything else, or if any irrelevant information wasn't needed. AF was conscious that a 14-page report was a lot to ask governors to read.

Attendance is 93.1%, against the national figure of 93%. The Arbor system breaks down attendance in the statutory figure (which doesn't include nursery attendance).

How is AH working out as new member of the Senior Leadership Team (SLT)? This is going very well. Her focus is on Phonics and Writing and everything is really positive. **How are the class merges going?** This has been successful, although there have been teething problems, in particular social integration. Staff have struggled a little with mixed classes **What impact will this have on the children?** Attainment will be lower and there are a few behaviour problems. Mixed age planning is difficult and quality first teaching is being focussed at staff meetings. **Selected staff have received coaching – how were these staff selected?** The Trust have introduced StepLab (a professional development platform that supports teachers). Our school is currently trialling this with staff who require a little more confidence and they are being coached by the SLT. It is hoped that StepLab will be rolled out to all staff.

How is the management of behaviour problems going? AF has dealt with three suspensions this week. The behaviour problems are from the same small amount of children. **Is there a reason for this?** They are usually vulnerable children. We have looked at these problems and there are different reasons which the school is dealing with. It may be that teachers aren't dealing with the vulnerability correctly and not connecting with the child. We may need to look at employing more specialist staff. **What do you require from the local governors?** AF suggested that governors need to meet with parents of vulnerable children. This would fit well with the Parental Engagement work. The governing body are equipped with information to pass on to the parent. It would be good to have a governor presence for parents to talk to. HL is setting up a forum as part of the Parental Engagement. **Can a governor attend this?** That would be very useful. **JC suggested she could visit the school one afternoon a week to be available for parents to speak**

to her if they wish – AF will arrange this. Could certain key parents be invited? Again yes. This will be launched in the new year. AF suggested JC used the school meeting room and the Secretary will bring the parents in at the allocated time. AF will contact parents of the behaviour problem children initially and he hopes the parents will see this as the school really wanting to help.

Do the SEN children have clear targets (as there is contradictory information on the Exceptions Report)? We have had training from Debbie Bartlett (Trust SENCo) so every SEN child has their targets, which wasn't available for the Exceptions Report. The child's focus will be highlighted on their Record of Need and we are currently checking if the information therein matches our At Risk Register. **You said you are prioritising the needs of EHCP children, are these being met within the budget?** Budget constraints are a massive issue and we will be looking if needs are to be met by people or provision, and how best to address these. Sometimes additional staff hours is not always the best answer. **How do you increase SENCo availability?** This is not easy as the SENCo doesn't have enough hours to provide everything that the SEN children need. This is an ongoing problem as the need is increasing but the provision is not. Supporting a vulnerable child with special needs is a very difficult task. A school this size needs two SENCos or a full time SENCo, which isn't viable. **Have you reached any conclusion on the way forward?** We need more specialist provision, particularly in areas like how to support autism and other special needs. We need more Trauma Informed Schools trained staff, which again isn't financially viable.

Are you keeping pace with the PHSE curriculum and its changes? The PHSE curriculum is ever-changing and in consultation with parents we are looking at this with more time allocations and deciding what to teach the younger children. The curriculum doesn't always fit what is actually happening in the real world.

Are social care, police and other agencies involved when you have safeguarding issues? Police yes, but social care is intermittent and slow. We have good links with ICP (Initial Children Protection Conference) chairs. **What impact does this have when social care and other agencies delay their intervention?** It is very stressful and frustrating as we have information that we have passed on to the correct party but there is nothing we can do about it until the other agencies respond, and often they don't react quickly. **Can you explain what VIST is?** Violent Incident Safeguarding Team, which is the police protection reporting system that logs what the police have recorded involving a child in the school (e.g. domestic violence). Quite often the social workers ask the Heads if they can 'drive-passed' the home of a child at risk. We may also ring the parent and ask to speak to the child. **What happens if you can't?** We phone the police or involve MARU. AF does many welfare checks. We have a good link with Jo Adams, PCSO, who will intervene. **This is fully documented. Are you supported by the Trust?** We support each other. The Trust are very supportive and will check, but we could always do with more support, not just admin support but also moral and emotional.

You have recorded the number of behaviour incidents, suspensions – do the staff agree with the way you handle these? There are mixed feelings; mostly they are in agreement. If pupils who are misbehaving don't respond to the class teacher then one of the Heads will be called. Internal exclusions have been found to work better as pupils who are suspended and sent home enjoy spending a day at home whereas sitting in the Head's office is "boring". Generally parents are supportive of the suspensions. **How can you work with the teachers so that there is consistency of approach with behaviour management?** This is implemented through meetings and coaching, as there are different views and expectations and we need to ensure we are consistent.

Has the school felt supported by the Trust and the Education Welfare Officer? Yes, the new EWO has visited the school in person and has been very supportive. HL has been working alongside Maura Furber (EHT at Lewannick & St Stephens Schools) and Louise Hussey (EHT at St Catherine's & Lew Trenchard Schools) who have been very supportive in sharing ideas around Parental

Engagement and Attendance. A specialist in attendance will be visiting the school. Jason Troy, Cornwall Council, has been good support, as has Claire Paul (Trust Safeguarding Officer). It is good to have other people to discuss the subject with. HL will share the attendance figures from the Attendance Baseline Improvement Expectation (ABIE) with the governors. **Is attendance likely to improve this term?** No, because there is a chicken pox outbreak. Some children are dipping into persistent absences and we are in the bottom 9% of schools for persistent absences. Severe absence is 2.3% **What are the reasons for this?** Some are part-time timetables. We have an Attendance Action Plan in place but most of the absences are genuine illnesses. We will look at ABIE in the Spring term.

How are you finding the use of AI (Co-pilot)? AF reported that the school is finding it very useful. **Are you teaching children about the dangers of using AI online?** Yes, we are conforming to SCARF and have moved across to Project Involve which covers the e-safety side of AI. **How is the updating of the website going?** NS has sent an example check list and he will update his website check later this term.

The Chair congratulated the children who bring positive comments about the school in the community. AF will pass this on as the staff need to be aware how much this is appreciated.

The governors were happy with the Heads' Report and had no further questions.

8. **Improvement Plan and Data Analysis**

The AIP has been made available to all governors and the governors were satisfied with this. There is no new data as this term's data drop isn't available yet.

9. **Top 3 Risks for 2025-26**

These are the same as last year:

1. Number on roll/financial sustainability
2. Representational risk due to amalgamation of classes
3. Recruiting.

10. **Safeguarding**

This was largely covered in the Heads' Reports.

HL will contact PS regarding a DBS.

CM and EB still to complete KCSiE training.

11. **SEND**

This was covered in the Heads' Report. JC's SEND Reports have been made available to all governors.

12. **Attendance**

This was covered in the Heads' Report, together with Discipline, Behaviour and Exclusions.

13. **PPG Review and next academic year plan**

HL is in the process of finalising this and is meeting with Marg Basford (Trust Finance & Procurement Officer) on Friday to finalise the budget and allocations – **carry forward.**

14. **Pupil Voice**

Through our CUSP (Curriculum with Unity Schools Partnership) monitoring we have focussed on the Book Study subjects of History and Science. Pupil Voice will triangulate this and will focus on memory retention. AF encourages the children to share their views in the classroom and recently the children have said that there is too much happening in the afternoons. The biggest cause for concern is relationship problems, particularly outside of school online abuse. This isn't just in Y6 but also Y5 and Y4. We try our best to correctly educate children about this and frequently send

out reminders to parents. We have adjusted our curriculum to accommodate this. **Is there a way to send out step-by-step instruction to parents on how to correctly set up their children's phones?** Yes, but so many children have discovered a way around this and pass it on to other children.

15. Cornwall's Parental Engagement Framework

This was briefly discussed in Attendance. We have the same policy as St Catherine's and St Stephens and are focussing on communication with a whole school approach. We are also looking at training around the best use of Parents' Evenings and the correct way to deal with parental consultations. The document that has been adopted is apparently very easy to read. HL's next step in the Action Plan is a Parent Forum.

16. Pre School

The school is looking at how pre-school and nursery can be linked to Reception classes, ensuring that the children are "school ready" – carry forward. HL advised that the school is working with external agencies as well, making sure that the universal provision is consistent. Staffing changes are taking place in the Nursery which could be problematic.

17. Compliance

AF has checked and everything is compliant.

What systems are you using for Cyber Security checks? We use ICT4 and we have had no problems with this. **Are you satisfied that your Health & Safety provision is adequate?**

Everything has been checked but we are not compliant with disability access. **Will that be costly to put right?** Yes, but we are looking at all options and there are cheaper measures that could be taken to make this better.

18. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- **PPG Review & Next Academic Year Plan/Provision** – also discussed in item 13. PPG spending is being reviewed. HL is meeting with the Finance Team regarding the use of the budget and will liaise with EB, particularly to look into the good use of PPG money – **carry forward**
- Website compliance / On-line safety – completed, report available to all governors
- **Next likely Improvement Plan priorities (AF/HL) - carry forward**
- Improvement Plan Review (Heads) – completed, **report still awaited**

Agree Monitoring and Working Groups for next term

- **Website compliance / On-line safety (NS will be providing a new check list)**
- **Curriculum (JC)**
- **EYFS (PS)**
- **Safeguarding (JC)**
- **SEND (JC).**

Governor Training

JC - Safer Recruitment and various Safeguarding 09/25, Suspensions & Exclusions 3/3/25, Risk Assessment 3/10/25, KCSiE 3/9/25,
PS – Safeguarding 21/9/25, GDPR 21/9/25.

Governor Training Overdue – to be completed as soon as possible

CM to complete Prevent and GDPR training

EB to complete Safeguarding training

Bios required from all governors for school website and school newsletters.

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

Chair's meeting with CEO

This was a positive meeting and matters discussed included Well-being of Staff, Digital Standards, Exceptions Reports, changes to RHSE, Ofsted Update, Attendance, Disadvantaged/Vulnerable Children and Premises.

19. Trust PR Strategy Guidance

Governors were requested to familiarise themselves with this document and bring ideas to the next meeting – ongoing, carried forward. Parental Engagement will be good for promoting the school. Advertising on a banner outside the school would be very eye-catching. **EB will look into prices for this.**

20. Policies due for Renewal

The School SEND policy was approved by the governors, although there may be amendments in the pipeline.

Governors acknowledged that they are familiar with the School Safeguarding policy.

Governors reviewed the Trust Admissions policy as part of consultation process.

21. Any Other Business

None.

22. Date of Next Meeting

The date of the next meeting is Thursday 26th March 2026, 1pm at the school.

The meeting closed at 3.25pm.

Ann Cullum

Local Governance Officer

Distribution List:

Justine Collins	– Chair/Co-opted Governor	Jo Callow	– CEO
Antony Fugill	– Co-Head Teacher	Steve Tavener	– Chair, Trust Board
Hannah Loss	– Co-Head Teacher		
Clare Mitchell	– Parent Governor		
Emily Bland	– Parent Governor		
Peter Salisbury	– Co-opted Governor		