



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

**St Stephens Community Academy**

Roydon Road  
Launceston  
Cornwall PL15 8HL  
Tel: 01566 782303

Email: [governance@andaras.org](mailto:governance@andaras.org)

Head Teacher – Maura Furber  
Chair of Governors – Joan Heaton

16/7/24

## **MINUTES**

### **Summer Term Meeting 2024**

#### **Local Governing Board: St Stephen's Community Academy**

**Friday 5<sup>th</sup> July 2024 / 10am at the School**

**1. Welcome and Apologies / Trust Identity PowerPoint Presentation**

**Present:** Joan Heaton (Chair), Maura Furber (HT), Kathy Walsh, Paul Dickens, Cate Harvey

**Apologies:** Bonnie Soanes, Gary Jeffery

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

The Head explained the reasoning behind the Trust Identity and showed the PowerPoint Presentation to the governors. Aligned Autonomy is important in our commitment to continuous improvement.

**2. Declarations of Interest relevant to this agenda**

Nothing relevant was declared.

**3. Governors**

MF will advertise again for an additional Parent Governor. The Chair thanked all the governors for all their help and support.

**4. Confirm Minutes of LGB Spring Meeting (8<sup>th</sup> March 2024) and Matters Arising**

- **Monitoring Visits and Working Group** – *to be discussed in item 17*
- **Governor Training** – *to be discussed in item 17*

The decision was made to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

**5. Confidential Matters**

MF shared confidential matters which are recorded separately in Confidential Minutes.

**6. Head's Report**

The Head confidentially shared details of the Ofsted inspection which had taken place earlier in the week and the governors discussed the 2 provisional areas for improvement. As soon as the official report is available it will be shared with all governors.

The Head's Report has been shared with the governors and key points were raised. EYFS have made amazing progress, with GLD at 72% (on entry, baseline was 39%). Year 1 Phonics is 94% (83% when ARB pupils are included; 100% if EHCP pupil removed). Year 4 Multiplication was predicted at 68%. Targeted intervention made excellent impact - 76% achieved 20+ out of 25 including EHCP pupils (there is no national figure). £1000 was received from Kellogg's for Breakfast Club provision. A SEND Audit has been carried out by the Trust SENDCo.

**How will the budget restraints affect staffing?** Staffing and budget will be agreed by Directors on 9<sup>th</sup> July to ensure there is no deficit and we have the correct staffing to run the school. An ECT will be employed from September and we have been allocated a SCITT student for the Autumn Term through the Trust partnership (Confidential Minutes give further details).

**Are inroads being made to improve Attendance?** Yes, there is a positive impact of robust attendance targeting and attendance is now 93%, which is above the national average. We have made a very positive and effective impact, particularly to target persistent absentees..

**7. Improvement Plan & Data Analysis**

Multiplication has improved across the school at 76% this year; the tutoring has helped considerably with this. Writing is 74% (65% when ARB pupils are included) – the national average was 69% last year. Full data isn't available yet as SATs results are not due until next week.

**8. Curriculum**

Sports and voluntary activities are excellent. We have achieved the Gold Sports Mark Award for 2024. The P.E. Action Plan is now on the website. **Does PPG stay the same for next year?** Yes, and this has helped towards the swimming costs. Parental contributions have also helped. The swimming has been very well received throughout the school. Pupils attended a wide range of events, including inter-schools club, cricket, swimming for all year groups, personal achievements, Day of Dance, Sustainability, Music Nurture (funded by the Orchard Centre) and Pearl of Africa Music evening with Launceston college. There was 100% uptake by all pupils. We won the small school category in Big Walk and Wheel week.

Curriculum is published on the school website.

**9. Safeguarding**

PD has visited the school with Claire Paul (Trust Safeguarding Officer). PD reported that Ofsted were very pleased with safeguarding in the school. My Concern contains meticulous logs.

The SCR has been checked and is up to date.

**10. SEND and agree SEND local offer**

**MF will email the SEND Policy to the governors for their approval.** The SEND Local Offer is on the website and the governors had no issues with this.

**11. P.E. Review and next Academic Year Plan**

The Head's comprehensive P.E. Report has been shared with all governors. MF praised the staff and pupils for the Gold Award. The school has links with Argyle Football Club and the local cricket club. The school secured additional cricket coaching through the 'Chance to Shine' initiative which provided 6 weeks of excellent cricket training benefitting the children a great deal, and several have now taken up the sport out of school. The school targeted the EYFS/KS1 and ARB pupils for this enrichment. Funding for enrichment for SEN children is high on the agenda.

**12. St Stephens Pre-School.**

The pre-school continues to flourish. Staff will be reduced to 3 in September as the Apprentice is moving to Lewannick. There are 30 children on roll. Discussions are taking place regarding purchasing the pre-school building (instead of renting it). **Will this make a financial difference?** No, It is currently rent-free and Cornwall County Council has said it will give the building (which is located on the school grounds) to the school.

**13. Staff Matters**

- Views of Staff (survey/feedback) – this was very positive; staff enjoy working here

- Monitor welfare & workload, work/life balance – MH regularly monitors staff wellbeing
- Skills & Training – all CPD is up to date, including Prevent training for all staff.

#### 14. **Pupil Voice**

The pupils are very articulate and enthusiastic about the school. All the pupil surveys have been posted on the school website (under the 'Children' tab). The pupils are excellent advocates who are proud to be part of the team.

#### 15. **Parental Views and Engagement**

Excellent parental feedback has been received. The collated results have been shared with the governors.

#### 16. **Compliance**

Everything is in order and safe.

#### 17. **Governor Monitoring & Training**

##### Monitoring/Visits and Working Groups

- PPG Impact and Provision for this year (MF/GJ) – completed, **GJ's report to follow**
  - **PPG impact and provision for next year (MH/GJ) – carry forward**
  - Improvement Plan review (JH/MF/CH/PD) – completed, JH's report shared with all governors
  - Next likely improvement plan priorities – EYFS (JH/MF) – completed, JH's report shared
  - **PE impact and provision for next year (GJ/PE Lead/Michelle Roberts (Arena Lead) – carry forward**
  - Safeguarding (JH/PD/CH) – completed, PD's report shared with all governors
  - Website compliance check completed by Neil Swait (Academy Improvement Officer) in March. It is compliant and the one point recommended re. data has been actioned. NS's report shared with all governors
- The Head's 360 SAFE Progress Report has been shared with all governors.

##### Agree Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (JH/CH)**
- **Curriculum (JH)**
- **EYFS (CH)**
- **Risk analysis to ascertain current top 3 risks (JH/CH)**
- **Safeguarding (JH/PD)**
- **P.E. and PPG (JH/GJ)**

MF agreed the following dates with governors:

##### Autumn

Friday 20th September / 10.00 am (JH/CH)

- Curriculum - discuss the formulation of the next Improvement Plan and issues highlighted in Data /Ofsted
- Risk analysis to ascertain current top risks.

Monday 7th October /10.00am (PD/CP)

- Online safety – GDPR / single central record
- Safeguarding - audit and compliance. Check tracking / what is effective / next steps

##### Spring

Wednesday 12th February / 10.00m (JH/GJ)

- Pupil Premium - analyse impact of PPG funding / what has been most effective / look at future provision
- Website Compliance.

##### Summer

Wednesday 18th June /10.00am (GJ/CH)

- P.E. - analyse impact of P.E. funding / what has been most effective / look at future provision.

### Governor Training Completed

Child Protection Refresher – PD 10/5/24

Trust Sustainability JH – 17/4/24

Cyber Security – GJ 8/3/24

Prevent – CH 2/7/24.

All governors confirmed that they have received and read the Trust Termly Safeguarding Update as part of their ongoing Safeguarding training.

### Governor Training Overdue – to be completed as soon as possible

**GJ and CH to complete local governance training**

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

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

This was a very positive meeting. The Chair's report has been shared with all governors. MF will be the Executive Head of Lewannick and St Stephens Schools. There will be a federated governing body. Budget for 2024-5 will be lower than expected.

### **18. Policies due for Renewal**

Governors agreed the revised Behaviour Policy.

Safeguarding Policy due for review at next meeting (in alignment with Trust policy).

The ADMAT Attendance Policy is now published on the Trust website.

All governors confirmed they have received the Meeting Schedule for next year.

### **19. Any Other Business**

The governors thanked MF for all her hard work and dedication and congratulated the team for the recent Ofsted. We await the official report next term.

### **20. Date of Next Meeting**

The date of the next meeting is provisionally Friday 29<sup>th</sup> November 2024 at 10am.

The meeting closed at midday.

**Ann Cullum**

**Local Governance Officer**

### **Distribution List:**

Joan Heaton – Co-opted Governor/Chair

Maura Furber – Head Teacher

Kathy Walsh – Staff Governor

Paul Dickens – Co-opted Governor

Bonnie Soanes – Co-opted Governor

Gary Jeffery – Parent Governor

Cate Harvey – Co-opted Governor

Will Hermon – Trust CEO

Steve Tavener – Chair of Trust Board