

Lewannick Primary School & St Stephens Community Academy Hub

Chair of Governors – Joan Heaton chairssca@andaras.org

Executive Head Teacher – Maura Furber



An Daras Trust
Igniting Curiosity Growing Capabilities

Lewannick Primary School

Hawks Tor Drive
Lewannick, Near Launceston
Cornwall PL15 7QY
Tel: 01566 782262
Head of School – Sally Cook

St Stephens Community Academy

Roydon Road
Launceston
Cornwall PL15 8HL
Tel: 01566 782303
Executive Head Teacher – Maura Furber

18/3/25

MINUTES

Spring Term Meeting 2025

Local Governing Board: Lewannick Primary School & St Stephen's Community Academy

Friday 7th March 2025 /10am at St Stephens School

1. Welcome (including Trust Identity) and Apologies

Present: Joan Heaton (Chair), Maura Furber (HT), Paul Dickens, Kathy Walsh, Bonnie Soanes, Cate Harvey, Gary Jeffery, Carly Coleman, John McLeod, Beth Parsons (via Zoom).

In Attendance: Ann Cullum (Local Governance Officer), Sally Cook (ex-officio, Lewannick HoS - via Zoom).

MF briefly recapped the Trust Identity presentation, focussing on capabilities learning and sharing expertise.

The Chair commented how good it was to see both schools together in Launceston Square celebrating St Piran's Day. The other governors agreed.

2. Declarations of Interest Relevant to this Agenda

None declared relevant to this meeting.

3. Governors

There are no changes and all the governors are happy with their governor roles.

4. Confirm Minutes of LGB Autumn Meeting (29th November 2024) 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 13
- **Governor Training** – to be discussed in item 13.

5. Management of Top 3 Risks

1. Fulfilling Curriculum – core subjects are very strong and Exception Reports from Lewannick confirm this
2. Inability to improve progress – this is still being embedded with adapted teaching, but progress is going well

3. Inability to maintain standards, particularly Writing – moderation meetings have taken place and there has been excellent progress, particularly with KS2 Writing.

MF has met with JH and PD and looked at the management of the risks at both schools. MF showed governors the Ninety Day Plan and explained that support was focused on Lewannick at the moment. Mitigating actions were considered and targeted, with the top 3 risks being highlighted. Neil Swait (Trust Improvement Officer) has visited and conducted a deep dive in KS2 Reading which was strong. In order to achieve maximum impact pending an Ofsted inspection, any current actions need to be rapid. MF thanked SC for all her hard work. Governors have visited Lewannick and are impressed with the progress being made.

6. Confidential Matters

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

7. Heads' Reports

The Heads' Reports have been shared with all governors. A governor noted that during his recent visit, NS commented that Lewannick has tipped into "good", which highlighted the massive progress and improvement. Maths and English are secure which is excellent progress. There is progression and a clear direction which will demonstrate a good school when Ofsted visit. **Do you feel well supported by the Trust?** Yes, absolutely. The Trust have been very supportive and quick to respond. MF complimented SC and her team.

Lewannick have received a grant of £500 from the Tesco Community Support Fund towards early provision. **Has St Stephens received government funding for the Breakfast Club?** No, but Lew Trenchard & St Catherine's have. St Stephens will continue providing breakfasts for all through Family Action support and MF has secured another £1000 from Kellogg's via a grant application. **Is there a Breakfast Club at Lewannick?** Yes there is a daily club and this supports the PPG children who can access this provision for free. SC will wait and see how the trial with Lew Trenchard & St Catherine's goes to see if this project is worth pursuing in the future.

Our application for the Parental Engagement and Attendance pilot at St Stephens has been successful. We will now receive the equivalent of the Parental Engagement support package free of charge, funded by the Local Authority. The first meeting will be before Easter.

The governors were satisfied with this and had no further questions nor challenges.

8. Improvement Plan & Data Analysis

MF shared the forecast data for both schools, including PPG, which the two Data Governors will evaluate. Lewannick has made good progress in Phonics and 73% of Early Years children should make expected target. Y6 are very strong; 78% should achieve target in Reading and Maths. The impact of interventions is obvious. **Are TAs assigned to each year group?** Wherever possible and we track which children require additional support and allocate the TAs accordingly. **Can a TA lead in the classroom.** Yes, especially the HLTAs. Sometimes we need to do this. **How crucial is the data?** It is very important as it monitors how staff are allocated throughout the school, e.g. fast track tutoring, keep up /pre- teach groups. The majority of children are below national when they start at St Stephens and most are in line with national when they leave or have made good progress. Ofsted don't ask about data at Lewannick due to the small number of pupils in each year group. **Is there a regular review of SEN children?** Yes. All children are regularly reviewed, especially vulnerable groups (e.g. SEN children). Their provision maps and EHCP targets are reviewed termly with the parents, and adapted teaching enables them to access the learning.

At 11am there was a smoke alarm (which was fortunately a false alarm). Governors left the building and returned when it was declared safe. GJ then apologised that he had to leave.

The governors were happy with the Improvement Plan & Data Analysis and had no further questions at this time.

9. **Safeguarding**

Everything has been checked at both schools and all is safe and compliant. Lewannick still has to check their SCR. Safeguarding in both schools is excellent.

All governors confirmed that they have watched the KCSiE Update video and read the Trust's termly Safeguarding Update

Concern was expressed about the new Microsoft package and its inclusion of AI. MF reassured the governors that the Trust Safeguarding team were very efficient and were currently reviewing a Trust policy and the use of AI. **Is there an AI site to use?** Yes, there are a couple which the Trust are currently looking at.

10. **EYFS statutory framework**

Lessons and activities are being looked at to ensure the seven aspects of the framework remain in place. A planning framework to ensure coverage, key vocabulary, learning intentions is now being trialed and shared at Lewannick to develop a more consistent approach in the newly established team.

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11. **Pre-Schools**

Numbers are looking good at Lewannick, with more children expected to start soon. An apprentice has been appointed to start after Easter. St Stephens' numbers are also looking good. The St Stephens' pre-school building has now been officially handed over to St Stephens. **What are the retention figures for children transitioning to the main school?** They are not as good as we would like, because many children who attend Lewannick Pre-School live in Alturum and will go to that primary school after leaving Lewannick Pre-School.

An apprentice has been appointed to start before Easter at St Stephens. St Stephens' numbers are also looking good. The St Stephens' Family Hub building has now been officially handed over to St Stephens.

12. **Compliance**

Cyber Security, GDPR, Health & Safety remain compliant and there are no concerns.

13. **Governor Monitoring and Training**

Governor Training

BP – Safeguarding 11/12/24, Prevent 23/12/24, GDPR 23/12/24

JH – Risk Assessment 22/12/24, Bereavement & Loss 22/12/24, Cyber Security - 30/1/25, Safeguarding for Link Governor 1/2/25

BS – GDPR 29/11/24, Cyber Security 2/2/25

CH – Cyber Security 3/2/25, Local Governance 28/2/25, GDPR 28/2/25

CC – Cyber Security 2/3/25

GJ – Governors for Schools Introduction to Local Governance 19/2/25

PD – GDPR 9/2/25, Cyber Security 19/2/25.

Skills Audit still required from GJ.

Governor Training outstanding – to be completed as soon as possible

CC to complete local governance training

GJ, CH to complete GDPR Refresher training

GJ to complete Cyber Security training.

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

governors thanked AC for her “gentle reminders”.

Monitoring and Working Groups

- PE impact and provision for next year (GJ/PE Lead/Michelle Roberts (Arena Lead) – completed. This was a very successful meeting. There is a new system starting in September to monitor the funding and enrichments for the children. There is a strong PE Lead at both Lewannick and St Stephens
- Improvement Plan Review (JH/MF/SC) – completed, JH’s report has been made available to all governors
- **Curriculum (JH) – carry forward**
- Safeguarding (PD) – completed, at both schools, PD’s reports have been made available to all governors.

Monitoring and Working Groups for next term

- **Improvement Plan review (JH/MF/SC)**
- **Next likely Improvement Plan priorities (Working Group)**
- **PPG impact and provision for next year (GJ)**
- **PE impact and provision for next year (GJ)**
- **SEND (CH/BP)**
- **Safeguarding (PD/CC).**

MF will send dates to all governors for the Working Group.

Chair’s Meeting with CEO

The Chair had a successful meeting with Jo Callow, who is taking over from Will Hermon as CEO (which will initially be an interim position). The Chair’s Report has been made available to all governors. Mostly the staffing problems were discussed, which led onto discussions about the budget. Overtime costs have been monitored and found to be unsustainable. JC encouraged all governors to continue to support the Heads by raising questions and challenges. A pilot scheme is being trialled at St Stephens focussing on parental engagement/involvement within the children’s learning.

14. Trust PR Strategy Guidance

Governors are requested to familiarise themselves with this document. Facebook is an excellent medium to reach families. Both schools send out fortnightly newsletters. MF regularly sends articles to the local paper.

15. Statutory Policies

The Governors approved the updated St Stephens’ and Lewannick’s First Aid Policies.

The SEND Policy and Local Offer for both schools are due for approval at the next LGB meeting (for publication on websites by September).

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

16. Any Other Business

SC has just enrolled on a Senior Mental Health Lead course.

MF has qualified as a Mental Health and suicide First Aider

Peter Sharpe’s Governance Review was very positive and has been shared with all governors.

17. Date of Next Meeting

The date of the next meeting is **Thursday 3rd July 2025, 3.30pm at Lewannick School.**

The meeting closed at midday.

Ann Cullum

Local Governance Officer

Lewannick & St Stephens LGB

Distribution List:

Joan Heaton	– Co-opted Governor/Chair	Will Hermon	– Trust CEO
Kathy Walsh	– Staff Governor	Steve Tavener	– Chair of Trust Board
Paul Dickens	– Co-opted Governor	Maura Furber	– Executive Head Teacher
Bonnie Soanes	– Co-opted Governor	Sally Cook	– Head of Lewannick School (Ex Officio)
Gary Jeffery	– Parent Governor		
Cate Harvey	– Co-opted Governor		
Carly Coleman	– Parent Governor		
Beth Parsons	– Parent Governor		