

# Lewannick Primary School & St Stephens Community Academy Hub

Chair of Governors: Joan Heaton [chairssca@andaras.org](mailto:chairssca@andaras.org) Executive EHT 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  
EHT of School – Sally Cook

## St Stephens Community Academy

Roydon Road  
Launceston  
Cornwall PL15 8HL  
Tel: 01566 782303

4/12/25

### MINUTES

#### Autumn Term Meeting 2025

Local Governing Board: Lewannick Primary School & St Stephen's Community Academy  
Friday 28<sup>th</sup> November 2025 /10am at SSCA

#### 1. Welcome (including Trust Identity) and Apologies

**Present:** Joan Heaton (Chair), Maura Further (EHT), Bonnie Soanes, Beth Parsons, Carly Coleman, Kathy Walsh.

**Apologies:** Cate Harvey

**In Attendance:** Sally Cook (HoS Lewannick), Ann Cullum (Local Governance Officer).

MF briefly recapped the Trust Identity, focussing on curiosity and children being part of the community and digitally aware. It's not just about the academic work, it's also about life skills. As a Trust we haven't lost our identity. We are respectful to each other and use our wisdom and common sense to ensure our curriculum is positively led. Staff meet every day and we share staff between schools. We hope that by sharing our human resources and expertise this will enable us to succeed. We endeavour to enable all our children to flourish and become good citizens.

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

BS advised a change in his pecuniary interests. Other governors confirmed no changes and there were no other declarations relevant to this agenda.

#### 3. Re-Elect Chair and appoint Vice Chair, Governor Roles

JH confirmed that she is happy to continue as Chair for this academic year and all governors were very happy for her to do so. The governors discussed appointing a Vice Chair and all agreed that CH would be a good choice. **AC to email CH to see if she is agreeable.**

GJ resigned with effect from 24<sup>th</sup> November, due to family commitments. **AC to email and convey our thanks and best wishes.** CC resigned at this meeting as she is now a staff member employed for more than 500 hours per year. The governors and CC were sorry that she has to leave the LGB.

BP offered to take over as Safeguarding Governor if CH prefers not to.

All governors were asked to be pro-active in finding more governors. AC has sent flyers and adverts to both MF and SC – if more parents apply than there are vacancies for, then a ballot must be held.

#### 4. Confirm Minutes of LGB Summer Meeting (3<sup>rd</sup> July 2025) and Matters Arising

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

- Has Rebecca Brewer (former Trust Curriculum Consultant) left the Trust? Yes, but she still has links with the school.
- **Do you need governors to be involved in the Parent Engagement pilot?** Yes, we have a parents' communication café coming up and we have invited guests to speak to the parents. The last café was very useful and about six parents attended. The next one will be on **Tuesday 9<sup>th</sup> December at 2pm** and if governors can attend it would be good to give more of an involvement for the governors.
- **Governors were requested to familiarise themselves with the Trust PR document and bring ideas to the next meeting (All).** MF will continue to promote the school on Facebook (where there are over 4000 views). The school also advertises in Launceston Life – **ongoing, carry forward**
- Monitoring Visits, Working Group & Training – **see item 17.**

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

All governors agreed the term dates and these will now be published on the school website.

#### 6. **Confidential Matters**

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

#### 7. **Head's Report**

The EHT's report has been made available to all governors and key points were raised. The new Ofsted regulations link into the SEF. **If the school has to reach national standards for everything, how does that affect results?** We will need to revisit our SEF due to the boundary changes. For instance, 90% of Y1 need to achieve Phonics. Our predication is 74% as there is a high level of SEN, some with verbal difficulties. The Trust priority is the teaching and learning of core subjects. Both schools have positive Y6 cohorts; Lewannick is not as strong as last year but St Stephens is stronger. There are some children for whom it is impossible to reach the require national data figures but we can demonstrate good or better progress across both schools.

St Stephens has submitted over 30 EHCPs. Debbie Bartlett (School SENCo) is very busy with all the EHCPs. **How long does it take each time to complete the EHCP application form?** It takes at least a day to collate all the information, then there are meetings, then it has to go to a panel and if stage 1 is agreed it goes to stage 2. This is very time-consuming as each case is different. Sometimes it takes 18 months to receive the panel's decision. Nationally, the level of SEN needs has escalated. The neuro-diversity profile takes about 2 hours on its own. **What is the Trust doing about this?** We have a SENCo support trust network but all involved are very aware of the additional workload and the need to consider their wellbeing and work commitments, for example e.g. the SENCO works from home to enable paperwork to be completed and submitted without in-school distractions.

MF advised that there is a significant increase in children in care, which is an added risk to the school and she shared a paper copy of the Government's new plans for the curriculum.

Governors were happy with this and raised no further questions.

#### 8. **Improvement Plan and Data Analysis**

At Lewannick SC teaches the girls and boys separately for Maths, and the girls are becoming more positive towards Maths. **Do you have many GDS children?** There is a massive gap at Lewannick between the GDS children and the SEN children who are under-performing. At St Stephens the GDS children's attainment is looking very healthy. **Are the SEN children allowed any additional factors other than extra time for SATs?** Yes, there are many adaptations in place now. **How does Citizenship affect the curriculum?** We are already doing a lot with Citizenship and Climate Change, Sustainability, etc. We are members of organisations who regularly send information to us and we try to link all subjects to British Values Citizenship and other enrichment areas e.g. Climate Change, Sustainability, etc. We link all enrichment subjects including British Values to our curriculum offer-so they are in context and meaningful. There are obvious occasions when things need to be taught in isolation, and these are also timetabled in. Considering the new DfE expectations our Subject Leaders will review the curriculum offer and see what natural connections can be made.

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

These are the same as last year and both schools are the same:

1. Unable to Fulfill Curriculum expectations
2. Inability to improve progress, including PAN
3. Inability to maintain standards, particularly in Core Subjects.

10. **Safeguarding**

We will need to replace CC as Safeguarding Governor. It was suggested that we ask CH and BP offered to take this on if CH could not.

11. **SEND**

**BP will make a SEND visit before the next LGB meeting.**

12. **Attendance**

Attendance fluctuates. St Stephens attendance is 92.3% and there are a few persistent absences. MF advised reasons regarding persistent absentees. The schools are in contact with parents of vulnerable children and SC and MF visit the homes to put strategies in place. Lewannick's attendance is 95.2%, which is above the national average of 94%. SC had a target meeting with the Education Welfare team. The CEO felt that the schools were doing everything possible to raise attendance levels. There have been a couple of fixed-term suspensions across the two schools.

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

GJ was unable to visit the school but the Pupil Premium Strategy Statement has been shared with all governors.

14. **Pupil Voice**

Both schools post on social media and take part in community events which boosts the children's confidence. Lewannick now has School Captains who are already taking requests from the other pupils. Pupils are very friendly and forthcoming.

15. **Pre Schools**

BP, CC and SC have visited Lewannick pre-school and were full of praise. The Manager is outstanding. A new member of staff has been appointed and another position is being advertised. The school does need more 2-year-olds as the 4-year-olds will soon be leaving. We will offer an Open Morning, Pop-Up play, etc. Lewannick is in a strong position as they are the only school in that area which takes 2-year-olds. St Stephens also has a great team and numbers are looking healthy. The Nursery Manager has been mentoring the Pre school lead at Lewannick and continues to communicate with her at least once a week.

16. **Compliance**

**Are all the staff well trained in the event of a cyber breach?** Yes. Before he left, Will Hermon requested a cyber security audit using St Stephens and Lewannick as a trial hub. MF has amended the SEF for St Stephens and ICT4 are looking at Lewannick's. ICT4 have put forward a quote as this is a big project and will be ongoing for a while. **Do staff have dedicated school laptops?** Yes, and everything is saved in the cloud. Memory sticks are not allowed. **What would happen if the system was hacked and all information was lost?** ICT4 should be able to restore the system. MF has also checked GDPR and Health & Safety and all is compliant.

17. **Governor Monitoring & Training**

Monitoring/Visits and Working Group

- Curriculum (JH) – completed
- Next likely Improvement Plan priorities – completed and discussed with CEO
- **PPG impact and provision for next year – carry forward**
- **PE impact and provision for next year – carry forward**

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

- **Improvement Plan review (JH/MF/SC)**
- **Website compliance / On-line safety (NS?)**
- **EYFS (CH/BP)**
- **Safeguarding (CH?)**
- **SEND (BP).**

**MF will liaise with governors for a Working Group date.**

The governors agreed that the Monitoring Summary Form was a good idea and JH has completed it.

#### Governor Training Completed

JH – Safeguarding 21/9/25, EDI 20/9/25, KCSiE 20/9/25,

CC – KCSiE 8/9/25, E-Safety 8/9/25, Governors for Schools Intro to School Governance 8/9/25,

CH – KCSiE 3/10/25.

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

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

This was a positive meeting, but the key point is that SEF now needs to align with the new Ofsted regulations.

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

The School SEND policy was approved by the governors and can be published on the school website.

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

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

The governors approved the Accessibility Plan.

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

Could we invite Neil Swait to the next All Governors' Networking Meeting (in the Spring?) to talk about the Ofsted changes? **AC will look into this.**

All governors are invited to the following Christmas events:

#### Lewannick

Tuesday 9<sup>th</sup> - Pre-school Nativity at 10am

Thursday 11<sup>th</sup> - Pre-school Nativity at 10am

Monday 15<sup>th</sup> - Hedgehogs Christmas Performance pm

Tuesday 16<sup>th</sup> - Hedgehogs Christmas Performance am

Tuesday 16<sup>th</sup> - KS2 Christmas Performance pm

Wednesday 17<sup>th</sup> - KS2 Christmas Performance am

#### SSCA

Tuesday 9th and Wednesday 10th December @ 9.30am KS1/EYFS Christmas Show

Tuesday 16th December @ 2.00pm St Stephen the Martyr Church KS2 Carol Service

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

The date of the next meeting is Monday 23<sup>rd</sup> March 2026, 3.30pm at Lewannick School.

The meeting closed at 12.10pm.

**Ann Cullum**

**Local Governance Officer**

#### **Distribution List:**

*Lewannick & St Stephens LGB*

|               |                           |               |                                        |
|---------------|---------------------------|---------------|----------------------------------------|
| Joan Heaton   | – Co-opted Governor/Chair | Jo Callow     | – Trust CEO                            |
| Kathy Walsh   | – Staff Governor          | Steve Tavener | – Chair of Trust Board                 |
| Beth Parsons  | – Parent Governor         | Maura Furber  | – Executive Head Teacher               |
| Bonnie Soanes | – Co-opted Governor       | Sally Cook    | – HoS of Lewannick School (Ex Officio) |
| Cate Harvey   | – Co-opted Governor       |               |                                        |