

Lewannick Primary School & St Stephens Community Academy Hub

Chair of Governors: Joan Heaton chairssca@andaras.org Executive EHT Teacher: Maura Furber



An Daras Trust
Igniting Curiosity Growing Capabilities

Lewannick Primary School

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EHT of School – Sally Cook

St Stephens Community Academy

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3/7/25

MINUTES

Summer Term Meeting 2025

Local Governing Board: Lewannick Primary School & St Stephen's Community Academy
Thursday 3rd July 2025 / 3.15pm at Lewannick School

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

Present: Joan Heaton (Chair), Maura Furber (EHT), Sally Cook (HoS at Lewannick), Paul Dickens, Carly Coleman, Bonnie Soanes, Kathy Walsh, Beth Parsons

Present via Zoom: Cate Harvey

Apologies: Gary Jeffrey

In Attendance: Ann Cullum (Local Governance Officer).

The Chair welcomed everyone and the Executive Head briefly recapped the four Trust Identity bullet points, emphasising that the Trust is a family of schools with individual schools keeping their own rights and identity. We will succeed by shared expertise and using areas of strength/support, guiding the staff and community and providing excellent citizens.

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

No declarations relevant to this meeting.

3. **Governors**

PD resigned with effect from 23rd July 2025, owing to an increase in personal pressures. All governors expressed their sadness at his resignation and thanked him for his support and commitment over the years.

John McLeod resigned with effect from 19th March 2025 as he felt that being a governor wasn't for him. MF sent a letter to JMcL thanking him for his help.

4. **Confirm Minutes of LGB Spring Meeting (7th March 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.

- Monitoring Visits and Working Group – *to be discussed in item 19*
- Governor Training – *to be discussed in item 19.*

5. **Management of Top 3 Risks and Sustainability**

1. Curriculum and Standards – awaiting SATs results. There is now a new system in place to record data which shows a comprehensive overview. MF explained briefly that this worked by recording the key points across the school. The new table now automatically calculates the percentages. This table

will be available to all governors when complete. **Are small cohorts still reported in the same way?** They aren't recorded until there are 15 pupils. We frequently look at curriculum and standards, identifying trends gaps analysis to identify key areas to target and support, and we are following the Capabilities Curriculum. Rebecca Brewer (Trust Curriculum consultant, who devised this) will be leaving the Trust at the end of this term but it is hoped that she will still work with our schools in some capacity.

2. Financial stability – it is taking a long time to review and plan budgets without a deficit. MF expressed her thanks to the Trust Finance Team for their invaluable support. St Stephens are expecting 15 new pupils in September and Lewannick are expecting 5. This is a low birth rate year and is a national problem. We are promoting both schools as much as we can and the Facebook posts are receiving many views. At Lewannick EYFS, Y1 & Y2 are being combined (which will be 26 children), Y3 & Y4 and Y5 & Y6 will also be together. We will also be losing a class teacher as he is moving to another school in the Trust. There are 92 pupils (including Nursery) at Lewannick. We have a good nursery flow coming in and posters for pre-school are being sent out. St Stephens has a high level of need coming into EYFS. We haven't had to cut any staff hours at St Stephens but we are unable to have Amy Hooper back due to financial restraints (AH will be employed at another Trust school from September). **Are all the staff aware of the staffing changes and financial restraints?** Yes, they are aware that some hours will need to be reduced and some staff have volunteered to work less hours. MF expressed her thanks to the Trust Finance Team for all their help. Neil Swait will be visiting St Stephens in a support context before the end of term to look at provision and the next steps for mixed EYFS/Y1 cohorts. **Is the reduced budget just due to government funding?** Not completely, it's also due to reduced pupil numbers. **Are children from ethnic minorities joining the school?** Yes, there has been mobility across both schools with different groups of children. MF has applied for a number of grants through Rotary, Tesco and the like. SC has also applied for several, including wrap-around funding. **Is there a risk of schools closing?** Yes, there always is that risk for any school, but St Stephens and Lewannick are currently secure. **Are there many EHCP assessments pending?** Yes, there are currently 14 children waiting and assessments can take over a year.
3. Staffing – there are a number of staff on long-term sick which has had a negative impact. A few are due to return to work soon. This has meant that staffing has been difficult and the financial implications are noteworthy.

6. Confidential Matters

None.

7. EHT's Report

The EHT's Report has been made available to all governors. SC will be running the Breakfast Club and has also applied to Cornwall Council for 15.5k for wrap-around care. £5k was received. MF applied for 16k and has had £12 k agreed for two terms. The Pre-School Manager at Lewannick has volunteered to take on the After-School Club. **What would the £15.5k have meant?** It would have meant that we could definitely afford to employ the Pre-School Manager for longer hours. Parents contribute towards the wrap-around care as some require this until 6pm. Lewannick have lost children because of the lack of wrap-around care.

KW will be the SENCo at Lewannick & St Stephens as Nicky Osborne will be working at Windmill Hill. **Is there a process for neuro diverse children?** Yes, we have a neuro-diverse tool and SC has implemented a RAG rated system. Kate Barrett (Pre-School Manager at St Stephens) has also been trained in the tool for assessing neuro-diverse children. Many agencies have been involved in the process. We are the pilot school for the Parent Engagement strategy and have different strategies that will start in September.

Could you clarify why there are spikes in the attendance data? These are due to holidays, illness, persistent absentees and home educators. Inclusion Teams, MARU, Education Welfare are involved with the families whose children are not attending school. We send letters to persistent absentees but these don't seem to make any difference. In September we will try to visit / call these families in a "pastoral"

capacity. We have issued a few penalty notices for children taking unauthorised absences in both schools.

The governors were satisfied with this and had no further questions.

8. Vision & Ethos

SC attended training for the new R.E. curriculum and explained that world views will be the focus. The people and ethos of the different cultures will be discussed rather than the actual religion.

9. Improvement Plan – Review and Data Analysis

This has been covered in item 5 (Top 3 Risks) and also in item 7 (EHT's Report). MF expressed thanks to everyone involved with Lewannick's excellent Ofsted report. It was an amazing team effort from both the school and the Trust. SC was invited to partake in the research for the CAPH report and this was very well received by CAPH.

10. Curriculum

This has been covered in item 5 (Top 3 Risks). Information about the curriculum is on the website.

11. Safeguarding

CC will take over Safeguarding from PD. PD praised Claire Paul (Trust Safeguarding Officer) and assured CC that CP would always be able to help when needed. JH also offered to help if needed.

12. Review SEND and Attendance

This has been covered in the EHT's Report. The SEND Governors will arrange to meet with KW when she is in post at Lewannick.

13. P.E. Review and next academic year plan

Everything is going well at both schools with lots of clubs taking place, including football (with Plymouth Argyle), cricket and many others. MH and the St Stephens' P.E. Lead have met with Michelle from Arena Schools and the DfE online form has been completed and submitted. Both schools have achieved the Sports Match Gold Award.

14. Staff Matters

- Views of Staff (survey/feedback) – Ofsted commented that the Lewannick staff in particular had done a wonderful job in such a short space of time. The Chair and Head discussed the surveys and advised that staff surveys were largely very positive. These have been sent to the Trust Board and made available to all governors.
- Monitor welfare & workload, work/life balance – MF monitors this and it is satisfactory
- Skills & Training – staff training is up to date.

15. Pupil Voice

The surveys were positive and strong across both schools and have been made available to governors.

16. Parental Views and Engagement

The surveys were positive and strong across both schools and have been made available to governors.

17. Pre School

Numbers are looking good at both pre-schools and they both have a healthy budget. This has also been covered in item 5 (Top 3 Risks) and item 7 (EHT's Report).

18. Compliance

MF confirmed that cyber security, GDPR and health & safety had been checked and everything is compliant. Both schools are currently part of a Trust audit being supported by ICT4.

19. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- SEND (CH/BP) – completed, reports made available to all governors
- Safeguarding (PD/CC) – completed, reports made available to all governors
- Improvement Plan review (JH/MF/SC) – completed (also discussed in item 5 and item 7)
- Curriculum (JH) – completed – **ongoing, carry forward**
- **Next likely Improvement Plan priorities (Working Group) – carry forward**
- **PPG impact and provision for next year (GJ) – carry forward**
- **PE impact and provision for next year (GJ) – carry forward**

Agree Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (JH/MF/SC)**
- **PPG Review and confirm new plan (if not completed in Summer term) (GJ)**
- **Risk analysis to ascertain current top 3 risks for 2025-26 (Working Group)**
- **Safeguarding (CC)**
- **SEND (BP).**

MF will contact all governors with dates for a Working Group.

New Monitoring Timetable pro forma

Update and feedback on the use of this new form to collate all the monitoring visits together in the same place before the LGB meetings. JH has completed this and will make it available to all governors.

Governor Training Completed

PD – Safeguarding Refresher 17/5/25

JH – Safer Recruitment 1/7/25.

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 to complete Cyber Security training

CC to complete Local Governor training

Skills Audit required from GJ.

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

Chair's meeting with CEO

Details of the Chair's meeting have been made available to all governors. This was a very positive meeting with no concerns for either school.

20. Trust PR Strategy Guidance

Governors were requested to familiarise themselves with this document and bring ideas to the next meeting. We promote the school well around Launceston (and beyond) with a lot of Facebook posts, newspaper articles, banners outside school and representing the Trust in local and county events (e.g. UNICEF conference at County Hall).

21. Policies due for Renewal

The SEND Policy and Local Offer for both schools were approved at this meeting and will now be posted on the websites.

The Trust Safeguarding Policy will be reviewed and revised in the Autumn term. At the next LGB meeting the governors will need to acknowledge that they are familiar and content with the school version of this policy.

The next school Admissions Policy will be produced in the Autumn term. The governors will need to review this as part of the consultation process at the next LGB meeting.

22. Any Other Business

None.

23. Date of Next Meeting

The date of the next meeting is Friday 21st November 2025, 10am at St Stephens School.

All governors confirmed they've received the 2025-26 Meeting Schedule.

The meeting closed at 5.30pm

Ann Cullum

Local Governance Officer

Distribution List:

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