

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

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St Stephens Community Academy

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30/3/26

MINUTES

Spring Term Meeting 2026

Local Governing Board: Lewannick Primary School & St Stephen's Community Academy
Monday 23rd March 2026 / 3:30pm at Lewannick School

1. Welcome (including Trust Identity brief recap) and Apologies

Present: Joan Heaton (Chair), Maura Furber (EHT), Cate Harvey, Beth Parsons, Kathy Walsh, Amy Clements, Bonnie Soanes (from 5pm item 13)

Apologies: Amy Moon, Davey Green

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

The EHT briefly recapped the Trust Identity where our Curriculum is based on Capabilities. Why do we exist? – We support each other and treat each other with dignity and respect; How do we Behave? We believe everyone in the Trust has their own part to play and we develop capabilities within us all; What do we Do? – We create a family of schools which maximise learning opportunities for all children and staff; How do we Succeed? – We maintain a holistic approach to implementing a rigorous curriculum and we encourage collaborative convergence and ensure aligned autonomy is fully established.

2. Declarations of Interest Relevant to this Agenda

All governors confirmed no change in their pecuniary interests. Pecuniary Interest forms have been received from all new governors.

3. Governor News

Toni Martin (previous Local Governance Officer) has now left the Trust. Her replacement is Gemma Peacock.

Governors agreed to appoint new Co-opted Governors Davey Green (in absentia) and Amy Law plus new Parent Governor Amy Moon (in absentia) and assign governor roles. DG was assigned the P.E. role, AL was assigned the Safeguarding role and she will initially shadow CH and meet with Claire Paul (Trust Safeguarding Officer) when she is at Lewannick/St Stephens and AM was assigned the PPG role.

MF will be sending invitations to governors to attend the Communications Café on 1st April at 2pm.

4. Confirm Minutes of LGB Autumn Meeting (28th November 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.

- Feedback on Governors' attendance at school Christmas events to raise their profile with parents – JH and BP attended Christmas events and JH met with the PTFA

- Monitoring Visits and Working Group – *to be discussed in item 16*
- Governor Training – *to be discussed in item 16.*

5. **Management of Top 3 Risks**

1. Unable to fulfill curriculum expectations – we know what the expectations are at both schools and Writing is the main focus. However it is difficult finding the staff and budget to cover all expectations. Ofsted will now be looking at EYFS data.
2. Inability to improve progress, including PAN – we have established good quality support groups which show that there is progress although the level of development isn't as good as we would hope, mainly due to the high level of need.
3. Inability to maintain standards, particularly in Core Subjects.

6. **Confidential Matters**

The EHT shared confidential staffing matters which are recorded separately in Confidential Minutes.

7. **Head's Report**

The Head's Report has been shared with all governors and key points were raised. **In the light of staffing issues, how do you cope with staff absences and vacancies?** We are hopeful that the staff vacancies for TAs will soon be filled.

Lewannick and Werrington were successful in receiving a grant from The Claud Duffield Foundation (who provide education rooms in museums) which will cover every child to have 6 trips/enrichments next year. Y5/6 will be going to London and will sleep on HMS Belfast and visit the Science Museum, Tate Gallery and other places of interest. Y5/6 will go paddle boarding before going to London so they get to know each other. Y3/4 will have a one night residential in St Ives and will visit the Tate in St Ives; they are also going to Cheddar Gorge. The final plans and budget have just been submitted and the Link Officer advised SC and JB that they could still spend a further £10k. The local council and Orchard are providing funding for St Stephens Y5 to go to London, stay on a ship and visit various sights.

8. **Improvement Plan & Data Analysis**

This is all included in the Head's Report.

9. **Review Vision/Ethos**

We have been looking at our vision and core values and have looked at the overall school engagement, which has been very successful. MF invited parents of children from the Steering Group which was the start of looking at our vision. SC will adopt the same strategy at Lewannick. MF handed out surveys about Home-School Communications at a recent Parents' Evening. Our project has been very well-received and we've spoken at two County events. MF shared the PowerPoint presentation which promotes the schools' vision and is excellent P.R. for the Trust. This has been made available to all governors for ongoing reference.

10. **Safeguarding**

BP checked the SCR and everything is in order. **Is there a Critical Incident Plan?** Yes, but we do need to amend this in the light of our trip to London. **Who would be the point of contact in Lewannick if SC wasn't available?** It would have to be MF as she is the most senior person. The staff know to contact Central Office if no one else is available. **Is there a lockdown plan?** Yes, the children have been involved in the lockdown plan.

11. **SEND**

Is there sufficient SENCo support? No, and it is very difficult not to get frustrated about this. All the support agencies take a long time to respond to requests and applications. We are way above the national average of SEND children at Lewannick and the level of need is rising. At St Stephens we have 23 EHCP children and 17 at stage 2, with 7 being completed this term, plus 4 in the pre-school.

Lewannick has 3 EHCPs, and in pre-school there are tier 4/5 children who will soon be applying for EHCPs. Our data shows where the SEND children are so we can track them. Debbie Saunders (Trust Director of Learning) has a record of St Stephens' SEND pupils. SC emails EHCP reviews every week. KW reported that we were finally granted a link meeting with County which SC also attended, although any results are not likely to be very soon. SEN Attendance is 89% but this includes ARB children which makes us near National figures.

12. Attendance

What are you doing about increasing the attendance figures? We stay in contact with the parents, ringing them, texting them, and generally checking everything is okay. Y5 attendance could be a lot better. **Why has Lewannick's attendance gone down?** Just about the entire school had chicken pox from just before Christmas up to February half term. We currently have an inner ear infection which is affecting many children. Our attendance figures include children who have left. BP collects children from around the village on the school run, which means that SC doesn't need to do this. **What is the parental communication around absence?** If the parent feels their child isn't well enough to attend school then we leave the choice of whether the child attends or not to the parent. We offer to support the child who is a little off-colour and can administer Calpol (for instance) if needed.

Parental Engagement has improved. We had an excellent attendance at Parents' Evening.

13. EYFS statutory framework

The new EYFS framework has started. Lewannick's EYFS are doing very well. We are focusing on the basic foundational skills. SC has spoken to Amy Hooper (Trust Literacy Lead) who explained the changes in developing Writing skills.

14. Pre-Schools

Both pre-schools are flourishing and we have received excellent comments about them. **Do you have the same needs in pre-school?** Yes, but early identification is vital so we receive funding at an early stage. **How many 2-year-olds attend?** At the moment only two. We've just put out an advert for more 2-year-old children as there will soon be vacancies.

15. Compliance

Cyber Security and GDPR have been checked and are compliant.

New H&S regulations have started and we have a list of potential new risks to monitor, for instance we have to monitor CO2 levels every day.

16. Governor Monitoring and Training

Governor Training

BP – KCSiE 11/12/25

AL – Safeguarding 14/2/26, Prevent 4/2/26, KCSiE 16/2/26, GDPR 27/1/26, Governors for Schools Intro to Local Governance 24/2/26

AM – Safeguarding 26/1/26, Prevent 2/2/26, GDPR 2/2/26, Governors for Schools Intro to Local Governance 3/2/26.

All governors confirmed that they have received and read the ADMAT Termly Safeguarding Update as part of their ongoing Safeguarding training – including last term's.

All governors have watched the 2025-26 KCSiE video.

All governors have completed the Skills Audits.

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

Monitoring and Working Groups

- PPG impact and provision for this year (JH/MF) – completed, JH's report has been made available to all governors
- PE impact and provision for this year (JH/CH) – completed, JH/MF/CH/BP met with Michelle Roberts (Arena Sports), and the P.E. Leads, Jacob Masters (Lewannick) and Emily Trucknott (St Stephen's). JH's report has been made available to all governors
- Improvement Plan Review (JH/MF/SC)
- **Website compliance/On-line safety, (Neil Swait, Trust Director of Learning) – in progress – carry forward**
- EYFS (CH/BP) – completed, *see item 13*
- Safeguarding (BP) – completed, *also covered in item 10*
- SEND (BP) – completed, report made available to all governors, *also covered in item 11*

Monitoring and Working Groups for next term

- **Improvement Plan Review (JH/MF/SC)**
- **Next likely Improvement Plan priorities (ALL)**
- **PPG impact and provision for next year (JH/AM)**
- **PE impact and provision for next year (MF/DG)**
- **SEND (CH/BP)**
- **Safeguarding (BP/AL).**

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. **All governors have sent a summary of their visits to JH for inclusion – please continue to do so.**

The Governors' Networking Meeting is planned for 11th May, 5-7pm at St Catherine's School in Launceston. The CEO will talk about the recent 'Ofsted Changes' and the new 'Government White Paper' for Schools. It is hoped all governors will attend.

Chair's Meeting with CEO

The Chair's notes of her meeting with the CEO have been made available to all governors. This was a very positive meeting and the Parental Engagement in particular was praised. The impact of the Oracy project is being audited. There is a lot of training around EYFS in preparation for the new Ofsted changes.

17. Climate Change & Sustainability and A.I.

JH confirmed that she is happy to include A.I. within her role of Climate Change & Sustainability Governor for the time being. Her comprehensive report has been shared with all governors.

Pupils at both schools engage well with Sustainability, which runs through the entire curriculum. Children are caring for their world. St Stephen's pupils would like to support Water Aid but this may not be possible. Food waste is a massive problem. Central Office is collating the Carbon Footprint data. There is concern about the overuse of A.I. – water, microchips, etc. Pupils are looking at exploring a balanced view of A.I. It was felt that all schools should 'risk assess' A.I.

The schools have adopted the Trust's A.I. Policy.

18. Trust PR Strategy Guidance

Governors were requested to familiarise themselves with this document and bring ideas to the next meeting. This will be ongoing and will be discussed at the Working Groups. We have presented our

vision at many recent events and conferences. Tomorrow MF will be attending the Sports Conference which will promote the Trust in the wider community.

19. Statutory Policies

Both schools' Accessibility Policy and Plan are due for renewal and governors approved them both at this meeting.

Best Value and intimate Policy have also been shared with governors.

The Trust-based SEND and Safeguarding Policies will require governors to confirm they have read them at the next LGB meeting so that they can be published on the school website before September.

The Behaviour Policy is due for approval at the next meeting (this can then be valid for three years).

20. Any Other Business

None.

21. Date of Next Meeting

The date of the next meeting is Friday 3rd July 2026, 10am at St Stephen's School..

The meeting closed at 5.55pm.

Ann Cullum

Local Governance Officer

Distribution List:

Joan Heaton	– Co-opted Governor/Chair	Jo Callow	– Trust CEO
Kathy Walsh	– Staff Governor	Jon Sharpe	– Chair of Trust Board
Cate Harvey	– Co-opted Governor	Maura Furber	– Executive Head Teacher
Bonnie Soanes	– Co-opted Governor	Sally Cook	– Head of Lewannick School (Ex Officio)
Beth Parsons	– Parent Governor		
Davey Green	– Co-opted Governor (designate)		
Amy Law	– Co-opted Governor (designate)		
Amy Moon	– Parent Governor (designate)		