



**St Mary's Church of England School, Truro**

**Full Governing Board**

**Thursday 6<sup>th</sup> July 2023**

**Minutes (Summer Term 2)**

<b>GOVERNORS PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mr Nigel Machin	Chair
Mrs Nicola Bray	Headteacher
Mr Bill Robinson	Governor
Mrs Mary Ann Trethewey	Governor
Mrs Louise Stevenson	Governor
Mr Simon Treganowan	Governor
Mrs Nichola Insa-James	Governor

<b>OTHER ATTENDEES PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mrs Laura Calcraft	Clerk
Ms Clare Kendle	Education Governance Lead, Diocese of Truro

<b>APOLOGIES</b>	
<b>NAME</b>	<b>ROLE</b>
Mr Andy Boorne	Governor

<b>COLOUR CODE</b>	
<b>BLUE</b>	Governor Challenge Question
<b>GREEN</b>	Governor Comment
<b>RED</b>	Action

<b>ACTION WORKSHEET</b>				
<b>NO</b>	<b>AGENDA ITEM DESCRIPTOR</b>	<b>ACTION</b>	<b>RESPONSIBLE PERSON</b>	<b>STATUS</b>
Summer Term 2	12. Governor visits for next term	Circulate dates	Mrs Bray	Pending
Summer Term 2	7. Governor Impact Document	Update and circulate document for approval	Mrs Stevenson	Pending
Summer Term 2	6. Headteacher's Report	Share and monitor S175	Mrs Bray	Pending
Summer Term 2	5. Academisation	To investigate putting a covenant on the land	Mrs Bray	Pending
Summer Term 2	5. Academisation	Governors to visit existing Rainbow MAT schools	All Governors	Pending
Summer Term 2	5. Academisation	Feedback stakeholder consultation to Governors	Mrs Bray	Pending
Summer Term 1	8. Governor Monitoring Visits	Circulate dates	Mrs Bray	Complete
Spring Term 1	5. Governor Training	Research into governor training on school exclusions	Mrs Bray	Pending
Autumn Term 2	9. Attendance	Calculate data trend of holidays versus non-holidays	Mrs Stevenson	Ongoing
Autumn Term 1	15. Governor Training	Continue induction training for new governors	Clerk	Ongoing
Spring Term 1	10. Staff Wellbeing	Governors to see questions prior to	Mrs Stevenson	Ongoing

		staff survey being circulated		
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## Part 1

**1) Apologies:** Andy Boorne.

### **2) Interests in matters to be considered at the meeting**

No additional interests were declared at the meeting.

### **3) Minutes of the last meeting**

**I) Matters Arising:** No matters arising.

**II) Approval:** The previous minutes were unanimously agreed and ratified.

### **4) Committee and Working Groups:**

**I) Finance and Personnel/Premises:** Mr Treganowan updated the Board on the previous committee meeting. Everything has moved to closure and approval for next year. There are a number of bigger expenditure projects being planned that the school will be moving forward with.

**II) Policy to review – Data Protection:** There were a few minor points that needed to be amended, but overall, it was felt to be a well presented and well written document. The Board unanimously approved this policy.

**5) Academisation (discussion led by Clare Kendle from the Diocese of Truro):** Ms Kendle was invited to attend this meeting to discuss the academy conversion process for schools converting into an established Trust. The group discussed the initial stages of the process.

Mrs Bray attended the Askel Veur (the standards and academies arm of the Truro Diocesan Board of Education. They are an Academies Umbrella Trust governed by a small non-executive Board. They do not directly run Academies, but they do appoint and support the Members and Foundation Trustees of those Multi-Academy Trusts with whom they are involved and must be involved in the appointment of the trust CEO. They are a significant partner in school improvement in Cornwall and the Isles of Scilly. They work directly with the 43 Church schools in the Diocese and increasingly with community schools, through Multi-Academy Trusts which include both church and community schools) panel meeting on the 11<sup>th</sup> July to hand in the necessary documents. Following this, there will be an online form to complete for the academisation process.

The parent consultation was distributed last week, and the responses will be analysed in September. It was acknowledged that this would have been an unexpected change for the parents as it is not an enforced change. Ms Kendle noted that it is also important to consult with other stakeholders such as local nurseries and the Parochial Church Council. **The Governing Board will then receive feedback from the consultations.**

The Governors then posed questions to Ms Kendle. **A Governor asked if the school could preserve the playing field so that it is never developed?** This will be mapped out and legally tied up. There will be

no surprises and the Governors will be shown the legal paperwork. **A Governor asked who the legal firm will be?** The Diocese use PHP Law. The legal fees will be paid by a sum of money that Rainbow Academy Trust receive for the process. **Does being a PFI school complicate things?** This should not be a problem. **A Governor noted that there is a corner of the school field that Truro Nursery School uses that is part of the school land. This has never been a problem as both premises are Local Authority maintained. As far as we are aware, this is still part of the school land. Will this be a problem?** Ms Kendle to highlight this within the mapping process which will open up a discussion. **A Governor asked if salaries are protected under the TUPE process?** Yes, they are.

Ms Kendle then continued to discuss what meetings might look like in the future. She advised once we have passed the advisory board meeting on the 31<sup>st</sup> October, it would be worth the Governors meeting monthly. **A Governor asked if meetings will change after academisation?** Yes, this will become a Local Governing Body and will not involve any discussions on finance or estates. There will be no more committees, but Governors will be expected to check that money is being spent well. Each half-term there will be one training and monitoring meeting, and one meeting based on the Headteacher report. **A Governor asked if the Trust will set the agenda?** Yes, there is a Trust template. **A Governor asked if the school would still need the same number of Governors as in our current Instrument of Governance?** Ms Kendle advised liaising with Kathryn Trudgeon, Governance Lead at Rainbow MAT, before conducting any further recruitment (therefore recruitment for parent governors put on hold). **A Governor asked if a Board member here could join the Trust Board?** Yes, they are currently recruiting, and Kathryn will be able to share further information on this.

There was then a discussion on training. Ms Kendle informed the group that safeguarding training is bought externally but other training is usually conducted internally.

**A Governor asked what happens if parents didn't agree with the conversion?** There have been instances where a further meeting is needed. The Diocese will support the school and the conversion at the meeting. This is good practice and the Diocese have an experienced team that can support this. This could be a virtual meeting. **A Governor asked if representatives from Rainbow MAT would attend?** Yes, they would present at the meeting. **A Governor asked if this would be in September?** Most likely this would be the best time and it is clear that a consultation meeting is needed as part of the process.

**Governors are encouraged to visit existing Rainbow MAT schools to be able to share experiences.**

Ms Kendle left the meeting at this point.

The Group acknowledged that there is a lot of information to process. **The Governors would like to look at putting a covenant on the land.**

**A Governor asked if there is much chance of staffing changes?** Any changes will have to follow the same process as currently with the Local Authority.

There was a discussion on school expansion but given that the current birth rate (ONS in 2022 note a birth rate decrease in England and Wales of 3.1% compared with the previous year and the lowest number seen since 2002) is decreasing, it is not something we would be looking at.

**6) Headteacher's Report:** Mrs Bray informed the group that the DfE are still committed to the White Paper agenda hence the need to alter the school operating hours. The school have communicated the rationale behind changing the school hours to parents and given context to the decision. Staff are keen to have the extra time to focus on phonics. It has been spoken about in the 'Welcome to your new class' presentations and no more queries have been raised.

SATS results are published next Tuesday but won't be validated until the autumn term.

Attendance of pupils in receipt of Pupil Premium funding at extra-curricular clubs and activities currently sits at 23%. This is slightly lower than usual. Pupil voice was conducted, and the feedback was that lots of them prefer creative clubs to the sporting clubs on offer. The surf club was not well advertised to include that the PPM funding would cover the cost. These are areas we can improve upon.

The staff have had a meeting with Rainbow MAT. They discussed pay, contracts, career progression, SEND and wellbeing days. Staff were concerned about commitment to training days and were reassured. The result of the meeting was very positive feedback from staff.

Prior to this meeting, Mrs Bray received a number of questions from Governors regarding safeguarding. Mrs Bray informed the group that the Section 175 was shared with Mrs Trethewey, Safeguarding Governor, and Mr Machin, Chair of Governors. **Mrs Bray to condense, share and monitor.**

Mrs Read will be conducting an exit questionnaire for pupils and parents in current Year 6 class.

The school Mental Health Lead is leaving, but another member of staff will be stepping up.

Mrs Bray informed the group that her Safer Recruitment training was done in September 2022, and Mrs Calcraft, Mrs Stevenson and Mr Machin are all due to refresh their training in the autumn term.

**A Governor asked if a family are elective home education, does the school put support in?** Once notified by the parents, the school notify Cornwall Council and complete paperwork as per the protocol.

Mrs Trethewey to pass on the NSPCC video on e-safety to be circulated.

The school have received some concerns about sex education in year 4 as the children have been learning about menstruation. Some parents were unhappy with this as it was taught by a male teacher. However, we have also received lots of emails of support in the way the school teaches this subject. This teacher is a fantastic role model.

Since putting in a number of alternative provisions, the number of exclusions has reduced, and the Senior Leadership Team have created case studies to present to Ofsted. Our safeguarding procedures for alternative provision providers are very thorough and we regularly inspect, risk assess and liaise. It is a complex situation, and we are mindful of ensuring everything is exactly as it should be.

**7). Governor Impact Document:** Unanimously agreed to add the academisation and approval for ICT Suite refurbishment. **Mrs Stevenson to update the document and circulate for approval.** A new document will be started for the new academic year.

**8.) Safeguarding:** The Board discussed current school attendance and how parents are being supported. Attendance figures are improving. Attendance forms part of the welcome meeting for new parents now, and this was positively received.

An external audit of the Single Central Record has been booked.

**9) Health and Safety:** There has been a lot of concern about traffic and vehicle speeds around the school and main road leading into Truro. Staff ensure that children learn road safety and children walking on the wall and jumping in through the car park has been addressed.

**10) Staff Wellbeing and Wellbeing Days:** Governors unanimously approved a wellbeing day for all staff with proviso of being postponed for inspection, and they also approved funding the Christmas meal and purchasing thank you vouchers for the staff again this year.

Mrs Bray informed the group that we have some longstanding members of staff leaving the team, but lots of staff can't afford to celebrate this. We would like to organise a special occasion. Governors approved expenditure from private fund.

**11) Governor Visits – Geography, Behaviour, French and SIAMs:** French report received and circulated. Other reports to follow.

This will be the last meeting for Mrs Insa-James as she will be joining the team as a member of staff. She was thanked for all of her contributions to the Board.

**12) Governor Visits for next term:** The following visits were planned:

- Personal Development to look at the new team
- Special Education Need
- SIAMS – IQ2
- Geography – pupil voice looking at retrieval

**Mrs Bray to organise dates and then they will be circulated.**

**Part 2 Confidential Matters:** Nil.