



St Mary's Church of England School, Truro

Full Governing Board

Thursday 28<sup>th</sup> September 2023

Minutes (Autumn Term 1)

GOVERNORS PRESENT	
NAME	ROLE
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

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk
Miss S Vowles	Literacy Lead

APOLOGIES	
NAME	ROLE
Reverend Andy Boorne	Governor

COLOUR CODE	
<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>
Autumn Term 1	10. Section 175	Add action points as standing item to the agenda	Mrs Calcraft	Pending
Autumn Term 1	13. Governor Visits	Circulate dates	Mrs Bray	Pending
Autumn Term 1	17. Staff Wellbeing	The offer to have a flu immunisation paid for will be added to staff briefings.	Mrs Stevenson	Pending
Summer Term 2	12. Governor visits for next term	Circulate dates	Mrs Bray	Complete
Summer Term 2	7. Governor Impact Document	Update and circulate document for approval	Mrs Stevenson	Complete
Summer Term 2	6. Headteacher's Report	Share and monitor S175	Mrs Bray	Complete
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	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	Mrs Stevenson	Ongoing

		versus non-holidays		
Autumn Term 1	15. Governor Training	Continue induction training for new governors	Clerk	Complete
Spring Term 1	10. Staff Wellbeing	Governors to see questions prior to staff survey being circulated	Mrs Stevenson	Ongoing

## Part 1

**1) Apologies:** Reverend 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:** A Governor asked if the parental consultation on academisation went ahead? Mrs Bray said that it did and that the response was predominantly positive. Only 3% of parents were against the change. Questions were raised around funding. Some parents asked Mrs Bray questions on the gate at drop-off. The only stakeholders left to consult are the local schools. With regard to the land, our land is owned by Cornwall Council. Helena Arnold from the Diocese of Truro is currently investigating the legal aspect.

**A Governor asked if visits have been arranged to visit other schools in the Rainbow MAT? Mrs Bray to contact Mrs Jones and arrange visits.** Mrs Bray informed the group that the Advisory Board meets on the 17<sup>th</sup> October, the process will be formally agreed then and it can then be announced publicly.

**A Governor asked how the new school day timings were going?** Mrs Bray reported that it was going really well. It is having a very positive impact on learning.

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

**4) Committee and Working Groups:**

**I) Annual Review of Terms of Reference for Committees and Working Groups:** Reviewed and approved.

**II) Annual Review of Membership of Committees/Working Groups/Allocation of Governors to subject and curriculum areas:** The Finance Committee will be led by Mr Treganowan, Mr Machin, Mr Robinson, Mrs Bray and Mrs Stevenson.

The Exclusions Committee will be led by Mrs Trethewey, Mr Machin and Mr Robinson. **Clerk to circulate terms of reference with Governor names on.**

The Curriculum and Policies Working Group will be led by Mrs Trethewey and Mrs Stevenson.

Subject and Curriculum areas were allocated as follows:

Mrs Trethewey – Safeguarding, SIAMS, Attendance, RHSE and EYFS

Mr Robinson – Whistleblowing, Maths and General Curriculum

Mr Machin – Reading, Maths and SIAMS

Mr Treganowan – Reading, General Curriculum and SEN

Mrs Stevenson – E-Safety, RHSE and Attendance

Reverend Boorne – SIAMS, SEN, Mental Health and Staff Wellbeing

#### **5) Annual Review of Policies:**

**I) Register of Governors'/Staff Pecuniary Interests**

**II) Governor Code of Conduct**

**III) Child Protection and Safeguarding Policy**

**IV) Children with health needs who cannot attend school Policy**

**V) Designated Teacher for Looked After and Previously Looked After Childre Policy**

**VI) EYFS Policy**

**VII) Charging and Remissions Policy**

**VIII) School Exclusions Policy**

**IX) Admissions Arrangements**

**X) SEN Policy**

**XI) Health and Safety Policy**

**XII) Instrument of Governance**

**XIII) Complaints Policy**

**XIV) Supporting Pupils with Medical Conditions Policy**

**XV) Teachers Pay Policy**

**XVI) ECT Policy**

**XVII) Whole School Food Policy**

Governors had read the policies prior to the meeting and had the following amendments to make:

- Whole School Food Policy to be taken back to Parent Group to discuss and new aspect of family dining to be added.
- Promoting dental health to be added to EYFS policy.
- Holistic approach paragraph in SEN policy to be reviewed.
- Add no vaping to the Health and Safety policy. Add enabling nasal flu for pupils in school and providing flu immunisation payments for those staff who wish to have the immunisation.
- Update Complaints policy to just say Chair rather than name a person. Also add Governors to the box.
- Print hard copy of Code of Conduct to be signed off.

Pending amendments, all policies formally approved.

**6) Provisional SATs Results:** All data not validated until November and point score data not available for this year yet. EYFS performed really well this year. The KS1 data is really good. Regarding the KS2 data, the school is awaiting a remark on a couple of reading papers, but the school will still not quite have reached national average for reading. We are only 3 pupils less for reading. Combined results for all SATs tests show that the school is in line with national average. Children achieving greater depth in writing was above national average. The school did really well in maths and writing. Pupil Premium performance was good.

Our job now is to improve progress. The school are putting in lots of interventions and support. Because our children do well in KS1, it is really hard to get a positive progress score in KS2. This meant that maths progress was disappointing, despite the great improvement.

**A Governor asked which figures will be published?** Mrs Bray informed the group that this would be both attainment and progress.

**7). Reading Update:** Miss Vowles was present for this element of the meeting. She shared the top five literacy targets for the year. Reading has now become Priority One on the School Development Plan due to an unexpected dip in KS2 SATs results.

The first target is to look at the KS2 assessment process. The school has introduced the PIRA reading assessment to inform future planning as well as continuing to use STAR reader.

The second target is improving 1:1 phonics through increasing staff training, additional support in class and increased 1:1 phonics time allocated.

The third target is to improve the reading curriculum. There is a very wide range of vocabulary across the curriculum and the school are putting in scaffold support where required and pushing pupils who are working to achieve greater depth. Without fluency, comprehension is affected. In July, the Department for Education introduced a new reading framework. This helps to balance out the areas of deprivation.

The fourth target is to create inviting, calm and quiet reading spaces throughout the school. There will be another reading event, following the success of Roald Dahl Day, on return from the half-term break. Staff will be taking part in training on the inset day in October.

The fifth target is to increase support for parents. The school have purchased a portal operated by Ruth Miskin and she has released parental support which we will be sharing.

**A Governor asked if the dip in KS2 SATS results was due to the Covid years?** Mrs Bray felt that this was not the case. Looking at the papers, the children might have struggled with inferences. This cohort were only on the new reading curriculum for a year and research shows that it takes three years for it to embed. The genres in this assessment were quite spooky which affected some of our anxious children in this particular cohort.

**A Governor asked if there was a dip nationally?** Mrs Bray replied that reading took the biggest dip this year, and this will all be unpicked further in the near future.

**8.) School Development Plan Update:** A crib sheet was handed to all Governors. Nick Millward, Cornwall Council, will be visiting school to advise on the increase in special educational need in the school. We have experienced an influx in students across all year groups requiring additional support. The School Development Plan will remain as previously agreed. However, there will be a slight amendment made to the order of priority. Given that maths targets were well met and the programme of improvement is continuing well, literacy and reading will be moved to top priority. This was agreed by all.

**9) Multi-Academy Trust Update:** All paperwork has now been submitted for the academisation process. Staff have started attending workshops run by Rainbow MAT. Our PFI status will mean a likely delay to completion by a couple of months.

**10) Section 175:** Mrs Bray has taken action points from the Section 175 document in order for Governors to audit actions at future meetings. **To be added as a standing agenda item.**

**11) Attendance:** Mrs Stevenson reported that the work on improving attendance was going well. The school is taking a stringent approach and working closely with an Education Welfare Officer. Whole school attendance is currently at 97%. We have asked staff to look at attendance from last year, work on building relationships with families and get children looking forward to coming into school. Mrs Jenkin prioritise contacting the most vulnerable children arriving in the mornings, for example children who walk by themselves. We have seen an increase in on-time arrivals. However, we do still have a problem with families taking term-time holidays. We have contacted the EWO who is conducting an attendance review and is helping with letter templates. Some local schools are now looking into fining. Research and evidence shows that low attendance has a profound effect on learning outcomes. **A Governor asked if the EWO will still work with the school once it joins the Academy Trust?** Yes, she works with the Trust as well. She is a great asset.

**12) Governor Training:** Mr Machin is attending the Governors Conference at Brannel School on Saturday. Reverend Boorne is booked in to participate in Governor Induction training via Zoom. Need to look into Safer Recruitment training updates.

**13) Governor Visits:** Sports Premium document to be updated and submitted. Reports have been submitted and will be circulated. Visits need to be triangulated with learning walks. Governors agreed that quoracy for visits must be two Governors except for Safeguarding monitoring visits.

Planned visits for this term are:

- **Lowest 20% readers (listening to them read, learning walk and pupil conferencing) – Mr Machin, Mr Robinson and Mr Treganowan**

- **Safeguarding (to go through My Concern) – Mrs Trethewey**
- **Attendance to be discussed at next full Governing Board**
- **Additional finance meeting regarding expenditure analysis to be re-booked**

**Mrs Bray to circulate dates.**

A Governor suggested we look into sport provisions and greater depth analysis at a future meeting.

**14) Governor Impact Document:** Document to be updated with review and updating of policies, progress towards MAT conversion and amended SDP.

**15) Health and Safety:** The car park barrier was discussed. A new SIM card has been obtained and the caretaker will be asked to help install it. Mitie will then be asked to look at the repairs.

Governors were informed that the school now has a defibrillator and this will be sited in the school office.

**16) Safeguarding:** Mrs Trethewey visited to look at the Single Central Record, which has also recently been externally audited as well.

**17) Staff Wellbeing:** Staff are being well supported through supervision and flexible working. We have received good feedback from new staff. Senior Leadership Team have seen brilliant coaching going on and everyone looks after each other.

**The offer to have a flu immunisation paid for will be added to staff briefings.**

Mrs Bray informed the group that Mrs Marples will be leaving us at Christmas to pursue a role in outdoor education. We have put out an advert to find a replacement and have also advertised for a further SEN Teaching Assistant.

Mrs Spencer will be starting her maternity leave just before Christmas. The plan is to cover Year 1 with existing staff until Miss Shelton returns from maternity leave at the beginning of February. At this point, Ms McNamara will move across to Year 1. Parents are aware of the plan and are really positive.

**Part 2 Confidential Matters:** Nil.