



St Mary's Church of England School, Truro

Full Governing Board

Wednesday 1st July 2020

Minutes (Summer Term 1)

GOVERNORS PRESENT	
NAME	ROLE
Mr William Robinson	Chair
Mrs Nicola Bray	Headteacher
Mrs Mary-Ann Trethewey	Governor
Mrs Louise Stevenson	Governor
Mr Alex Marples	Governor
Mr Ellis Luckhurst	Governor
Mr Nigel Machin	Governor

APOLOGIES	
NAME	ROLE
Reverend Chris Parsons	Governor

NOT PRESENT	
NAME	ROLE
Mrs Penny Francis	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Summer Term 2	5. Committee and Working Party Reports	To feedback to Finance Committee about new phone system options	Mrs Bray	Pending
Summer Term 2	13. Staff Wellbeing	Investigate how other schools are rewarding staff	Governors	Pending
Summer Term 1	16. Any Other Business	Investigate legalities of school re-opening in terms of governance	Mrs Bray and Clerk	Completed
Summer Term 1	15. Staff Wellbeing	Governors to investigate ways to reward staff	All Governors	Pending
Spring Term 1	4. Matters Arising	It was suggested that Governors take part in assemblies and pop into classes more frequently.	Governors and Mrs Bray	Pending due to Covid-19
Spring Term 1	12. Feedback from recent Governor training	ICT lead to be invited to next meeting to go through using the portal	Clerk to speak to ICT lead	Pending due to Covid-19
Autumn Term 2	11. Short review session	Meeting to be set	Mrs Bray	Pending due to Covid-19
Autumn Term 2	10. Governor Impact	Formalities of making blogs public to be analysed.	Mrs Bray	Pending due to Covid-19

Autumn Term 2	9. Head Teacher's Report	Whole school attendance to go on newsletter	Clerk	Pending due to Covid-19
Autumn Term 2	7. Health and Safety	Governor Health and Safety training to be arranged	Clerk	Pending due to Covid-19
Autumn Term 1	4. Committee and Working Groups	Look at bias on Governing Board.	Clerk	Pending due to Covid-19
Autumn Term 1	4. Committee and Working Groups	Board to look at constitution once added to portal.	Clerk and all Governors	Pending
Summer Term 1	11. Visiting Governor Reports	Visit timetable for next year's SATs to be investigated	Mrs Bray	Pending due to Covid-19
Summer Term 1	11. Visiting Governor Reports	PE curriculum document to be looked at on completion	Mr Marples and Mr Robinson	Pending due to Covid-19

Part 1

1. Welcome

2. Apologies

Reverend Parsons gave his apologies for this meeting.

3. Governors' Declarations of Pecuniary Interests in matters to be considered at the meeting

No additional interests were declared at the meeting.

4. Minutes of the last meeting

i) **Matters Arising:** Previously there was a question raised as to whether the Government were providing support for families in receipt of Free School Meals over the summer break. It has now been confirmed that the vouchers that have been provided thus far will continue to be distributed over the summer break. Mrs Bray informed the group that the school has already booked the vouchers for the holidays. They will also still be offering access to The Hive meals which can be collected direct from The Hive by families. The school has also ensured that the Clothing Bank and Food Bank have been advertised on social media for parents.

ii) **Approval:** The minutes of the previous meeting were agreed and ratified.

5. Committee and Working Party Reports

i) **Finance and Personnel Committee:** No committee meeting held since previous meeting. Mrs Bray wanted to provide the group with some finance related updates. The school are in the process of completing the Government claim for additional funds spent during the Covid-19 outbreak. The deadline for claims is at the end of July and Mrs Bray will keep the group informed of the outcome.

IT budget spend is likely to become an issue this financial year. In addition to the likelihood that the server will need to be replaced at the end of the year, there have also been a number of problems with IT equipment during the shutdown. Two of the staff laptops have broken and needed replacing which is an unforeseen cost. Also, two of the class projectors have stopped working. On discussion with ICT4, they are reluctant to replace like with like as the equipment is becoming obsolete and should be replaced with Smart Panels. If this is the case, the decision needs to be made as to whether we just replace the broken projectors or replace the system throughout the school.

The school has been contacted by BT to notify that they have been out of contract for a significant period of time and as such are paying over the odds for phone calls as well as having an outdated system. They have suggested a new system that operates off the Wi-Fi. Another quote has been received from another company. Wendy Chapman to speak to ICT4 to see if our system can run this adequately and if they can also provide a quote for a new system. **Mrs Bray will inform the Finance Committee of any updates.** Mr Robinson declared an interest due to being a previous BT employee which was noted.

6. **Headteacher's Report:** Mrs Bray informed the group of some amendments to the report circulated. The number of Year R children attending school is now 21; the number of Year 1 children now attending school is 15 and the number of Year 6 children now attending school is 27. The school is anticipating that this number will continue to rise as confidence grows.

The number of children eligible for free school meals has risen to 34 and a large number of these have been added to the list during the pandemic. The Ever 6 number has decreased to 5 due to the increase in the free school meal requirements. There are now no Services children in the school. This means that the Pupil Premium numbers have risen to 39. There are currently no children subject to Child Protection Plans in school but this is anticipated to change. There are currently no children subject to Child in Need Plans. There are currently two children whose families are requiring additional Family Support packages from Social Care.

Since writing the report, Mrs Bray has been asked to sit on the Diocese Board for Education as the Primary School Headteacher representative. At her first meeting she learned that 27% of all jobs in Cornwall are likely to be lost due to the pandemic. This will have a huge impact on our children in the County. Due to this type of impact, Ofsted ~~will~~ **may** be adding in an extra criterion to inspect which will look into the Covid catch-up plans and how additional funding is spent. There is currently no sign of inspections being carried out in the autumn term due to this. There will also be no SIAMs inspections in the autumn term and they may not return until the autumn term of 2021. The Diocese aim to support schools and the children as they return to a full timetable.

With regard to transition arrangements, our Year 6 staff have been putting together a secret video with the help of the parents. This will be a surprise for the children as they are unable to have a Leaver's Assembly this year. Senior Leadership Team are also currently creating a risk assessment for holding a BBQ. This is something that the children look forward to every year and usually families are invited. Although the school is unable to invite families ~~int~~ **in**, they hope to be able to safely manage a BBQ for the children while retaining the Bubbles and social distancing. Penair School have been sharing all letter that are being sent out to their families with our school. This has been an important step in allowing us to support our children who are transitioning to Year 7. For example, Penair have made the decision not to return in uniform in the first half-term. This is due to a number of issues including parental concern over the financial cost of buying new uniform and also supplier issues. St Mary's pupils will be returning in uniform in the autumn term as per the guidance. Penair have also shared their three possible scenarios of the return in September and this will be updated as guidance is received.

With regard to the new Year R pupils that will be joining us in September, parental engagement is high. The parents have been given access to the SeeSaw app and there has been a lot of interaction with Miss Shelton.

A governor questioned that if 22% of pupils are not engaging with the home learning work, are parents being contacted to check all is well?

Mrs Bray said that teachers are checking the engagement of pupils through the submissions received on the SeeSaw app. If they have not received any contact from pupils and their families through the app, then they phone them to check how things are going. If they have any concerns, these are logged on My Concern and followed up by Mrs Stevenson and Mrs Bray. Where necessary, arrangements are made for the child to attend the school setting.

A governor asked if families will be fined in September for non-attendance?

Mrs Bray informed the group that currently there are no actions being taken for non-attendance as there are so many factors in play such as shielding requirements. However, even among the pupils who have committed to return in YR, Y1 and Y6 it has been noticed that parents are taking them out for the day when they want, which is impacting on the planned learning. However, in September the plans regarding attendance will return to how they were pre-Covid. Attendance is expected unless there are exceptional circumstances such as illness. The school are currently engaging with families who may have concerns about returning to education in September and the Education Welfare Officer is being consulted for advice. It is hoped that our attendance will return to the level it was previously, when we found there was no need to fine families as it was generally good.

A Governor asked how the Bubbles are working?

It has proven to be a very good model for the school and is working well. It has been noted that the Year 6 children are tending to all walk in to school together and then splitting into their Bubble groups on school grounds. They are also all meeting at the top of the drive at the end of the school day. Obviously, the Bubbles do not mix when they are in school but what the children do outside of school is not within our jurisdiction.

A Governor asked if the parents are adhering to social distancing?

Mrs Bray replied that yes on the whole this is the case. The staggered start times are working well to aid this.

A Governor asked if there had been any progress on the provision of technology support for disadvantaged families?

The school completed forms to access technology support for the children in school with EHCPs. Five pieces of equipment were applied for and three were received. They become school property and are not allocated to specific pupils. Therefore, if one of the children that it was applied for is now accessing education in school, then the equipment can be loaned elsewhere as needed. There is flexibility to provide help to more pupils this way. ~~On~~ No further funding has been received for any other pupils.

A Governor asked if this was a concern for vulnerable families in the autumn term?

It could be, but the school will continue to offer support through provision of printed packs of work. Some other schools are offering old equipment on loan, but unfortunately due to the Bubbles we have in school all of our IT equipment is being used.

7. **Admission Arrangements:** This document was circulated prior to the meeting. There have been no changes since it was last looked at. No comments were made.
8. **Closure Update:** Mrs Bray had been hoping to receive the latest guidance from the Government prior to the meeting, but unfortunately this had not come through. In order to allow for a smoother return in September, the missed inset day in May has been moved to September to create two days before the children return. Day 1 will involve setting up the

school to comply with all Covid directives. Day 2 will have a curriculum focus. The children from Year 1 to Year 6 will return to school on Friday 4th September, with the Year R children following their planned staggered start. On the Friday, there will be a strong focus on wellbeing for the whole day. Each class will have some time with their previous teacher to allow for closure of the year they missed. New returners (those that haven't already been attending school) will be prioritised for Forest School sessions. Letters will be sent out to parents prior to the return to explain timings and staggered starts.

At the moment, the school is not planning to re-open Stay and Play, as we are unable to mix the Bubbles. Breakfast Club will be operated on an invitation only basis to support keyworkers and ensure no mixing of Bubbles through stringent social distancing. The Stay & Play staff are being re-deployed to support some of the new Year R pupils that will be attending in September and who have additional needs. This will allow the school to understand the needs of these children and allow time to arrange staffing moving forward.

The current planning is to increase the Bubble size to whole classes who will have set start times, set toilets and a set space on the playground. If guidance is different then it may be that blended learning with smaller Bubbles is implemented or that there is no social distancing required at all meaning a whole school Bubble.

The school has applied for a grant to support online learning in case of a local lockdown. Governors will be updated as further guidance is received.

9. Policies that have been updated (please refer to prior emails):

- i. **Safeguarding and Child Protection Policy** – Read and approved pending update in July.
- ii. **Behaviour Principles Written Statement** – Read and approved.
- iii. **Health & Safety Policy** – Read and approved.
- iv. **Supporting Pupils at school with medical conditions** – Read and approved.

10. Safeguarding: There will be an update to Keeping Children Safe in Education in September and the school will then implement update training. Lots of safeguarding has been covered in Section 6. There have been no new members of staff.

11. Health and Safety: **A Governor asked about First Aid training.** Those certificates that ran out after 16th March 2020 can be carried forward but update training must be carried out by September. We have been notified that face to face training should recommence from 6th July and we are waiting to hear confirmation on this. Various companies are offering online training but this is no substitute for practical learning.

A Governor asked how the school disinfects external play equipment? Mrs Bray informed the group that the Trim Trail is not currently in use. Current guidance states that outdoor equipment may be used without disinfecting, but the school has decided not to use it until September now. Each class will use Forest School for a week and then it will be left over the weekend in preparation for the next class to use it. The play equipment in the Reception playground is cleaned in between each Bubble using it by the staff. This did mean that when a Covid case was suspected, there was the possibility that both Bubbles would have to self-

isolate as they had used the equipment that day. This was confirmed by Public Health England. On this occasion, the test was negative. Mrs Bray completes a daily check of the whole school to ensure compliance with risk assessments. Extra cleaning is being carried out by staff and by Interserve. Risk assessments are being constantly updated, for example when Breakfast Club was re-opened on an invite only basis.

- 12. Staff Wellbeing:** Further discussions were held on how staff could be rewarded for their hard work. Two suggestions that have been put forward were that staff who worked over the Easter break could be given a day in lieu to spend with their families. The school would like to recognise all of the staff by organising a meal out at Christmas that is paid for by the school. Not all staff can afford to go on outings so this would be a nice way to all celebrate together when hopefully things are a bit more relaxed. **The Governors to investigate what other schools are doing and feedback.**

A Governor asked of staff privacy had been included in the safeguarding policy? Mrs Bray said that Mrs Stevenson was working on a wellbeing policy and it would be incorporated into this.

A Governor asked if there were still staff shielding? Mrs Bray said that she is hopeful that all staff will be able to return in September. All staff have been engaging in the online briefings. Where necessary, staff are consulting with medical professionals about their return to work. She is aware that there will be anxiety about returning to work safely, and she is encouraging people to drop in to see how the school is being organised and everything is risk assessed.

- 13. Any other business (to be raised prior to the meeting):** Mr Robinson said that the Governors wanted to say a big thank you to all the staff for the effort they have put in during the pandemic. They appreciate how hard staff have worked and agree with the Council that staff deserve a full summer break in order to be able to return refreshed in September.

Part 2 Confidential Matters

Nil