



St Mary's Church of England School, Truro

Full Governing Board

Wednesday 11th November 2020

Minutes (Autumn Term 2)

GOVERNORS PRESENT	
NAME	ROLE
Mr Nigel Machin	Chair
Mrs Nicola Bray	Headteacher
Mrs Louise Stevenson	Governor
Mr Alex Marples	Governor
Mr Ellis Luckhurst	Governor
Reverend Christopher Parsons	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk
Mrs Mary-Ann Trethewey	Observer

APOLOGIES	
NAME	ROLE
Mr William Robinson	Chair
Mrs Penny Francis	Governor
COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Autumn Term 2	11. Any other business	Feedback information from Governor Services	Clerk	Pending
Autumn Term 2	9. Visiting Governors	Plan virtual meetings and circulate dates	Mrs Bray	Pending
Autumn Term 2	4. Committees and Working Groups	To feed back on PE Budget expenditure plans	Mrs Stevenson	Pending
Autumn Term 2	4. Committees and Working Groups	To think of ideas for Aldi money	Governors	Pending
Autumn Term 1	12. Any Other Business	Add Parent Governors to the next agenda for discussion	Clerk	Completed
Autumn Term 1	12. Any Other Business	Governors to let Mrs Bray know if they have any questions about the proposed new classroom panels	All Governors	Completed
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	Mrs Bray	Pending due to Covid-19

		public to be analysed.		
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	Completed
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) Apologies

Apologies were received from Mr Robinson and Mrs Francis for this meeting. Mrs Trethewey will be an observer for this meeting pending her approval at the PCC Committee

2) Governors' Declarations of Pecuniary 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:

The group was informed that discussion on Parent Governors would be added to the Any Other Business section.

A question had been raised by a Governor about the Promethean panels and Mrs Bray informed the group that the warranty is 5 years and that an engineer will come on site for any repairs.

A Governor asked how staffing was currently going? Mrs Bray reported that when the school had to close a Bubble the school had 8 members of staff out isolating. There were also delays in the turnaround of test results when the schools first returned which cause further staffing problems. The schools currently has a much better situation with two members of staff off, but neither are Covid related.

A Governor asked if the school was proceeding with the £30 vouchers for members of staff for Christmas? Mrs Bray informed the group that we had currently purchased 18 of the vouchers and the rest will be obtained before Christmas.

A Governor asked if the Headteacher had managed some time working at home? Mrs Bray informed the group that she had managed one instance and was managing diary better.

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

4) Committee and Working Groups:

I) Finance and Personnel/Premises: The Chair of the Finance Committee reported back from the last meeting where the group were presented with pay recommendations for staff. Unions have recommended normal criteria will not be used as it is not the staff's fault that they were unable to complete targets due to Covid closures. The main points were:

- Four M6 teachers are remaining where they are
- Two Mainscale teachers will be progressing one point
- One UPS teacher is remaining where they are
- One UPS teacher will be progressing one point
- One Leadership teacher will be progressing one point

Mrs Bray then spoke to the Finance Committee about one teacher being asked to commit to additional curriculum work. The Committee agreed to award this teacher a fixed term payment on TLR3 and gave Mrs Bray the way to award.

The Headteacher's pay review will be on the 8th December with the appointed committee and the School Improvement officer.

It was reported that additional staffing needs have been required in Key Stage 2. We have a teacher doing Year 5 and 6 intervention for Covid catch-up. We have also required a full time SEN TA which is an unbudgeted cost. However, it is manageable within the budget.

Within the overall budget, we have incurred some higher costs, but last year's budget finished better than expected. This means that the reserves are effectively untouched. The Bursar has said there is nothing to worry about and that the school is looking very healthy. We need to have expenditure plans as the sports line has a big underspend. There are currently no events to target but we are looking for ideas.

The ICT budget is higher due to the class interactive panels, but it is money well spent.

Stay and Play is no longer maintaining a surplus. Bubble security is affecting this and it is running at a slight loss. There is nothing that can be done about this but it was unexpected.

There is still the Aldi competition money to spend but it is a difficult time to be obtaining quotes.

Governors were asked to put thinking caps on for spending. A governor asked if there is a time limit from Aldi? Due to the current situation, they have been flexible and have awarded an extension. The school has plans and they will go ahead when it is safe.

Mrs Stevenson has taken over the management of the sports budget and is currently researching how best to spend this money. **She will update the group with ideas. A Governor asked how much the PE budget was?** The figure was given and Mrs Bray added that there is specific guidance and it is quite carefully ringfenced. **A Governor asked if the PE budget could be combined with the Aldi money?** Initially for the competition, the school put forward an idea for the spend which was a running track. However, we could discuss with them possible changes, for example if the running track was not viable. The school will get more detail and discuss with the Governors when they can.

II) Curriculum and Policies: Annual policies were sent out for review and approval. Necessary amendments have been made. The Behaviour Policy has to be reviewed due to Covid guidelines. Some children with SEN are struggling with the new restrictions, so we will put measures in place to support the children. The changes will be fed back to the Governors.

5) Governor Training: There have been a number of Zoom meetings and training events organised and those that have attended so far have found them very useful.

6) Health and Safety: The School Risk Assessment has been updated and circulated. The windows will be kept open to aid ventilation. The school will be looking at the Uniform Policy to allow temporary use of extra jumpers. **A Governor asked how long the children are in a classroom at a time?** They are in the classroom from 8.45am to 10.15am in the morning which is the longest time therefore an hour and a half and then break. The school are also leaving the doors open at breaktimes to allow more fresh air in. They are trying to adhere to the guidelines closely. Visitors have been restricted and tours have now been postponed during lockdown. **A Governor asked when primary applications have to be put in by?** The 15th January is the deadline. To help with the absence of tours, a virtual tour has been put on the website.

7) Safeguarding: The safeguarding governor had an online meeting with Laura Calcraft regarding the Single Central Record maintenance. The S175 return has also been completed and returned. There was one child who did not return to school in September and the school were liaising closely with the family, the Education Welfare Officer and the Local Authority. We were expecting the child to return after half-term but they have now been de-registered. This was carried out in a very structured way. **A governor asked about the possible impact of Covid on the safeguarding officers**

in school? Mrs Bray reported that there are four safeguarding officers and so there are no concerns about them all being off. The school has also created a QR code for Track and Trace purposes.

8) Headteacher's Report: The report was circulated prior to the meeting and questions raised are answered below.

Mrs Bray informed the group that since her report was circulated, the number of Pupil Premium pupils has risen. Free School Meal entitlement is now 38 bringing the total number of Pupil Premium to 40.

Gap assessments have been conducted since the return to school. Having read Ofsted's national findings, our school is matching these very closely. There are gaps in phonics, particularly in the Year 2 cohort. The school is due to do a check at the end of term and they have taken a huge step back. An 8-week intensive plan has been put in place. The children starting school have come in less school-ready. There are issues with toileting and eating. There is a substantial difference as this cohort has missed pre-school. There have also been dietary and weight issues as well. There has been an increase in food related mental health problems which the school nurse is helping with. The majority of our children are working at age-expected levels. PE sessions are a bit longer as the children are coming into school already dressed for the sessions.

A Governor asked if Ofsted were recommencing their visits? Ofsted are continuing to do virtual visits to check lockdown procedures. Full inspections may resume from January but schools are still under pressure from Covid. Katie Fitzsimmons has said that she didn't expect SIAMs visits to recommence until at least the summer term but the school are still driving forward.

A Governor asked if there has been a change in attendance since the second lockdown? In Autumn term 2019 attendance was 97% and this Autumn term it has also been 97%. Persistent absence has risen from 4.6% last year to 8.6% this year. Some is Covid anxiety related. One family took an extra week out after half-term as they were concerned about the virus. One child has de-registered. One child is remote learning due to medical issues. In the next few weeks the school will have a better idea of the impact.

A Governor asked how parents and staff have taken to wearing masks? Parents on the whole have been really positive. Some wanted it taken further and wanted teachers to wear them during lessons. There are currently 7 parents who cannot wear a face mask for personal/medical reasons. Because of this, they are allowed onto site without wearing face masks and this has been risk-assessed. There has been a little bit of social media stuff but nothing came to fruition. The staff have been brilliant and have felt it reassuring. It is an additional measure to help keep the school open and we would rather be criticised for being over-cautious.

A Governor asked if SATS are going ahead this year? There is some question about moderation going ahead. Comparisons are going to be difficult. It is being debated a lot but the school is planning for them to go ahead as normal.

9) Visiting Governors – Plan for term ahead: Mrs Bray felt it was wise to start through Teams. Proposing PE, SIAMs and Reading. **A Governor asked if there will be pupil voice?** This will be worked in and the RE Leaders will be involved. The school are looking at investing in a large reading system. **Mrs Bray will speak to staff and then the Teams meetings will be set up with the Governors.** This is likely to be the other side of Christmas.

A Governor asked about Christmas celebrations this year? The school are making it as special as they can. Each KS1 class is producing a nativity which will be shared with the parents on SeeSaw.

Each KS2 class will be having a carol concert which will also be shared on SeeSaw. SeeSaw allows all children to be involved. RE Leaders will be reading the Christmas story and sharing it with the other classes. Christmas dinner and parties are still going ahead in classes. Mr Robinson has obtained trees for each class through the Forestry Commission. Mrs Marples has been working on natural decorations in Forest School. Governors would like to get involved in the outside tree decorating. **A Governor asked if children can still hand out Christmas cards?** Yes, the school will quarantine them on receipt and then hand them out.

11) Any Other Business: Parent Governors was raised at the previous meeting. Some of our current Parent Governors are nearing the end of their term and have children who are in upper juniors. The group is currently looking at the position of current governors and the school is awaiting a response from Governor Services. **We are looking at strengths and weaknesses and will feedback as soon as a response is received.**

Part 2 Confidential Matters: Nil