



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

**Full Governing Board  
Wednesday 22<sup>nd</sup> May 2019**

**Minutes (Summer Term 1)**

<b>GOVERNORS PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mr William Robinson	Chair
Mrs Nicola Bray	Headteacher
Mrs Lisa Smith-Walker	Governor
Mrs Mary-Ann Trethewey	Governor
Mrs Alison Laity	Governor
Mr Alex Marples	Governor
Mrs Penny Francis	Governor
Reverend Chris Parsons	Governor

<b>OTHER ATTENDEES PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mrs Laura Calcraft	Clerk
Mrs Laura Read	Senior Leadership Team
Mrs Anna Spencer	Senior Leadership Team

<b>APOLOGIES</b>	
<b>NAME</b>	<b>ROLE</b>
Mr Ellis Luckhurst	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 1	13. AOB	Governors to attend Governing Body Self-Review training on 8th July	All Governors	Pending
Summer Term 1	11. Visiting Governor Reports	Visit timetable for next year's SATs to be investigated	Mrs Bray	Pending
Summer Term 1	11. Visiting Governor Reports	Stay and Play scrapbook to be updated.	Mrs Bray	Pending
Summer Term 1	11. Visiting Governor Reports	Miss Rundle to speak to Parent Group about sports	Mrs Bray	Pending
Summer Term 1	11. Visiting Governor Reports	Sports Premium Budget to be reviewed	Mrs Bray	Pending
Summer Term 1	11. Visiting Governor Reports	PE curriculum document to be looked at on completion	Mr Marples, Mr Robinson and Mrs Smith-Walker	Pending
Summer Term 1	8. Safeguarding	Put safeguarding visits onto monitoring visits schedule	Mrs Bray	Pending
Summer Term 1	3. Matters Arising	Quotations for car park bollards and running track to be discussed at next Premises meeting	Mrs Bray	Pending
Spring Term 2	4. Headteacher's Report	Investigate the Citizens Award	Mrs Smith-Walker	Completed
Spring Term 2	4. Headteacher's Report	Create a leaflet to inform about interventions	Mrs Bray	Completed
Spring Term 2	5. Committee and Working Party Reports	Concrete bollards in car park to be investigated further with Interserve	Mrs Bray	Pending

Spring Term 2	5. Committee and Working Party Reports	Sports Leader to obtain quotes for all-weather running track	Mrs Bray	Pending
Spring Term 2	5. Committee and Working Party Reports	Obtain quotes for climbing wall	Mrs Bray	Completed
Spring Term 2	7. Health and Safety	Field surface to be cleared	Mrs Bray	Completed
Spring Term 2	9. Feedback from recent Governor training	GO1 and GO2 training to be arranged for Mr Luckhurst	Mrs Calcrafft	Completed
Spring Term 2	10. Visiting Governor Reports	RE updates on the website	Mrs Bray	Completed
Spring Term 2	12. AOB	Evaluation of Easter Maths Workshops	Mrs Bray	Completed
Spring Term 2	12. AOB	Governor Newsletter to be created	Governors	Pending
Spring Term 1	17. Visiting Governor Reports	Mrs Francis to set a further date to meet the Autism Champion	Mrs Francis	Completed
Spring Term 1	17. Visiting Governor Reports	Submit E-Safety visit report and arrange a further visit following Safer Internet Day	Mrs Francis	Completed
Autumn Term 1	8. Governor Training	Attend GO2 training	Mrs Francis	Completed

## Part 1

### 1. Apologies

There were apologies received from Mr Luckhurst for this meeting.

### 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:** Action points from the previous meeting were discussed.

- Mrs Bray confirmed that the Senior Leadership Team have now circulated a leaflet to all parents about the interventions that are run in school and that their children may be involved in.
- Mrs Bray informed the group that the quotations for the car park bollards and the perimeter running track are to be discussed at the next premises meeting as the price has increased.
- Mrs Bray has now received permission from Interserve to convert the playground wall in to a climbing wall. Designs are currently being looked at.
- Mrs Chapman has reported that there is slow progress on the running track from the company that originally quoted therefore further quotations are being sought. In the meantime, Mrs Chapman has spoken to Team Maintenance who maintain the school grounds and they have agreed to strim a temporary track in the grass.
- The Religious Education updates have now been completed on the school website but there are more to follow. An HLTA will now be completing regular SIAMs work.
- Mrs Smith-Walker sent a link to Mrs Bray regarding the citizens awards. This is to be further looked in to.
- A Governor asked for feedback on the additional maths sessions that were held in the Easter holidays. Mrs Read said that she was awaiting the results in July for the progress data. In terms of attendance, there were 17 children present on the first day. There were less children present for the other days. Some children present on the first day then chose to come back on subsequent days having not originally booked in to them. They looked at 'real life' maths. Some maths linked in with things the class had done at their sleepover at the National Maritime Museum. They also made pizzas to specific diameters and ratios. Knowing the attendees in advance meant that they could tailor the sessions to specific needs. It was very enjoyable.

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

### 4. Committee and Working Party Reports:

I) Curriculum and Review of School Policies Working Group next meeting to be held on Wednesday 12<sup>th</sup> June 2019.

II) Premises Meeting has been moved to Friday 7<sup>th</sup> June 2019.

### 5. Budget Approval

The Finance and Personnel Committee met with the new Bursar. The main summary of the meeting was that the school is looking quite healthy for the current financial year but there are deficits predicted for the next two years. This is quite cautious and produced in a conservative nature. We have to say that an amber light approach is needed. In 2021 there is a predicted shortfall for which a 10% access to reserves is predicted. The school is still in a fortunate

position and the projections are for a worst-case scenario. The main increase is known increases such as wages and there is also a small loss in wraparound care predicted. The Bursar did benchmarking against other similarly sized schools and we are comparable to them. Therefore we are where we should be. The school is full and the Bursar is not concerned. At this point, Alison Laity and Laura Calcraft left the meeting in order for their pay as school administrative staff to be discussed. This will be detailed in the confidential section.

Alison Laity left the meeting.

Laura Calcraft re-joined the meeting.

#### **6. Review arrangements for parents to receive reports about pupil performance in National Curriculum subjects.**

Mrs Bray circulated SATS results print-outs to show the group what is given to parents. This is accompanied by the child's attendance data and their school academic report. The school are meeting all published requirements. [A Governor asked how this differs for children in EYFS.](#) This has been covered in a previous meeting. Mrs Read informed the group that last year when she passed out the results to the Year 6 children, she talked it through with them so that they could help explain to their parents what the data meant. It might look slightly different this year, as the teacher assessment is not required for maths and reading. [A Governor asked if the school would rather not put teacher assessments.](#) Mrs Read and Mrs Bray both felt that the teacher assessments give a rounded picture but the code dictates what the teacher reports. The school could choose to report it, but would need to be very clear that this is not a statutory data report.

#### **7. Review attendance of staff**

Mrs Bray reported that the school has pretty strong attendance and circulated a print-out of sickness (not long term). [A Governor asked if staff attendance is looked at by Ofsted.](#) Mrs Bray said that in terms of well-being, staff health and wellbeing is strong.

#### **8. Safeguarding**

A number of questions on safeguarding were raised prior to the meeting with Mrs Bray:

##### **I) [Where is information on who is Level 2 trained stored and who checks it?](#)**

Mrs Stevenson is a safeguarding trainer, so whenever there is an update, it can be implemented. A record of all those who have completed Level 2 safeguarding training is kept by Mrs Stevenson and also in the school office. This is the same for all Safer Recruitment training which has been completed by Mrs Bray, Mrs Laity and Mr Robinson.

##### **II) [What support services are available for staff wellbeing?](#)**

The school offers counselling through Cornwall Council Human Resources department. Those staff who are TIS trained have supervision sessions once a term with an Educational Psychologist. It is also available for the Safeguarding lead through the Penair Group.

##### **III) [How does the school implement safeguarding?](#)**

Copy of safeguarding induction checklist for staff, governors and volunteers passed around the group.

##### **IV) [What PSHE support is available for parents?](#)**

There is regular e-safety support circulated on the weekly newsletter. The school also informs parents on the newsletter of any work that has been done in school, for example, with the NSPCC. The school has provided workshops for parents whose children are about to undertake SATS. The school also provides lots of signposting for individuals both verbally and via the school website. The school endeavours to get as much information out to parents as possible.

Mrs Smith-Walker recently completed Safeguarding Update training (26<sup>th</sup> March 2019). One idea that was discussed was to hold a post-it note session at staff meetings. Mrs Smith-Walker would hand blank post-it notes out to staff who would then anonymously complete them about any points they would like to be raised. These would then be passed back to Mrs Smith-Walker who would type them up and then feed back to Mrs Bray. This would make the entire process completely anonymous.

Mrs Smith-Walker asked if safeguarding visits can be added to the monitoring visits chart.

## 9. Health and Safety

A Governor noted that some of the plastic covers on the trim trail have come off. This is in hand.

## 10. Feedback from recent governor training

Mr Luckhurst has completed GO1 training. Mr Luckhurst and Mrs Francis will shortly be completing GO2 training. Mrs Smith-Walker has completed her Safeguarding Update training. Mrs Smith-Walker has recently taken part in an Effective Governing webinar on questioning and challenge. A specific important point was looking at challenge the verb rather than the noun. Mr Luckhurst and Mrs Smith-Walker attended a governor networking session and Mrs Smith-Walker also attended a Penair Partnership meeting.

## 11. Visiting Governor Reports

- **PE Visit:** Mrs Smith-Walker, Mr Marples and Mr Robinson conducted the visit. The school are in the process of writing a PE curriculum document which is to be looked at once completed. The Sports Premium budget was not available on the website. This is to be updated. The Sports Leader hours have been increased and top-ups are available when necessary. The Sports Leader position is working really well and the school is reaching lots more events. The aim is to be inclusive which means having a range of competitive and non-competitive events. There is an upcoming event for SEN children from all year groups called the Trevictus Games. Miss Rundle to speak to Parent Group at their next meeting about sport. The PE budget is slightly less this year but this has not caused any problems.
- **Pupil Premium Visit:** Mrs Laity and Mr Marples conducted the Pupil Premium visit. The main thrust of the learning from this visit was that it is about quality teaching and not courses and specialist resources. The aim is to keep Pupil Premium children in their peer environment. The progress document for Spring term shows excellent progress in reading and maths. Writing is not quite as strong but interventions are being put in place. Individual needs are to be taken into account. Education Endowment Fund form and there is also external evaluation. This is to check the school is doing the right things and then feed back. In terms of looking forward, the school will benchmark against and link up with other local schools. Parental engagement strategies are going well, for example the recent maths workshops. School will be looking at holding such workshops at alternative times and will canvas opinions from parents. A Governor asked if the school could form bespoke groups to target specific needs. It is important to get the information out to all parents. It was felt that the creche facility for siblings vastly improved the sessions. Topic talk time allows children to show parents the work they are particularly proud of. This not only helps parental engagement but also embeds learning for the children. It was suggested that this could also be held after class assemblies to target a wider audience.
- **Stay and Play visit:** Mrs Smith-Walker and Mr Luckhurst visited Stay and Play. Overall the visit was really positive. Children would like more variety of food. This has been trialed and

the majority like what they receive. Additional snacks to be trialled. A white board will be put outside reception if the location of the facility changes so that parents collecting know where they are. Everyone accessing Breakfast Club and Stay and Play now need to ring the door bell in reception. A Governor asked about the projected deficit for this facility. It is deemed healthy at the moment but additional staff may be needed in the future. The booking-in process must be adhered to. It was also noted that the scrapbook needs to be updated.

- **Assembly visit:** Mrs Trethewey visited a Values assembly. She reported that it was relevant to the age group that were there. The children all came in calmly and sensibly. All children were engaged in the content. It was nice for the children to be together as a whole school. There was a book of feedback from the children. The staff supported the assembly well.
- **SATS procedure check:** Mr Robinson visited to check the process of conducting Year 6 SATs. It was all good. It is a very formal and serious process that is followed to the letter. All staff involved had an official briefing and signed to say they understood. A Governor asked if the school should have someone in every day. This can be looked in to.

**12. Governor Visits for next term.**

Mrs Bray to circulate to the group via email.

**13. Any other business:**

- **Governing Body Self-Review:** Bex Couch will be holding training on Monday 8<sup>th</sup> July which is aimed at this.

## **Part 2 Confidential Matters**

Mrs Bray has investigated and appraised the pay scales of the school administrative staff. Both are highly valued and experienced. They make a huge contribution to the school. Both are at the top of their pay band for the job descriptions. With regard to job descriptions, LC to take on financial responsibility and AL to train her in this as her line manager. Both are therefore able to move up to the next level description, with room to move up in the future too. Reviewed pay scale as a committee to increase pay. Governors unanimously agreed to both AL and LC moving to the new pay scale with review over time to move up which is performance related.