



St Mary's Church of England School, Truro

Full Governing Board

Wednesday 17th March 2021

Minutes (Spring Term 2)

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

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

APOLOGIES	
NAME	ROLE
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
Spring Term 1	11. Parent Questionnaire	Put feedback and actions taken on website	Mrs Stevenson	Pending
Spring Term 1	10. Governor visits for next term	Email out virtual visit details	Mrs Bray	Pending
Spring Term 1	9. Governor training updates/feedback	Investigate signing up to NGA learning opportunities	Clerk	Pending
Spring Term 1	4. Headteacher's Report	Readvertise how to apply for pupil premium on newsletter	Clerk	Pending
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	Complete
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 due to Covid-19
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
Summer Term 1	11. Visiting Governor Reports	Visit timetable for next year's SATs to be investigated	Mrs Bray	SATs not going ahead this year.
Summer Term 1	11. Visiting Governor Reports	PE curriculum document to be looked at on completion	Mr Marples and	Pending due to Covid-19

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Part 1

1) Apologies

Apologies were received from Mrs Francis 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: None.

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

4) Headteacher's Report: Mrs Bray reported to the group that the school is now fully open again following national lockdown. The number on roll has risen to 212 pupils. The re-opening has been really positive.

The school has seen 99.72% attendance in the first week back. The only absences were non-Covid related illnesses. It was lovely to see the parents on the gate.

All of the safety measures such as class bubbles, extra hygiene, wearing face masks in communal areas have been retained and guidance has not changed.

Stay and Play is back running and the school has been able to accommodate most of the requests.

The school has continued with outreach work and Mrs Stevenson has been working with St Martin's Church of England School in Liskeard, which is a paid project. She has had the initial meeting with the headteacher and has read through their SIAMs report. Our school were recommended to them by Katie Fitzsimmons. We are also offering Year 1 support and whole school assessment. We have an impact document which can be shown to SIAMs inspectors.

First aid training has been completed for eight members of staff in the February inset and there will be further training in the summer term.

School reports are underway and will be distributed before the Easter holidays. Parental consultations will be held in the summer term.

The School Improvement Team have looked at the school's remote provision and were really impressed. Staff worked incredibly hard so external praise was well received.

Now that most children are back in school, assessments are being conducted. Due to the lockdowns, some cohorts have been hit harder than others. Our Reception children have come back in really well and their reading assessments have been good. Our Year 2 cohort have come back less well, there was less engagement with remote learning and there are noticeable gaps. Interventions have been put in place and we are looking at repeating some modules for example multiplication. Most children are now working to a full curriculum. Mrs Bray has been conducting class observations.

Virtual World Book Day was really well received.

We have continued to monitor safeguarding throughout lockdown and there have been an increased number of police incidents. We have invested in some additional safeguarding training by signing up to the Safeguarding Network. The new S175 document has been issued to include Covid and we are working with the Penair Partnership on this.

The first week back for the children has been Wellbeing Week. This has involved reduced screen time, active outside learning, lots of time in Forest School with some low key assessments. Emotional support and reflection time will be provided through the Jigsaw programme.

Next steps will be:

- Ensuring all staff are trained to support children, identifying any concerns and address gaps in learning.
- Endure risk assessments are up-to-date.
- Begin the schools Recovery Curriculum, focussing initially on wellbeing.
- Assess children and begin to deliver full curriculum.
- Implement catch-up plan using Government funding.
- Re-open Stay and Play.
- Reports to be sent out to parents before Easter.
- Easter preparations to be discussed and implemented.

A Governor asked how the school's Free School Meal numbers have changed and how are the school connecting with families to apply if they need? At this time, the Free School Meal numbers are up to 38. **The school are looking into a readvertising campaign and will put details into the newsletter.**

A Governor asked about the tutoring programme? One of the members of the Senior Leadership Team are attending a webinar later in the month. The school have already employed a teacher to run interventions but there is now further funding coming in and so this will be further investigated.

5) SFVS: Mrs Calcraft talked the group through the SFVS document that had been circulated prior to the meeting. The data was discussed and Governors were asked to email through any comments or queries prior to it being signed off and submitted to Cornwall Council.

6) Staff Wellbeing: Mrs Stevenson reported to the group that all staff have been recommended to use the Headspace app which is free for all educators. Several people have already accessed this and have given really good feedback. We may also wish to finance this in future years.

The report template from last year is being used again to reduce workload for the teachers. It is also a more personalised report for parents. Some new office software has dictation capability and a number of staff now use this for text documents.

Training videos have been sent for ease of access and can help with work-life balance. Blue sky days are also being re-implemented to allow staff to plan outside of the building if they choose. The school is also responding to training requests. New resources have been purchased for the Recovery Curriculum. Finally, a wellbeing survey is being planned for staff.

A Governor asked if the SLT are taking advantage of Blue Sky Days? It has been decided that next Thursday, the SLT are having a SIAMs planning day and putting another senior member of staff in charge of the school. This will take place in school, but they will not be disturbed.

7) Safeguarding: Mrs Trethewey (Safeguarding Governor) and Mrs Bray had a meeting this week to discuss safeguarding. The Whistleblowing policy has recently been revised. There has been a slight change to the Single Central Record with one member of staff being added. Mrs Trethewey attending a three hour safeguarding training session for Governors last week. She is still waiting for a copy of the presentation but a couple of things that she picked up on was that the Teaching Standards Handbook should be shared and that we should be looking into how safe children feel in school. This can be picked up on by Governors on visits. There was also a big emphasis on wellbeing.

A Governor asked if the school are aware of any LGBTQ+ issues? Mrs Bray said the school covers this in PSHE really sensitively and age-appropriately. We celebrate different family set-ups in the younger years and further up in the school we cover puberty, relationships and racism. Jigsaw gives the teachers set answers and good ways of telling children what things mean. It is also addressed through the curriculum. **A Governor commented about the sensitive choice of books being important.**

8) Health and Safety: A fire drill is due to be conducted prior to the Easter holidays and normal checks are continuing.

A Governor asked how social distancing is going with parents? Mrs Bray responded that the school is trying hard to ensure this is maintained and on the whole it is ok. The school holds a list of those parents who are exempt from mask wearing.

9) Governor Training Updates / Feedback: Mrs Bray spoke to the group about a training opportunity with the NGA. NGA membership renewal is £97.00, but for an extra £122.00 there are Learning Link modules for Governors on a wide variety of topics. Do people think they will use it? There were positive responses and it was felt best to use it for a year and see how it goes as it is good to have a breadth of training. **Clerk to investigate purchase.**

10) Governor visits for next term: Virtual visits are proposed for reading, SIAMs and Recovery Curriculum (how we are using the funding). **Mrs Bray to email out dates.**

11) Parent Questionnaire: Mrs Stevenson reported to the group on the recently circulated parent questionnaire regarding the lockdown provision. A Google form was used and we received a really good response. It was open for four days and 69 responses were received and these covered each year group. Nobody was dissatisfied with the provision and 100% were happy with the clear communication about Government guidance. With regard to accessing learning, 89.8% felt they participated well which matched closely to the school's own registration data. With regard to how useful they found the introduction videos by the teachers, 95.75 found them very useful. When asked about how the wellbeing session connected the children to their teachers and peers, 95.7% felt that their child found them effective. 98.6% of respondents found that the teacher feedback was really supportive. When asked how easily they were able to contact the teacher, 98.6% felt it was easy or very easy and when asked how well protective measures were communicated, 98.6% felt it was communicated well. The final question was for parents to communicate areas of concern on return to school. 58.8% of parents wanted a focus on emotional support, while reading, writing and mathematics were the next priorities. Other concerns that were mentioned were:

- Friendships
- Structure of the school day
- Catching up
- Hygiene measures – masks
- Wellbeing
- Enjoyment

When asked for the two most popular approaches, these were pre-recorded lessons featuring the teacher and wellbeing sessions.

There are two points that are currently being worked on. One parent asked if Breakfast Club could be started earlier. The other query was whether the staggered start time would be moving back to a more normal school day.

The comments were overwhelmingly fantastic. It was also noted how well the school had progressed from the previous lockdown.

A Governor asked why it had been noted that the Year 2 cohort hadn't engaged as well but that the parents questionnaire feedback rate was higher from this class? Mrs Stevenson said that this was related to the cohort.

A Governor asked if any of the people who responded had children attending school during lockdown? Mrs Stevenson said this hasn't been analysed as they were anonymous returns.

The questionnaire feedback will be shared on the website and we will also share the changes that have been made as a result.

The Governors thanked all the staff for their hard work and wished them a restful Easter break.

9) Visiting Governors – Plan for term ahead: 11) Any Other Business:

Part 2 Confidential Matters: Nil