



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

**Full Governing Board  
Wednesday 20<sup>th</sup> March 2019**

**Minutes (Spring Term 2)**

<b>GOVERNORS PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mrs Lisa Smith-Walker	Chair
Mrs Nicola Bray	Headteacher
Mrs Alison Laity	Governor
Mrs Mary-Ann Trethewey	Governor
Mr Alex Marples	Governor

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

<b>APOLOGIES</b>	
Mr William Robinson	Chair
Reverend Chris Parsons	Governor
Mrs Penny Francis	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>
Spring Term 2	4. Headteacher's Report	Investigate the Citizens Award	Mrs Smith-Walker	Pending
Spring Term 2	4. Headteacher's Report	Create a leaflet to inform about interventions	Mrs Bray	Pending
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	Pending
Spring Term 2	6. Safeguarding	Safeguarding training update to be completed	Mrs Smith-Walker	Completed
Spring Term 2	7. Health and Safety	Field surface to be cleared	Mrs Bray	Pending
Spring Term 2	9. Feedback from Recent Governor Training	Attend Clerk Networking Session	Mrs Calcraft	Completed
Spring Term 2	9. Feedback from Recent Governor Training	GO1 and GO2 training to be arranged for Mr Luckhurst	Mrs Calcraft	Pending
Spring Term 2	10. Visiting Governors Reports	RE updates on the website	Mrs Bray	Pending
Spring Term 2	11. Next Term's Governor Visits	Circulate visits and dates	Mrs Bray	Completed
Spring Term 2	12. AOB	Evaluation of Easter Maths Workshops	Mrs Bray	Pending
Spring Term 2	12. AOB	Advertising maths app	Mrs Calcraft	Completed
Spring Term 2	12. AOB	Wraparound Governor visit to be organised	Mrs Bray	Completed
Spring Term 2	12. AOB	Governor newsletter to be created	Governors	Pending
Spring Term 1	7. Staff Code of Conduct	Additional descriptions to be added to clarify appropriate clothing.	Mrs Bray	Completed
Spring Term 1	11. Safeguarding	Review of Single Central Record	Mrs Smith-Walker	Completed
Spring Term 1	12. Health and Safety	Tree branches overhanging from Truro Nursery to be cut. Interserve to be contacted.	Mrs Bray	Completed

Spring Term 1	13. Parent Governor Skills Matrix	Paperwork for new appointment to be commenced.	Mrs Calcraft	Completed
Spring Term 1	17. Visiting Governors Reports	Mrs Francis to set a further date to meet Autism Champion	Mrs Francis	Pending
Spring Term 1	17. Visiting Governors Reports	Circulate amended version of School Development Plan	Mrs Bray	Completed
Spring Term 1	17. Visiting Governors Reports	Submit E-Safety visit report and arrange a further visit following Safer Internet Day	Mrs Francis	Pending
Spring Term 1	18. Next Term's Governors Visits	Circulate visits and dates	Mrs Bray	Completed
Autumn Term 2	6. Committee and Working Party Reports	Queries on car park barrier	Mrs Bray	Completed
Autumn Term 2	6. Committee and Working Party Reports	Spending recommendations	Governors	Completed
Autumn Term 2	8. Health and Safety	Request quote from Interserve for car park extension	Mrs Bray	Completed
Autumn Term 2	13. Next term's Governor visits	Maths visit dates to be organised	Mrs Bray	Completed

Autumn Term 1	8. Governor Training	Attend GO2 Training	Mrs Francis	Pending
Autumn Term 1	11. Visiting Governors	Sport Premium spending. Suggestions of netball, hockey and an all-weather perimeter trail	Mrs Bray	Completed

## Part 1

### 1. Apologies

There were apologies from Mr Robinson, Reverend Parsons and Mrs Francis.

### 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 additional descriptions to clarify appropriate clothing have now been added to the Staff Code of Conduct.
- Mrs Smith-Walker has conducted her review of the Single Central Record.
- Mrs Bray confirmed that the tree branches overhanging from Truro Nursery have been cleared by Interserve.
- The paperwork for the new Governor appointment has been commenced.
- Mrs Bray has circulated the amended version of the School Development Plan.
- Mrs Bray has circulated dates for the next Governor visits.
- Mrs Bray has been in discussion with Interserve about the installation of a car park barrier and this is moving forward.

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

### 4. Headteacher's report – circulated

Mrs Bray sent the report out to Governors prior to the meeting and invited any impact questions to be discussed at the meeting. **A Governor noted that the total number of Free School Meals has increased by three. A Governor asked what has made the impact and could this be increased further?** Mrs Bray informed the group that the total number has now increased by four children. The reasons for the increase have been accounted to an increase in information given out to Reception children on entry to school to explain the difference between Universal Free School Meals and Free School Meals. Information is also given out again in Year 3 as Universal Free School Meals end in Year 2. The school's 'open door' policy has also engaged parents. **A Governor asked if this attracts additional funding** which it does under the umbrella of Pupil Premium. The leaflet explains the benefits to the pupils in addition to the Free School Meal entitlement such as help with trips, music lessons etc. Spending guidance has broadened so that the school can really delve into individual needs. It has been noted that Universal Credit has had an impact on claims.

With regards to the section on the curriculum, **a Governor asked whether it includes clear Christian underpinning?** Mrs Bray circulated a document showing where the school meets the key principles of the Church of England. She also circulated a recent report from Mr Lees, Director of Schools from the Diocese. He conducted a learning walk and spoke to

staff and children on his way around. His report noted that the school are in the top 3% of Church Schools and he will be presenting the school's curriculum to Senior Leadership Teams of other Church schools. **A Governor asked whether the curriculum encompassed Christian and British values.** Mrs Bray replied that the curriculum is forward thinking. A British values overview was handed out. The school uses Picture News to deliver assemblies in accordance with British values. There is lots of work on British values, such as mutual respect, in the classrooms. Year 6 are doing lots of community work and are developing their global citizenship. Year 1 have been talking about how they can be heroes as part of their topic work on 'Do all superheroes wear capes?' The School Council also concentrate on British values throughout their annual term. One of our members of staff and a Governor have also recently completed their SIAMs training in order to embed the Christian values.

With regards to communication with parents, **a Governor asked if more curriculum information could be given to parents.** Mrs Bray informed the group that a Parent Information session had been held at the launch of the new curriculum. In their classrooms, the children have been having Topic talk Time and this is now going to be opened up to the parents as well. On Monday 25<sup>th</sup> March, the parents are invited to pop in after school to celebrate what the children have been learning in their topic and to look at the new upcoming topic. The school is also looking to create a termly newsletter for the curriculum to give an overview and update parents. The school will endeavour to avoid jargon. **A Governor commented that it is important to remind parents of what is going on.** The proposed format is inviting to read, it will open conversations at home and termly was felt to be the right amount. **A Governor suggested that the newsletter also be put online, on Facebook and be taken to Parent Group to receive feedback.**

A questionnaire had been handed out at Parent's Evening with a very positive response. The report noted that most responses were happy that everything was covered by nine people would like more information about helping their child with maths while eight people requested further help with writing. **A Governor asked what is being done to improve this?** Mrs Bray informed the group that there is a Maths Mastery Session scheduled for 29<sup>th</sup> April which will be held in the school hall after school with crèche facilities available. There is also a plan for a writing session which is to be confirmed.

In the section about Pupil Premium, **a Governor asked what aspirational assemblies have been held? Who has attended? Could this be promoted more (to let the wider community know about them and to attract further guests)? Has the school considered Citizen awards (for both Pupil Premium and non-Pupil Premium) which counts towards courageous advocacy?** In recent aspirational assemblies, there has been an author, Beach Guardians and a representative from Cornish Pirates rugby. It could be promoted further on the school's Facebook page to advertise and gain more interested people. The only time that children are unable to watch the assemblies are if there is a scheduled Forest School session or if the assembly is more appropriate for the older children. **A Governor asked if any of the school staff have done an aspirational assembly?** Mrs Read and Mrs Spencer have spoken about being teachers but there is potential to expand upon this. The school has been researching Citizen award but most programmes seem to be aimed at secondary aged children. It will be further looked into. **Mrs Smith-Walker will also gather information.**

**A Governor asked how often performance management takes place, how individual feedback is received and how are any adverse outcomes managed?** Mrs Bray reported that the formal meetings for teachers take place in October. Formal observations take

place in Spring term and moderations are set for working with the Senior Leadership Team where teachers are held to account for how children are progressing. Verbal and written feedback is given. If necessary, individual targets are set, followed by peer working support packages and the final stage for adverse outcomes would involve human resources.

Regarding the area of intervention, a Governor asked if parents of children receiving intervention know about the change in format? Currently parents don't know about the change in format to intervention as different children go to different interventions. Therefore the school is going to create a leaflet to go out to parents that will be similar to the curriculum leaflet. It will inform families what is on offer and can be updated as processes change. A Governor said that it might make people more comfortable to ask questions and parents are then more able to support their children at home. Have parents noticed an impact of the new intervention on work/ability/enthusiasm/behaviour? The Senior Leadership Team checked with the teachers at the staff meeting following Parents Evening. Comments suggested that there was an increase in confidence, especially in maths, from intervention and Forest School work.

A Governor noted that the attendance statistics were showing that children with attendance less than 90% had fallen to six from a previous number of eleven. What has made the impact? What are the successful strategies and are they sustainable? Mrs Bray commented that the attendance figures do fluctuate. The school strategy is that unreported absences receive a phone call. There are also other services involved supporting the school and working together. The Senior Leadership Team feel that the new curriculum has made an impact with exciting new topics. The Education Welfare Officer is working closely with the school and together they have created a letter system as sometimes parents don't realise how quickly absence can add up. All of these systems have been fairly easy to implement and should be sustainable. Attendance on the whole is high.

A 16% gap between reading and writing has been noted and a Governor asked what strategies the school had for closing this gap for both Pupil Premium and non-Pupil Premium children? Mrs Bray said that this kind of gap was normal at this stage in the year. One key aspect that the school are concentrating on is handwriting. The content and structure of writing is excellent but handwriting is not of the same standard. Therefore there has been a big push on improvement. The school held 'Happy Handwriting Week' recently. Increasing staff awareness has also made a difference as has sending home handwriting booklets in Year 1 and Year 2. It has to be noted that some Special Educational Needs can affect writing such as difficulty with motor skills and dyslexia. The gap can also be cohort specific. Writing is being embedded into topic work.

## **5. Committee and Working Party Reports**

**I) Curriculum and Review of School Policies Working Group:** The group recently reviewed the Capabilities Procedure and the Performance Management Policy.

**II) Premises:** The Group recently met and discussed a couple of forthcoming projects. With regard to the car park barrier, the school have received quotes circa £7000 and this is for a solar powered system. It comes with a maintenance contract and could be installed by the summer holidays. It will be announced in the newsletter once the plans are finalised. The full board unanimously agreed for this project to go ahead in today's meeting.

The other project is a Reading Shelter that can also be converted to a fire pit for use in

Forest School. It will be located at the back of the playground near to Forest School. The roof lifts to ventilate the fire pit. Tarpaulin sides can be purchased to protect from the elements further. With regard to this, the school need to be mindful about what tarpaulin to use as the lighter materials can make a lot of noise which could unsettle children. Mrs Bray said that she can see the resource being used daily and by all children. The price quoted is for the structure only and this is £10,000 without fire pit and flooring. Although the final cost is more than this it will be considered a greatly used asset. **The full board unanimously agreed this purchase.**

**The installation of concrete bollards in the corner of the car park to protect the Year 1 outdoor area is ongoing and Mrs Bray will continue to liaise with Interserve.**

**A governor asked if quotes for the all-weather running track had been received? Mrs Bray informed the group that the Sports Leader was still awaiting quotes.**

**A governor raised that a climbing wall had been discussed for the playground. Mrs Bray to look into this and get quotes for costings.**

**III) Finance and Personnel Committee:** This was covered at the previous meeting.

#### **6. Safeguarding**

Mrs Smith-Walker has completed her visit to look at the Single Central Record. No issues arose from this visit.

**Mrs Smith-Walker will be attending a safeguarding training update on 26<sup>th</sup> March.**

#### **7. Health and Safety**

One issue was raised about the surface of the field. **Mrs Bray to ensure this is cleared.** Mrs Smith-Walker informed the group that following her successful campaign for a road crossing, a road safety assembly was held in school and local PCSOs spoke to the children about crossing the road safely.

#### **8. Schools Financial Value Standard**

Finance Group looked at this and it was subsequently circulated and agreed.

#### **9. Feedback from recent Governor training**

Mrs Smith-Walker has completed her SIAMs training and Governor Space training programme which included modules on finance; self-evaluation; data; statistical requirements for Governors; Leadership (Chair) and Leadership (Governors).

A networking group for Chairs and Vice Chairs has recently been started by the Penair Partnership to share ideas. They meet termly and set issues to talk about each time. There are ten schools involved and it is building great links.

The school are also involved in similar networking clusters for safeguarding, finance, SENCos and moderation. **Mrs Calcraft is also attending networking sessions for clerks. Mrs Calcraft to find GO1 and GO2 training sessions for Mr Luckhurst. Mrs Smith-Walker will be attending safeguarding training on 26<sup>th</sup> March.**

#### **10. Visiting Governors Reports**

Reports circulated prior to meeting. Summarised briefly at meeting.

- **Fiction Express:** Books and worksheets were looked at. Visiting Governors then walked around the school and saw the process in action. They spoke to children and the feedback received was that they were really enthusiastic. A governor asked how long a story lasts? There are five



chapters that last for five weeks in school. However there are lots of books available to choose from therefore some children are reading 'live' books while some are reading older books. Lots of the books are curriculum linked. Each class does a book review. A governor asked about the gender gap? It was reported that Fiction Express appeals to both genders. Mrs Bray reported that it is a fairly expensive system therefore at the end of the year it's usage and what it brings to learning will be evaluated.

- **Autism Champion:** Report not received in time for circulation prior to the meeting. However a visiting governor gave feedback on the visit. Mrs Spencer trained last year as an Autism Champion. At the visit, a particular case study was looked at. The governors were able to see the challenges and the improvements that have been made. This enabled the governors to see the difference before and after interventions. An autism specialist will be visiting school soon to offer additional support. A governor asked whether additional outdoor curriculum time was noticed by other children and whether they expressed particular feelings about this. Mrs Spencer replied that the school promotes tolerance and do not outwardly promote what different groups of children are doing during the day.
- **E-Safety:** To be taken forward to the next meeting.
- **RE:** The monitoring visit was to look at the Christian underpinning and to develop this further prior to the next SIAMS visit due in the summer of 2020. A self-evaluation form is to be completed to ensure the school is fulfilling the Church of England duties and values. The school has completed the first sections. A group of RE leaders from local schools then shared ideas. The school is on-track with the new framework. Part of SIAMS is the importance of the school vision and theological links. The children have been coming up with ideas. The children need to have a theological reference point for each of the six values. A governor said that this needs to be made clear to parents as well as children. Another governor asked if there is any pressure to bring more of the theological aspects into the core curriculum. Mrs Bray responded that the school is voluntary controlled and not voluntary aided. Therefore the school is not inspected on religious teaching. The school is inspected on the values and also knowledge of other world faiths. A governor said that there could be improvements on the website for the religious aspects. This to be done by school.

Linked in with this visit was the Reflective Prayer Space which was held in the school hall by Churches Together (Baptist and Methodist). This was visited by Mrs Smith-Walker who reported that the speaker gave references to the bible but also left it open for the children to interpret. The stations were thoughtful and provided points for discussion. The children really enjoyed it and continued thinking in their classes after. Each class now has a gratitude book.

- **EYFS Follow-Up:** Benefits of work seen since last visit. Evidence in books was shared.

### 11. Next term's Governor visits

Mrs Bray to plan writing, pupil premium and PE visits. Dates to be circulated.

### 12. Any Other Business:

- A governor asked if the Easter maths workshop was going ahead. Mrs Read confirmed that it was. The sessions will be fun and practical tailored to the children attending to concrete learning. A governor asked if there was



enough uptake and Mrs Read responded that there was an average of thirteen children attending each day. A governor asked if it was the same children attending each day and was informed that there was a mix of children and abilities at each session. A governor asked that in the spirit of Pupil Premium evaluation, if governors could be informed of the impact. This to be completed after the sessions have been held.

- A governor asked if the school were still offering access to maths applications outside of school such as Komodo and TT Rockstars. Mrs Bray informed the group that Komodo was a summer holiday activity which was only for a designated period but that it was available for parents to purchase if they found the resource useful. TT Rockstars is ongoing and the school will advertise it in the newsletter.
- Another item raised was that Stay and Play wraparound care is a school based system that the governors do not currently look at. It can form a large part of a child's life. Mrs Bray reported that it remains an important aspect of new parent requests, the finances are healthy and the school are investing in new resources. Mrs Bray to circulate a visit date for this to interested governors.
- It was queried whether the board should be contributing to a governor newsletter. There is a governor blog but could this contribute to communication with parents. An impact statement is created annually and it was felt that a newsletter could become a gentler format for this. It can also be used to inform parents and children what the governors do. It was agreed to look into creating an annual newsletter in September and link it to the blog with some involvement from the school council.

This meeting finished at 5.40pm.

**Next Meeting: Wednesday 22<sup>nd</sup> May 2019 at 3.30pm**

## **Part 2 Confidential Matters**

None