



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

**Full Governing Board**

**Wednesday 19<sup>th</sup> May 2021**

**Minutes (Summer Term 1)**

<b>GOVERNORS PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mr William Robinson	Chair
Mrs Nicola Bray	Headteacher
Mrs Louise Stevenson	Governor
Mr Alex Marples	Governor
Mr Ellis Luckhurst	Governor
Reverend Christopher Parsons	Governor
Mrs Penny Francis	Governor
Mr Nigel Machin	Governor

<b>OTHER ATTENDEES PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mrs Laura Calcraft	Clerk

<b>APOLOGIES</b>	
<b>NAME</b>	<b>ROLE</b>
Mrs Mary Ann Trethewey	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: Planned Governor Visits	Conduct an art visit	Mrs Francis and Mr Robinson	Pending
Summer Term 1	10. Safeguarding	Feedback on S175 return	Mrs Bray and Mrs Trethewey	Pending
Autumn Term 2	11. Any other business	Feedback information from Governor Services	Clerk	Complete
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	Complete
Autumn Term 2	4. Committees and Working Groups	To think of ideas for Aldi money	Governors	Complete
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	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 Mrs Trethewey 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:** Parent feedback is now on the school website.

Governor virtual visits have been organised.

Pupil Premium application details have been put on the newsletter to aid parental applications.

We will be signing up to the NGA Learning Link.

Mrs Stevenson has been updating the Finance Committee regularly on Sports Premium spending.

It was decided that the Aldi money will be used for the new external play equipment.

**A Governor asked when they are able to come into school?** Mrs Bray said that Cornwall Council are not advising to relax any measures and the school will continue to follow guidance. Dual plans are being made for if the situation changes.

The National Tutoring Programme is now up and running and the school has bought into a tutor to do 15 hours of reading work with twelve pupils in Year 4 and Year 5. We are looking to extend this programme in September but are awaiting further information from the supply agency.

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

### **4) Committee and Working Groups:**

**I) Finance and Personnel/Premises:** Mr Marples updated the group. The committee have received updates from Mrs Stevenson about the spending of the Sports Premium. Quotes have come in for outdoor equipment and have risen from £12,000-£14,000 to £20,000. The Year 1 outdoor area has now been improved. Mrs Stevenson introduced the Garden of Reflection which will be a brand new space to address the needs of children returning to school after lockdown to help their mental health. Children were consulted and designs were shown. The project is being led by a mixed group of teaching staff.

The main budget is a bit different to business as usual as we have become accustomed in previous years. We have finished the financial year with a deficit of £12,000. The savings eventually made were due to less requirement for intervention and staffing during the pandemic. Looking ahead to 21/22 is an overspend of just over £93,000. Partly because last year required less staff and the forthcoming year we are adding to TA hours and a new member of teaching staff, the staffing costs will increase by approximately £100,000. The expected need of the pupils is causing the rise in costs. The funding is not included so this shows the worst-case scenario. We will be losing funding from Year 6 but may gain funding with incoming Year R. Sports Premium is expected to finish this year.

The whole governing body need to understand the figures and why they have changed so quickly. The message from the Finance Committee to Mrs Bray was that if ever there was a time and need to overspend, it would be now. They couldn't think of a better way to spend the reserves than supporting the children and staff, but this will not be a sustainable long-term solution and we need to keep a cautious eye on things.

**A Governor said that it is really interesting to get the update and supports the idea.**

**A Governor asked why the Sports Premium funding is thought to be finishing?** It is thought that it could be due to the Recovery Curriculum.

Mrs Bray said to the group that she thinks that the overspend being the worst-case scenario is correct. The need coming into school is expected to be high coming in, but by Christmas the school will get top up funding, but this cannot be budgeted for.

**A Governor asked what the reserves were currently?** They are substantial (figure disclosed) and plans are being formulated for a significant spend whilst also being used to supplement staffing through the recruitment of a pastoral HLTA. The school have been considering adding a nursery school and feel it is something the governing board should. We don't want to go bigger generally as it would affect the feel of the school and its ethos. The idea has been run past the Diocese.

**A Governor asked if other schools in Truro have nurseries attached?** Yes. Viability studies would be important.

**II) Curriculum and Policies:** The Peer on Peer Abuse policy has been reviewed and is now available to view on the school website.

**5) Budget Approval:** There was unanimous approval.

**6) Governor Succession Planning:** The current terms were discussed as our parent governors both have children in Year 6. Both are happy to continue to the end of their term. The school will begin to canvass for new parent governors in September and we will see how many will apply. Mr Luckhurst said he would step aside if there were several interested parties.

Mr Robinson informed the group that he would like to step aside as Chair in the new academic year, but would really like to stay as part of the Governing Board.

**7) Staffing Next Year:** This will remain similar to this year. Mrs Collett is retiring, and the school has recruited an NQT maths specialist, Miss King, to start in September. There is a slight difference in cost as Miss King will be full time. We are excited for her to join the team. One HLTA is dropping back to class TA and therefore we are looking to appoint an HLTA on a fixed term contract to help with pastoral care. There is quite a bit of uncertainty with some of the 1:1 situations but the school is currently awaiting further information. One of our TAs is a qualified teacher and is currently job hunting which may mean we need to recruit a further TA. Therefore, we have a Plan A and a Plan B.

**8) New Intake:** Mrs Bray informed the group that we will be full in September with a full cohort of 30 pupils. There were more first choice applications than spaces and we are in a positive position. The school is aiming to run as close to normal transitions as possible, with social distancing measures in

place and smaller groups. The annual Teddy Bear's tea party will be held but with just the new families this year. Mrs Francis offered to come and help with the new intake sessions if possible.

The school has also been receiving a large amount of in year applications and appeals, which involves a lot of work. A Governor asked how they can support the school? Awareness of the additional workload is appreciated.

**9) Policies that have been updated:**

- I. Equality Information and Objectives Statement
- II. Code of Conduct
- III. School Complaints
- IV. Behaviour Principles Written Statement

All approved.

**10) Safeguarding:** Mrs Bray will be meeting with Mrs Trethewey on Wednesday and will go through the Section 175 return. **Mrs Bray and Mrs Trethewey will feed back at the next meeting.** Nothing further to report.

**11) Health and safety:** **A Governor asked why there was a fenced off area at the front of the school.** It is just to allow grass seed to grow following work on the drain.

**A Governor asked how the Covid testing was going?** Mrs Bray said that the staff are all testing twice weekly using lateral flow tests. Parents are continuing to phone in for advice if their children are ill.

There has been one health and safety incident where a children slipped whilst on the trim trail and bumped her head quite significantly. All required paperwork was completed. Cornwall Council asked us to risk assess. We contacted DGTS who audit our equipment and they were happy that it was not a problem with the equipment but an accident.

**12) Feedback from Governor Visits:** Reports have been received for the Pupil Premium visit and the SIAMs visit. Mrs Trethewey will be sending in the Reading visit report.

**A Governor commented that they really enjoyed the Finance Training run by Gaynor Edwards from the LFS team.**

**A Governor commented that they would like to congratulate the staff who ran the Recovery Curriculum and SIAMs talks.**

**13) Planned Governor Visits:** One area the school would like to focus on is art. Mrs Bray is proposing a visit to look at progression, plans and displays. **Mrs Francis and Mr Robinson volunteered to be part of this group.**

**14) Pre-SIAMs inspection date and planning meeting date:** On the 16<sup>th</sup> June, Sam Jones is conducting a pre-SIAMs inspection and would like to meet the Governors for 30 minutes at 12.45 in school. Mrs Bray would like the Governors to meet beforehand and will circulate a date.

**15) Staff Wellbeing:** This is going well, and the school is maintaining the action plan including supervision. The dialogue between staff and leadership is strong. Weekly learning walks have been conducted to allow work to be done in smaller chunks. A number of staff have been accessing the

Headspace app. The new report template made it a more achievable task and Parent Group feedback was very good. On the gate, parents have spoken to Mrs Bray about how pleased there were about how well the teachers know their pupils. Staff have been asked to review the marking strategy.

**A Governor asked if there were any nice plans for staff at the end of term?** It might be nice for social contact in a group if allowed. Definitely a good thought. The staff room is also going to be reviewed in September.

**16) Any Other Business:** Mrs Bray has been offered a secondment opportunity by the Diocese. She has been approached to work one day a week (fully funded) to visit the 44 church schools in the county to support best practice. She is keen to do it as it will bring money into the school, will benefit the school and will provide professional development. An HLTA will be funded to allow Mrs Stevenson to step out of class. She asked how the Governors felt. **A Governor asked when it would start?** There will be training opportunities this term and then will start in September. The Governors gave unanimous support. They felt it would be nice for the school to be seen to be helping others and it will be great for professional development as long as wellbeing is considered.

**Part 2 Confidential Matters: Nil**