



St Mary's Church of England School, Truro

Full Governing Board

Wednesday 13th November 2019

Minutes (Autumn Term 2)

GOVERNORS PRESENT	
NAME	ROLE
Mr William Robinson	Chair
Mrs Nicola Bray	Headteacher
Mrs Lisa Smith-Walker	Governor
Mrs Mary-Ann Trethewey	Governor
Mrs Louise Stevenson	Governor
Mr Alex Marples	Governor
Mr Ellis Luckhurst	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk
Mr Nigel Machin	Visitor (Prospective Governor)

APOLOGIES	
NAME	ROLE
Mrs Penny Francis	Governor
Reverend Chris Parsons	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	12. Visiting Governors	IXL usage to be investigated	Mrs Bray	Pending
Autumn Term 2	12. Visiting Governors	Monitoring visits to be circulated	Mrs Bray	Pending
Autumn Term 2	11. Short review session	Self-review responses to be collated	Clerk	Pending
Autumn Term 2	11. Short review session	Meeting to be set	Mrs Bray	Pending
Autumn Term 2	10. Governor Impact	Formalities of making blogs public to be analysed	Mrs Bray	Pending
Autumn Term 2	10. Governor Impact	Template to be circulated	Clerk/Mrs Stevenson	Pending
Autumn Term 2	9. Head Teacher's Report	Whole school attendance to go on newsletter	Clerk	Pending
Autumn Term 2	8. Governor training	Inform if can attend training in February	Mr Marples	Pending
Autumn Term 2	7. Health and Safety	Governor Health and Safety training to be arranged	Clerk	Pending
Autumn Term 2	6. Safeguarding	Install a fire meeting point sign	Mrs Bray	Pending
Autumn Term 1	4. Committee and Working Groups	Look at bias on Governing Board.	Clerk	Pending
Autumn Term 1	4. Committee and Working Groups	Circulate skills audit prior to next meeting	Clerk	Completed
Autumn Term 1	4. Committee and Working Groups	Board to look at constitution once added to portal.	Clerk and all Governors	Pending
Autumn Term 1	5. Annual Review	To look into how many children have joined the school since Year	Mrs Bray	Completed

		2 for SATs data analysis		
Autumn Term 1	6. Governor Training	Governors to inform clerk of any training they want to do	All Governors	Pending
Autumn Term 1	6. Governor Training	Circulate self-review template to all governors	Clerk	Pending
Autumn Term 1	6. Governor Training	Circulate date of meeting with Data Team	Mrs Bray	Completed
Autumn Term 1	7. Health and Safety	Ensure all water bottles are stored safely in classrooms	Mrs Read	Completed
Autumn Term 1	8. Safeguarding	Remind parents that it is a County policy that no dogs are allowed on site.	Mrs Bray	Completed
Autumn Term 1	11. Any other business	Check and approve Governor newsletter prior to circulation	All Governors	Completed
Autumn Term 1	11. Any other business	Attend MacMillan Coffee Morning	All Governors	Completed
Autumn Term 1	11. Any other business	Circulate dates of Governor visits	Mrs Bray	Completed
Summer Term 2	6. Penair Partnership Attendance Policy	Governors to investigate and decide on fining element of policy	All Governors	Pending – to be reviewed in 6 months following feedback from Partnership meeting
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 Stevenson	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
Spring Term 2	12. AOB	Governor Newsletter to be created	Governors	Pending

Part 1

1. Welcome

2. Apologies

There were apologies received from Reverend Christopher Parsons and Mrs Penny Francis for this meeting.

3. Governors' Declarations of Pecuniary Interests in matters to be considered at the meeting

No additional interests were declared at the meeting.

4. Minutes of the last meeting

I) Matters Arising:

- At the previous meeting, a Governor asked the school to look into how many children have joined the school since Year 2 for SATs data analysis. This was investigated and Mrs Bray informed the meeting that only one child had joined this cohort since Year 2.

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

5. Committee and Working Party Reports:

I) Curriculum and Review of School Policies Working Group: The Group looked at policies which link into the SIAMs inspection. They investigated how the policies incorporate the School Vision. Six policies were analysed, amended and updated.

II) Premises: A new date is to be arranged for this meeting.

Mr Marples informed the group that the 2m wide running track quote has been received. It is £20,000 (£17,000 without the flat area). The track will encircle the football pitch with a rectangular area the size of half a tennis court at the bottom of the field to be used for activities such as yoga. It will be constructed from astroturf. [A Governor asked if a track that wide would impact on the football pitch?](#) It was felt that it would not cause a problem. [A Governor asked if the grass cutting tractor will impact on the guarantee of the product.](#) This would need to be investigated. The quote received is prior to any Interserve involvement and any ongoing maintenance. Any red-lined zones created by the installation would have to be taken into consideration. School will need to do a cost analysis based on usage. [A Governor added that we need to consider that we are replacing green with plastic.](#) It was suggested and agreed that we wait on moving forward with this idea until the Bursar has been spoken to about forthcoming finances. Finance to take precedence but will still hold the idea in consideration.

A Governor raised about the space in the car park being limited. On the day this was noted, there were a lot of visitors in school. The group discussed the option of extending the spaces. This will be revisited once finances have been discussed. In terms of safety, the new barrier has made a huge improvement.

[A Governor asked if a permanent fire pit will be sited in the Reading Shelter.](#) The Forest School Leader has reported that the mobile one is working well at the moment

III) Finance and Personnel Committee: The current year's budget is looking reasonably healthy. There has been an overspend on the TA budget which is due to a reduction in supply usage.

The teacher pay reviews were discussed at the meeting. Pay rises were unanimously approved by the committee. TA reviews will be held soon. The headteacher's review has been moved to a new date following postponement due to unforeseen circumstances.

A slight surplus has been projected for this year's expenditure. The next couple of years are less predictable. The Bursar will analyse.

This year, staff pension costs were partially funded but this won't be the case next year.

Teachers received a 2.75% pay increase and the additional difference has been funded.

The school is in a healthy position.

[A Governor asked if it is possible for school reserves to be taken by the Council.](#) Previous Bursars have advised that this is not the case.

- 6. Safeguarding:** A safeguarding meeting was held this week. The group used an audit tool that looks at school security. A couple of questions were raised following this process. One was that the school will investigate having an 'off-site' kit in an emergency meeting point, for example, Kenwyn Church. Due to GDPR considerations, this will be further investigated. Another issue was that the fire alarm meeting point in the playground does not have a sign.

[Mrs Bray to source a sign for this area.](#)

[A Governor asked if the school practised getting back into school in an emergency.](#) Mrs Bray said that the school practises lockdown procedures and it was recently written about in the newsletter so that the parents were aware that it was carried out.

- 7. Health and Safety:** [Clerk to find a health and safety course for governors.](#)

[A Governor asked what is the process for accidents in school – is there an audit of the accident book \(equivalent to S175\) and who carries it out? What preventative measures are taken for repeat issues that are flagged?](#) Mrs Bray said that there is no formal document like S175. The Senior Leadership Team audit the accident book. School report any accidents involving premises to Interserve on a monthly basis. Minor accidents are addressed internally. For example, the school is seeing a lot of minor injuries from slipping on the mud. Therefore staff were redeployed in particular areas to ensure that children were not playing there. Another example was a rise in trip hazards at wet play, so now there are more senior staff members on duty. There is a Near Miss/Staff Accident Book which is looked at by the Senior Leadership Team. Actions from that have included additional staff training and support from external agencies. The school are also currently investigating a more formal audit tool.

[A Governor asked about two significant head injuries in this half-term. As with most incidents, they are likely to be freak accidents that won't happen again, but what process do they go through to ensure this is the case and that lessons are learned?](#) Mrs Bray reported that there were two separate head injuries this term which resulted in a child and a member of staff going to hospital. These have been reported to county through the online reporting system. As part of this process, a full internal investigation takes place, for example, where it happened, any defective equipment that may have been involved. It then requires what changes have been put in place to prevent the same thing happening again, for example, positioning of staff, staff ratios, new equipment, staff training. Advice from Human Resources is also sought.

[A Governor asked if Health & Safety largely overseen by County?](#) Mrs Bray informed the group that there is one large external annual audit and then termly audits by County.

A Governor asked at what level are/should Governors be involved? Governors should know and be satisfied that the correct procedures have been followed eg reported to County, HR advice followed.

A Governor asked when should Governors be informed of serious incidents or long-term sickness? After seeking advice from our school Partnership group, accidents/long-term sickness should be reported to Governors if it results in a change to policy or it impacts on budget, quality of teaching/provision. For example, this could be identified through the data. Governors should not be involved in specifics as this is a confidentiality issue for staff.

8. **Governor Training:** Several Governors have been booked on to G008 training. Mr Marples to inform clerk if he is able to attend in February.

9. Head Teacher's Report: Several questions were raised regarding the report.

A Governor asked if we need more detail about attendance? Could it be on the newsletter? The School creates lots of data including whole school attendance to date, PPM, FSM, SEN (this term this has been broken into EHCP) persistent absence and exclusions. In the Head Teacher's reports in Spring and Summer terms, information is included about improvements/decreases in attendance for those persistently absent. The School could put whole school attendance in a section of the newsletter but it would be difficult to break it down further as children could be identified. Clerk to pass on to School Office. Could also start to report termly figures for example absences for Spring term rather than the whole year as this is what is done on the census.

A Governor asked if the governors need to know the numbers of children joining and leaving school (Ofsted – off rolling)? Mrs Bray brought details to the meeting. In the 18/19 academic year there were 2 pupils leaving and 7 pupils joining. In the 19/20 academic year so far there have been 2 leavers and 3 pupils joining. There have been 4 appeals this year. Two have been successful and two are pending. For each appeal that takes place, the school incurs a charge. This does not include applications made and rejected.

A Governor asked how the school plans to get the vision and values across to parents? The school uses the following to communicate this:

- Events eg Harvest Festival
- Website
- Parent Group discussions
- Newsletter
- Facebook
- Children talking about it at home

Praise was given for Mr Pritchard's art work above his classroom door incorporating the vision.

A Governor asked what the reading acronym EEF stood for? It is the Education Endowment Foundation. They are a body who run research projects and the school uses the research when planning interventions.

A Governor asked how much children are reading to adults? In the early stages of learning to read, children are listened to in school three times per week. For those pupils who are struggling, this takes place every day. The pupils are also encouraged to read twice a night at home. Once the children reach KS2, pupils who are free readers are heard once per week. The classes are working on hearing SEN and PPM children daily. Pupils in Year 3 and Year 4 who are on book bands are

heard daily. In addition to this reading takes place throughout the curriculum as well as through using Fiction Express. The school does not expect teachers to write every occasion a child is heard reading in the home-school diary.

A Governor asked how parents are encouraged to read with their children at home? The school has a reading award scheme as well as book bag books for the younger children.

A Governor asked if the school uses volunteer readers? Yes they do. A number of governors volunteered to hear readers.

A Governor asked if the SIAMs document will be circulated and talked through with governors? What will be expected of the Board and parents at the inspection? The school leadership team are finalising the third and final draft. It will be circulated and discussed with governors.

Parents:

- How does the school's Christian vision impact on school life for your child?
- What difference does this being a church school make?
- Tell me about St Mary's
- Does your child feel nurtured, safe, encouraged, excited?

All staff:

- Clarity of vision and of its biblical roots
- Impact for children
- Impact for you
- Spiritual development
- Courageous advocacy
- Wellbeing

A Governor asked what staff were asked with regard to wellbeing and how many replies were received? All staff were asked and 54% replied. Responses were acted upon.

A Governor asked what would be our chosen 'deep dive' topic? Would this be likely to change? Do we need to consider this and other subjects/themes that are not on our School Development Plan in our visit schedule? Maths, Reading and RE come under the School Development Plan priority 3. there has also been a Science visit planned. It might change over time and the subjects will be incorporated into monitoring visits.

A Governor asked if we encourage girls to participate in rugby? Yes they are encouraged. The school has recently had a Cornish Pirates coach running tag rugby sessions for PE. One of the school's teachers is also a rugby player and she has run after-school clubs.

10. Governor Impact (what impact have we made so far?): This is a hard task to complete. Mrs Stevenson has created a template to assist in completing this task. **Clerk to circulate.** Mrs Stevenson spoke to the group about her impact investigation on maths (Priority 1). The group then discussed areas they felt had created impact:

- Communication with parents has definitely improved.
- Managing finances has had an impact in terms of making decisions on spending.
- Managing policy updates and changes.
- The barrier has made a massive change to safety in the staff car park.
- A reading visit led to the library update.

- On a curriculum visit, a Governor asked if there were no barriers, what would you do? The reply was take the children out of county. This led to the Bristol trip.
- Designated driver scheme
- Safeguarding on school trips has been improved.
- Visitor badges.
- Club sign-out system.
- The decision not to have attendance awards.
- Negatives are as important as positives.
- Changing the names of the classes to fit with the values and vision.
- Forest School support.

All of this impact needs to be communicated to the parents. The change to the image consent system means that blogs could be made public. **School to check formalities.** The Governor blog needs to be advertised.

11. Short review session – what are we doing well? What could we do better? Self-review was circulated and responses were summarised. **Governors were happy for Mrs Bray to schedule in a further meeting to review this. Mrs Smith-Walker has sent all copies to the clerk to be collated.**

12. Visiting Governor Reports: Reports circulated prior to the meeting.

- SIAMs-pupil voice focus (Personal Development Group): **A Governor asked why this session was led by Mrs Spencer.** Mrs Bray informed the group that rather than having one specialist, the roles have been spread out to take different areas eg pupil voice, scrapbooks, environment. These are allocated according to performance management. Have RE leaders been publicised? They have been announced in assembly and have been given badges. This will then be published on the website and newsletter. On the 6th December, the school has a mock SIAMs inspection. Three governors will need to be involved and this will then follow through to the main inspection.
- Grammar (Quality of Education): Is every child screened for dyslexia? No, pupils are only screened if concerns are highlighted. Is IXL just for maths? No it is multi-purpose. **Mrs Bray to check expectations for home usage.**

Some reports to be submitted. A formal record of time spent in school to be created whilst being mindful that only strategic and not operational visits are recorded.

13. Governor visits for next term: Mrs Bray to circulate.

14. Any other business:

- Congratulations from the Board to Mrs Bray for being invited to present at The Education Show in London. The school have also been asked to do some training for CAPH.
- Nasal flu mists have been carried out at school.

Part 2 Confidential Matters

Nil

