



St Mary's Church of England School, Truro

Full Governing Board

Wednesday 16th September 2020

Minutes (Autumn Term 1)

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

| OTHER ATTENDEES PRESENT | |
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| NAME | ROLE |
| Mrs Laura Calcraft | Clerk |

| COLOUR CODE | |
|--------------------|-----------------------------|
| BLUE | Governor Challenge Question |
| GREEN | Governor Comment |
| RED | Action |

| ACTION WORKSHEET | | | | |
|-----------------------------|--|---|-------------------------------|-------------------------|
| NO | AGENDA ITEM DESCRIPTOR | ACTION | RESPONSIBLE PERSON | STATUS |
| Autumn Term 1 | 12. Any Other Business | Add Parent Governors to the next agenda for discussion | Clerk | Pending |
| Autumn Term 1 | 12. Any Other Business | Governors to let Mrs Bray know if they have any questions about the proposed new classroom panels | All Governors | Pending |
| Summer Term 1 | 16. Any Other Business | Investigate legalities of school re-opening in terms of governance | Mrs Bray and Clerk | Completed |
| Summer Term 1 | 15. Staff Wellbeing | Governors to investigate ways to reward staff | All Governors | Completed |
| 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 | Clerk | Pending due to Covid-19 |

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| | | training to be arranged | | |
| Autumn Term 1 | 4. Committee and Working Groups | Look at bias on Governing Board. | Clerk | Pending due to Covid-19 |
| Autumn Term 1 | 4. Committee and Working Groups | Board to look at constitution once added to portal. | Clerk and all Governors | Pending |
| 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) Welcome

The Chair welcomed everyone to the meeting and started by thanking the staff for the great effort and thought that had gone into the re-opening of the school post lockdown.

2) Apologies

There were no apologies received 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:

No matters arising from previous minutes.

The matter of renewal of Mrs Louise Stevenson's term was discussed. It was unanimously agreed that she should continue in this role.

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

5) Committee and Working Groups:

I) Annual Review of Terms of Reference for Committees and Working Groups: Circulated prior to the meeting. Approved by all governors.

II) Annual Review of Membership of Committees/Working Groups/Allocation of Governors to Subject and Curriculum areas: Circulated prior to the meeting. Approved by all governors. It was noted that we now only have one governor allocated to maths. This was discussed and Ellis Luckhurst put his name forward for this category. This was agreed by all governors.

6) Annual Review: The following documents were circulated prior to the meeting:

I) Register of Governors'/Staff Pecuniary Interests

II) Governor Code of Conduct

III) Scheme of Delegation/Finance Policy

IV) Home-School Agreement

V) Child Protection and Safeguarding Policy

VI) Children with Health Needs Who Cannot Attend School Policy

VII) Designated Teacher for Looked After and Previously Looked After Children Policy

VIII) EYFS Policy

IX) Charging and Remissions Policy

X) School Exclusions Policy

Governors read and agreed all of the above policies with a few minor amendments.

7) Governor Training: Clare Kendle, new Diocesan Education Governance Lead, has been in touch with the Chair and the Clerk to introduce herself. She offered her support, to help strengthen the governing board when appropriate and she will be building a network for foundation governors and can signpost to resources and training when needed.

Mr Robinson made a request to receive First Aid training when it was next booked.

Mrs Stevenson informed the group that Level 2 Safeguarding training will be taking place on Tuesday 29th September at 3.30pm on Microsoft Teams (this has subsequently been moved to Tuesday 6th October). Mr Robinson gave his apologies for this training. Mrs Stevenson said that she would be arranging a catch-up session later on in the year.

8) Health and Safety: The usual termly requirements are being conducted such as the fire drills. The school are constantly reviewing health and safety as part of the risk assessment for the return to school post lockdown. The risk assessment includes other elements such as safe storage of hand sanitiser.

Mr Robinson reminded the group that flu vaccinations are now available and that staff can claim back the cost through the school.

9) Safeguarding: Mrs Trethewey and Mrs Bray have had a recent telephone meeting to discuss all aspects of safeguarding in the school. At some point the Single Central Record will be reviewed as well.

Training is currently in hand. Mrs Calcraft and Mrs Schreiber have signed up to complete virtual Safer Recruitment training.

All letters of assurance from partner agencies have been requested for this year.

Keeping Children Safe in Education document has been read and discussed during staff meeting. A quiz was then given to staff to ensure that the documentation was thoroughly read and understood.

10) Whole School Re-Opening Update/Recovery Curriculum: The re-opening has been really positive on the whole. Attendance has been good. Regular communication with parents has ensured good parental confidence. There have been a few teething problems to adjust such as the working of staggered lunch breaks but on the whole everything has run very smoothly. Staffing is currently the biggest challenge with accessing Covid test delays and then delays in test results. This will be an ongoing issue during the winter season and the school have already had to use supply cover. This will impact on the budget as it is unforeseen circumstances.

[A Governor asked how many tests the school had been sent for emergency use?](#) Mrs Bray informed the group that the school initially received 10 tests at the start of term. The school has now been able to place another order but it is unknown when these will arrive. These tests are a real last resort and will only be used to ensure the school is able to stay open.

With regard to the Recovery Curriculum, the school has moved forward the assessment deadline for pupils to the 18th September. This is in order to identify where the children need additional learning. The school is currently looking at the funding being put in place for the Recovery Curriculum so that when it is received, they can ensure that everything necessary is covered. Work covering the previous year's curriculum will be time limited so that the children can move forward. Mrs Bray and Mrs Stevenson will be supporting staff through moderation.

Mrs Bray informed the group that the school's new School Improvement partner, Paul Hodson, is coming into school soon. The school will be analysing the Recovery Curriculum plan with him.

11) Staff Wellbeing/Decision on how to thank staff for the work during the Pandemic: This was previously discussed at the last meeting and suggestions made were a day off in lieu for those staff who worked through the holidays and a Christmas meal for all staff paid for by the governors. On further discussion today, it was decided that the day in lieu was a good choice. Mr Robinson suggested that financially, the staff may prefer a voucher rather than a Christmas meal. Also, given the uncertainty of larger gatherings a Christmas meal may not be possible.

Mrs Bray said that lieu days were a bit tricky at the moment, but that staff appreciated this and were aware that they are moveable.

The group agreed on a day in lieu for nominated staff and a £30 voucher from the Private Fund for all staff.

12) Any Other Business: Mrs Bray had two items to discuss. These would usually be raised at Finance Committee but given the timings, they were things that need approval in a more timely fashion.

The first item is operational but has financial implications and is regarding music provision. Mrs Francis announced a conflict of interest for this item and left the call for the duration of the discussion. Mrs Bray continued that she has a few options to discuss with her Senior Leadership Team. Mrs Browning, Music Lead, is cutting back her hours but offering a support package. This will however be on different terms to her current contract. She noted that other schools pay her a higher rate. This is not something that has been budgeted for but initial thoughts are that the school currently has no musical expertise and if the other options under consideration are not viable then we will need to take on this extra cost until Christmas as music is an important part of the curriculum. The governors unanimously agreed support of this plan.

Mrs Francis re-joined the meeting.

The second item is an IT issue. The budget for this year has already been spent. However, two of the Smartboards in the classrooms have come to the end of their life and are not working. It will cost in the region of £95 to get them to a working standard but the technology has become obsolete. The school feels they need to move toward fitting panels into the classrooms like the new one that has just been installed in the hall. It is likely that the purchases will be staggered and our reserves allow us to do this. This will ensure we are bringing the best quality education to the classrooms. The school has received a quote to replace the whole number of smartboards and this will be in the area of £25,000.

A Governor asked if the school would get a better deal if the panels were all purchased in one go?

The school will be looking into this as they want to provide the best provision for the children that are in school now.

A Governor asked if the plans for wraparound care were still on the agenda? Mrs Bray replied that they were although could not be taken forward at the moment.

A Governor asked if the panels are compatible with current set-up? Mrs Bray said that this will all be part of the cost and then the school will have an ongoing license fee as well.

A Governor asked if the panels come with a warranty/guarantee? Mrs Bray said this is currently being investigated.

A Governor commented that it would be timely to invest right now and thinks that it would be a wise spend of money.

Mrs Bray informed the group that if they think of anything in relation to this, please let her know.

The Governors all supported the decision to move forward with the new panels to replace the current smartboards.

Mr Luckhurst raised a final item. He said that the current Parent Governors all have children that will soon be transitioning to secondary school. While he is happy to finish his term, he feels that the Board needs to be considering new members. **This will be added to the agenda for the next meeting to be discussed further.**

Part 2 Confidential Matters

Mrs Bray left the meeting.

Mrs Stevenson raised headteacher wellbeing and shared with the other governors the research she had conducted on what other headteachers were offered. She reported that Mr Robinson regularly calls into the school and that Mrs Bray feels very supported by her Chair of Governors. One of the key aspects that Mrs Stevenson noted was the ability to be able to work from home. Some of the headteachers in Truro are having one day per week away from the office. If Mrs Bray chose to work from home on a Thursday there would be no gap in cover and the ability for her to be able to choose this option would be good.

A Governor said that in her professional opinion from working with headteachers, this is a really good idea.

The governors unanimously agreed that this option should be offered to Mrs Bray.