



St Mary's Church of England School, Truro

Full Governing Board

Wednesday 27th January 2021

Minutes (Spring Term 1)

GOVERNORS PRESENT	
NAME	ROLE
Mr Nigel Machin	Chair
Mrs Nicola Bray	Headteacher
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
Mr William Robinson	Chair
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
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	Pending
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
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 Mr Robinson and 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: Staffing was discussed following on from previous meeting. Mrs Bray reported that on the whole it has been fairly good. There are a couple of staff who have been on long-term illness but at present there is no Covid related illness.

A Governor asked what the primary applications were like this year? Mrs Bray said in the preliminary round, the school is looking to be full again this year. **A Governor asked if there were likely to be appeals** and Mrs Bray said yes.

A Governor asked if the pay reviews had gone ahead. The TRL3 has been awarded and Mrs Bray was given discretion to decide within the range. The Headteacher's pay review went ahead.

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

4) Committee and Working Groups:

I) Finance and Personnel/Premises: Mr Marples, Chair of the Finance Committee, gave feedback from the previous meeting held on 18th January. They conducted a thorough review of the budget. There are likely to be quite a few updates.

The Covid Catch-Up Premium has been received with more to come. The school have employed a member of staff to provide class intervention in Key Stage 2 and have invested in an Accelerated Reader programme and a Reading Eggs subscription.

There is a projection for Stay and Play to cost £11, 500 over the year. However, we are seeing this as providing a service to the community during the pandemic by offering free wraparound care for critical workers families.

The cost for teaching assistants is lower than expected due to a number of reasons, which creates a saving in this area.

The PPE dividend was a one off payment for the Government and the school has not been eligible to make any further claims.

With regard to IT, the school has invested in the Promethean boards in all classrooms, the ICT suite and the hall. The bursar recommended that this spend come out of capital as it satisfies the restrictions for this pot of money. It is a large, long-term investment.

It was also discussed that there was an urgent need to replace staff laptops as it was critical that staff are able to deliver lessons remotely. The Finance Committee agreed this spend as it was a time critical decision.

The Sports Premium allocation for the year 19/20 needs to be spent by this March. This equates to £17,000. Mrs Stevenson presented an expenditure plan to the Finance Committee. About £6,000 is to be spent on staffing to encourage active play. The current Bubbles of pupils means that we need more staff and equipment for targeted outdoor play. The school will be investing £1000 in a water wall facility for the Year 1 outdoor area to encourage active play and co-ordination skills. An audit has recently been conducted of the internal PE equipment so the school are looking to improve this facility by spending an additional £2,200. Finally the Forest School Leader salary will also be paid using this money as she is providing CPD for other members of staff in outdoor learning and also enhances the school offering. There is a concern that schools will no longer receive a Sports Premium budget moving forward. There is less rush to spend this year's Sports Premium to ensure we can provide opportunities going forward. The school would also like to improve the external play equipment offered and this will hopefully be done at a later date. They will also earmark funding for coaching and swimming when these activities can start. Mr Marples is hoping to get the football team out!

Mrs Bray raised an issue that one member of staff was too anxious to return to school because of the impact of Covid on her family in recent times. A full risk assessment was taken to allow her to return as safely as possible. She had a GP appointment to discuss her anxiety but was not signed off work. Following HR advice and process and discussion with Finance Committee, a short period of unpaid leave was agreed. Mrs Bray added that since the sick note issued was for a short time, the situation may fluctuate but the school are following HR advice.

Finance Committee had felt that after reviewing the budget, it will be sensible to target a modest overspend and support the school in any investments required. Due to the cautious nature of the budget setting and spending, we are continually breaking even.

A Governor asked if the Aldi money was still available? Wendy Chapman is organising but we are still waiting on quotes. The school also need to work out some ideas in relation and we may look at spending the money on outdoor play equipment. Then the capital money can be used for the running track. Mrs Bray will discuss this further with Finance Committee when there is a better idea of re-opening.

II) Curriculum and Policies: Rather than calling a virtual meeting, policies were sent out for review. These policies were Remote Learning, Remote Working and Safeguarding. Policies have been reviewed and amendments have been made.

5) Covid Update: Mrs Bray updated the group that there are currently 79 pupils attending school which is 37% of the entire school. This has been increasing and likely to keep increasing.

Lateral Flow testing for staff is starting this week. Staff are given kits of seven tests at a time and each staff member must test themselves twice a week on a Sunday night/Monday morning and Wednesday night/Thursday morning. This includes the catering team and caretakers. The cleaners aren't included yet as Mitie need to hold a management meeting to discuss this. People can opt out of the process if they choose, but no-one has. Mrs Bray has attended two Government webinars for training. Staff have been given lots of information, a privacy notice has been shared, a risk assessment has been completed and staff have signed out their packs. Any extra line of defence that we can offer is worth it.

The school have received all of their allocated laptops and these have been given out to families. Each family have signed a home-school agreement to return the laptop after lockdown. Each laptop has been fitted with DfE security. It has greatly reduced the number of home learning packs that needed to be printed but some are still required each week as lots of people don't have printers at home. There aren't enough laptops for everyone if there are three children in a family or if their broadband crashes. The school is doing a mixture of learning so that they are not in front of a screen all of the time.

A Governor asked if the school can use donated laptops? This is difficult as the school needs to be really careful about what is on the machines that are given out.

A Governor asked if the BBC Bitesize tv learning was good? Mrs Bray said that feedback she had received was that it was not as good as hoped. A Governor noted that it could almost be a hindrance if children are watching it instead of online learning.

A Governor asked about Free School Meal provision? Initially the Government were really pushing for hampers to be given out. Autograph have been putting our hampers together and they were quite good. We supplemented them with Winterfresh charity donations such as St Ewe eggs and oats. Some were collected by families but staff and governors also delivered lots of packages as they were huge. From the 1st February, the school will be moving to the voucher scheme as this is what parents want.

Online learning engagement has been really high and the school is keeping a record of this. Will update the governors going forward via email. Families are contacted if they are not engaging and are offered help with technology, paperwork or logins. If the children really can't engage, we invite them in to school. The learning is a mix of live and pre-recorded sessions and some non-computer based activities. The learning matches as closely as it can in school. The school is doing extra individual work with pupils in need of things like speech and language therapy or extra reading help. Feedback is through Seesaw (this is a legal requirement) and this is really motivating for the children. The online learning provides approximately three hours of learning per day depending on the age of the child. Feedback on the whole has been really positive but parents are finding this really difficult. We are supporting them the best that we can but some families are at breaking point. We are getting to the point where we cannot accept any more children into the Bubbles, and the teachers are really feeling the pressure of doing live lessons and teaching in school. We will have interventions once the children return to school. **The Chair said he wanted to thank all staff on behalf of the governors for all the hard work they are doing. Mrs Bray will pass this on. The governors also thanked Mrs Bray for the email updates as it is great to hear what is going on.**

6) Governor Code of Conduct: Approved

7) Whistleblowing Policy: Approved

8) Staff Code of Conduct Policy: Approved

9) Equality Information and Objectives (Public Sector Equality Duty) Statement for publication:
Approved

10) SEN Information Report and Accessibility: Approved

11) Safeguarding: Safeguarding governor, Mrs Trethewey, had a phone meeting with Laura Calcraft. Single Central Record was reviewed. There have been no big changes. An amended safeguarding policy

has been circulated and the school has ensured that remote learning is safe. A First Aid training event has been scheduled for the next inset day in February and hopefully this will be able to go ahead.

12) Health and safety: Risk assessments have been completed.

13) Update on SATS and assessments: SATS have been cancelled for this year as well as KS1 teacher assessments, KS2 teacher assessments, Phonics screening, statutory trialling, multiplication test and EYFS assessment. **A Governor asked if the cancellation of SATS has affected the motivation of the Year 6 pupils?** Mrs Bray replied that the school are still working towards the formal style of learning as they move on to secondary school. Year 6 have had really high engagement on Seesaw. **A Governor asked if the school will still be giving reports to the secondary schools?** Mrs Bray said that a thorough handover will still occur as it did last year.

14) Feedback from recent governor training: Mr Luckhurst has recently completed training in monitoring and challenge. It was a good networking opportunity.

15) Visiting governor reports: These have been cancelled as we couldn't expect staff to prepare for the visits as we went into lockdown. We will look into this again after the government have updated on the plan of return. The governors agreed that anything they could do to help reduce the workload for the staff, they would do.

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

Part 2 Confidential Matters: Nil