



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

**Full Governing Board**

**Wednesday 29<sup>th</sup> January 2020**

**Minutes (Spring Term 1)**

<b>GOVERNORS PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
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
Mr Nigel Machin	Governor
Mrs Penny Francis	Governor
Reverend Christopher Parsons	Governor

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

<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 1	4. Matters Arising	It was suggested that Governors take part in assemblies and pop into classes more frequently.	Governors and Mrs Bray	Pending
Spring Term 1	10. Health and Safety	Gap under fence to be fixed	Clerk to speak to caretaker	Pending
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
Spring Term 1	13. Visiting Governor Reports	Alteration to be made to pecuniary interests form	Clerk	Pending
Autumn Term 2	11. Skills audit	Skills audit 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	7. Health and Safety	Governor Health and Safety training to be arranged	Clerk	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	Board to look at constitution once added to portal.	Clerk and all Governors	Pending

Autumn Term 1	6. Governor Training	Circulate self-review template to all governors	Clerk	Pending
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	PE curriculum document to be looked at on completion	Mr Marples, Mr Robinson and Mrs Smith-Walker	Pending

## Part 1

### 1. Welcome

### 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:

Mr Robinson congratulated the school on their national Aldi competition prize win. He also passed on congratulations to the Senior Leadership Team for their Education Show presentation in London. The Governors all agreed that each leader will be awarded TOIL for the extra time they gave.

Mrs Bray informed the group that the IXL usage in school has been investigated. She had spoken to staff who are using it. Other packages had been trialled but due to high subscription charges, the school will not be taking them forward.

The Fire Meeting Point signage on the playground has been completed.

A Governor networking session suggested that when schools send out questionnaires to parents and staff, that Governors should see them prior to circulation in order to check if they feel anything needs to be added. They would then receive feedback in order to make comparisons.

**A Governor asked whether the children know who the Governors are and what they do? It was suggested that Governors take part in assemblies and pop into classes more frequently.**

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

- 5. Penair Partnership Attendance Policy – decision on fining element:** Mrs Bray reported that she has spoken to three other schools within the partnership and they have all taken the decision not to fine. The current attendance figures were circulated to the group. Authorised absences in the Autumn Term were 2.71% and the unauthorised absences in the Autumn Term was 0.51%. The whole school attendance for this term was 96.78% and persistent absenteeism accounted for 6.99%.

The school collated the holiday requests received which totalled 13 in the Autumn Term. This current term, there have so far been 5 requests received. The holidays are not impacting greatly on attendance at the moment and there really isn't a strong deterrent to alter this situation of taking holidays in term time.

**A Governor asked if the school is judged on annual or termly attendance.** Mrs Bray informed the group that the school is judged termly through the census returns and she tracks attendance weekly in order for targeted attendance letters to be sent out.

**A Governor asked if Ofsted would look at reasons for absenteeism and would they expect schools to fine?** It was felt that as the school has generally good attendance, they would be able to explain the reasoning. Ofsted want to see schools being proactive.

**A Governor asked if parents can be spoken to if they repeatedly book holidays during term time?** This will be covered in the letters sent out by school and subsequent meetings with parents.

It was felt that fining will risk breakdown of relationships with parents, it will take up a lot of school resources and there appears to be little gain at the moment. Mrs Bray will continue to monitor the situation with partnership schools. The Governing Body decided to defer the decision to fine for holiday absences.

- 6. Scheme of Delegation - RE/Collective Worship:** The Scheme of Delegation did not previously include Collective Worship and RE. Mrs Bray has updated the standard. The Governors were happy to accept this amendment.

Reverend Parsons will be visiting school to be conducting Eucharist with Year 1 and Year 6 with the intention to complete this with the other classes in the future.

**7. Committee and Working Party Reports:**

**I) Curriculum and Review of School Policies Working Group:** To be held on 5<sup>th</sup> February 2020.

**II) Premises:** Proposed change of date to Wednesday 12<sup>th</sup> February at 2pm which was agreed.

**III) Finance and Personnel Committee:** At the recent meeting, the group met the new Bursar, Charlotte Masters. She was very thorough. At the previous meeting in November, there were a lot more questions than answers. The Bursar has revised the current income and is certain of more positive news in the future. There is currently a forecast overspend of £21,000 however this is due for adjustment and is not money down the drain. The car barrier spend has been moved to capital spending. The Bursar has no concerns. There is an underspend on the PE grant. The Bursar highlighted how strict the spend is on this. The wording given by the Government is about building the sporting investment of the school and it is ringfenced.

The school has taken on a supply SEN member of staff which is required but not budgeted for.

Approval for BACs mandate agreed.

- 8. Finance – discuss unspent finances:** The accumulated reserves are high. The Bursar will check with her team about risk. Schools with reserves over 15% are considered unusual.

A possible project idea is to invest in Stay and Play as a growing asset. It may be possible to install a separate building with its own access which could also provide rental income.

- 9. Safeguarding:** The fire drill has been practised today and lock down procedure will be practised next week. It has been confirmed that the school will be able to use the church in an emergency.

- 10. Health and Safety:** A governor noted that there is a gap under the fence behind the surf shack. This is to be added to Carlton's list.

- 11. Government Publication of final KS2 SATs results:** The document was passed around the group. No changes have been made to the preliminary data. The school fared well compared to most local schools. A lot of work has been done this year and plans have been put in place such as interventions and resources. Mini assessments are being conducted to help working at speed. There is also a big focus on maths fluency. **A Governor asked if there will be a Parent Information Session on SATS preparation?** Yes, this is done every year.

- 12. Feedback from recent Governor training:** Mrs Francis took part in a webinar on data which was very informative and accessible. Mrs Smith-Walker is currently collating the webinar data.

**Mrs Chapman will be invited to attend the next Governing Board meeting to assist with any IT queries regarding the portal.**

**13. Visiting Governors Reports:**

**Single Central Record Review:** A couple of minor issues have been dealt with. **A Governor asked if they should be updating DBS of changes.** Staff are updated annually and this will now incorporate volunteers and governors. **The Pecuniary Interest form will be updated to include changes that affect DBS.** Right to Work might need to be checked once Brexit occurs.

**Governor Self Review:** This was good. Looking at linking more to School Development Plan. Specialisms with overlaps could be created. Improving depth of knowledge on first five points. Enabling people to feel secure and would involve less visits. Trial this approach to July. Looking at reducing Governor workload. Maintain current SIAMs group. Mr Machin agreed to join this group as he has experience of inspections. Intention to get pupil voice and improve coherence of responses. Mrs Bray has collated groups and will circulate dates. Quantity of meetings will be focus dependent. It makes visit reports really important. Blank template in files on portal.

**Data Training:** Core Stats visit. Lots of questions arose. To be dealt with in the future. it was clear that there is no issue with teaching. Test technique needs to be a focus. It was a good meeting.

**Assembly Visit:** Frances Houghton (Team GB rower) was brilliant and really well pitched. Children really enjoyed it. Governor impact could be seen. The children's questions were great.

**Science:** Governors spoken to science lead. There are some great plans for an event next term. Touched on recycling and environment. Children run an Environmental Club on Monday lunch times. Staff are planning displays on how the children are improving their environment. Pupil Premium numbers on KS2 data is lower than the rest of the cohort for science. The school is ahead nationally except for Pupil Premium children. One of the key aspects with Pupil Premium children is the vocabulary gap. The school is currently using meta-cognition skills to shrink the gap. Science should be included in the Pupil Premium document.

**Pupil Premium:** Three main points were discussed:

- Understanding the metrics better on implementing support for Pupil Premium children.
- The descriptors on the online document may put parents off as it is too informative.
- Review of interventions and delivery was very positive.

The new document is very intuitive and well written. It includes the costing and expected benefit. Wealth of data to get to grips with. Governors praised the staff members for creating this new document.

Spending is on track. Main philosophy is quality first teaching.

**A Governor mentioned the aims of strategy is very academic. Should the school be looking at adding measures for wellbeing.** It was felt it is hard to provide metrics for this. Perhaps the school could do a self-review on how confident the children feel. **A Governor asked if they should be meeting with Pupil Premium children. It was agreed that this was very important.**

There is a company called Terra-Metrics who offer wellbeing and behaviour tracking. School will be meeting company to see if this is beneficial.

Pupil Premium can be such a wide range of children and it is difficult to group them. SEN as a variable can have a massive impact.

**Safeguarding:** Bomb threats and school trips were discussed. The school needs to look at finding training for the caretaker to deal with suspicious packages. The bomb threat caller checklist is currently being analysed. All school trip organisation has been tightened up.

**EYFS:** Governors meet with EYFS leaders. It is a really well organised environment. Good overview via learning journeys. Monitoring for extra support is required. Good liaison with parents and good transitions.

**14. Governor visits for next term:** SIAMS, Curriculum and E-Safety dates to be circulated.

## **Part 2 Confidential Matters**

Nil