



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

**Full Governing Board  
Wednesday 30<sup>th</sup> January 2019**

**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	Vice-Chair
Mrs Mary-Ann Trethewey	Governor
Mr Alex Marples	Governor
Mrs Penny Francis	Governor
Reverend Chris Parsons	Governor

<b>OTHER ATTENDEES PRESENT</b>	
Mrs Anna Spencer	Senior Leadership Team
Mrs Laura Calcraft	Clerk

<b>APOLOGIES</b>	
Mrs Alison Laity	Governor
Mrs Laura Read	Senior Leadership Team

<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	7. Staff Code of Conduct	Additional descriptions to be added to clarify appropriate clothing.	Mrs Bray	Pending
Spring Term 1	11. Safeguarding	Review of Single Central Record	Mrs Smith-Walker	Pending
Spring Term 1	12. Health and Safety	Tree branches overhanging from Truro Nursery to be cut. Interserve to be contacted.	Mrs Bray	Pending
Spring Term 1	13. Parent Governor Skills Matrix	Paperwork for new appointment to be commenced.	Mrs Calcraft	Pending
Spring Term 1	17. Visiting Governors Reports	Mrs Francis to set a further date to meet Autism Champion	Mrs Francis	Pending
Spring Term 1	17. Visiting Governors Reports	Circulate amended version of School Development Plan	Mrs Bray	Pending
Spring Term 1	17. Visiting Governors Reports	Submit E-Safety visit report and arrange a further visit following Safer Internet Day	Mrs Francis	Pending
Spring Term 1	18. Next Term's Governors Visits	Circulate visits and dates	Mrs Bray	Pending
Autumn Term 2	6. Committee and Working Party Reports	Queries on car park barrier	Mrs Bray	Pending
Autumn Term 2	6. Committee and Working Party Reports	Site Visit to see astroturf on sports field	Mrs Bray and Governors	Completed
Autumn Term 2	6. Committee and Working Party Reports	Spending recommendations	Governors	Pending
Autumn Term 2	7. Safeguarding	Review of Single Central Record	Mrs Smith-Walker	Completed
Autumn Term 2	8. Health and Safety	Request quote from Interserve for car park extension	Mrs Bray	Pending
Autumn Term 2	13. Next term's Governor visits	Maths visit dates to be organised	Mrs Bray	Pending
Autumn Term 2	13. Next term's Governor visits	Ideas for Early Years visit requested	Governors	Completed
Autumn Term 2	13. Next term's Governor visits	Governor working group to look at the Self Evaluation Form and the School Development Plan requested	Governors	Completed

Autumn Term 2	13. Next term's Governor visits	Training and support session on conducting Governor visits and how best to show impact to be arranged with Bex Couch	Mrs Bray	Completed
Autumn Term 1	7. Annual Review	Birth date analysis to check spread of results.	Mrs Bray	Completed
Autumn Term 1	7. Annual Review	What Early Years data is shared with parents	Mrs Bray	Completed
Autumn Term 1	8. Governor Training	Attend GO2 Training	Mrs Francis	Pending
Autumn Term 1	3. Pupil Premium Update	Data Protection Officer to be consulted regarding software compliance of utilising SIMS	Mrs Bray	Completed
Autumn Term 1	11. Visiting Governors	Sport Premium spending. Suggestions of netball, hockey and an all-weather perimeter trail	Mrs Bray	Pending
Autumn Term 1	13. AOB	Cornwall Teaching Awards nominations	Governors	Completed
Summer Term 2	9. Minutes of the Last Meeting	Update on road parking alterations	Mrs Bray	Completed

## Part 1

### **1. Welcome**

The Chair welcomed everyone to the meeting.

### **2. Apologies**

There were apologies from Mrs Laity and Mrs Read 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:** Mrs Bray informed the group that the Data Protection Officer has been consulted regarding the software compliance of utilising SIMS for the Pupil Premium update.

Mrs Bray showed the governors the Early Years Foundation Stage profile which is shared with parents as it had been previously queried what information was shared.

Previously a governor had asked whether there was a birth date analysis of the KS2 SATS results to check the spread of the results. Mrs Bray shared an email she had received from the Core Statistics team at Cornwall Council. They clarified that birth date analysis is not completed once children reach KS2. However, the school has looked at the data and the summer born children represented a small number in the cohort. Mrs Bray shared the percentages of summer born children achieving the expected standard.

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

### **5. Scheme of Delegation**

This document was circulated prior to the meeting. It was found to be a useful document and it has been agreed that it will be accepted at the working document.

### **6. Committee and Working Party Reports**

**I) Curriculum and Review of School Policies Working Group:** The next group is due to be held on 6<sup>th</sup> February.

**II) Premises:** The next date for this meeting was originally scheduled for 20<sup>th</sup> February, but this falls in the half-term break. Therefore it has been rescheduled to 6<sup>th</sup> March. The group is currently awaiting responses on requested quotations for the running track and the car park barrier. Interserve colleagues have been invited to attend the next Premises Working Group.

**III) Finance and Personnel Committee:** The Group met last week. The school's new Bursar was unwell and unable to attend. The group received the breakdown of the latest figures but would like some guidance from the Bursar.

The group received an update on Pupil Premium Spending and there are adequate funds remaining. It has been proposed that the school use some of these funds to hold an Easter Maths School which will be open to all Year 6 children ahead of SATS. The school will be shortly investigating the interest in such a programme. There will be no pressure to be involved and will involve fun maths sessions. The plan is to hold four sessions, two in each week of the Easter break. This is subject to change depending on the interest.

The group also discussed potential projects that have been suggested to spend money on. They are currently awaiting quotes for a running track and other landscaping ideas. There is lots of interest in developing the Year 3 and Year 4 outdoor areas. There is also the

possibility of updating the infant playground, creating some reading sheds in the outside play areas and also a sensory garden.

With regard to finances, there has been a reduction in supply and sickness cover spending due to more cover being provided in-house.

## **7. Staff Code of Conduct**

This document was circulated prior to the meeting. It is a County policy that all staff have signed to adhere to.

A governor asked how you qualify 'appropriate' clothing. Mrs Bray said that school has a 'no denim' rule but that there is not a written rule. Mrs Bray to create a specific dress code in relation to items that are not allowed. The group voted to modify the policy as discussed and then it was agreed and accepted.

## **8. Governor Code of Conduct**

This document was circulated prior to the meeting. A hard copy was signed, agreed with and accepted at this meeting.

## **9. Pay Policies**

These policies (teachers and support staff) were circulated prior to the meeting. This is a Cornwall Council document and the updates are highlighted in red. This document was agreed and accepted.

## **10. SEN Information Report**

This document was circulated prior to the meeting. A couple of small typing errors to be amended otherwise the document was agreed and accepted.

## **11. Safeguarding**

Mrs Smith-Walker visited school and checked the Single Central Record on the 21<sup>st</sup> November 2018. It was noted that two new members of staff who were taken on to contract in October required Tier 2 training. This has been completed online. A further visit to be organised.

## **12. Health and Safety**

Mr Robinson noted a few issues on a recent visit. A plastic storage container on a wall had a water ingress which made it heavy. Mrs Bray noted that this was removed as soon as this had been notified. Mr Robinson asked about the posts near the back gate with the tape wrapped around them. Mrs Bray said that the caretaker will be removing the posts as the sign attached to them had been damaged in bad weather. Mr Robinson had spoken to staff about an open cupboard he had noted on his visit.

Mrs Smith-Walker noted that there was a tree overhang from Truro Nursery onto our path which was at adult height. Mrs Bray to contact Interserve to get these removed.

Mr Marples asked about the requested bollards in the corner of the car park. Mrs Bray has spoken to Interserve about protecting the fence which is above the Year 1 outside area.

## **13. Parent Governor Skills Matrix**

When the school advertised for a new Parent Governor, there was originally two interested parties but one withdrew. Therefore the nominated Parent Governor was given a skills matrix to complete in order to ascertain what they could contribute to the group. The completed skills matrix was brought to this meeting. Mrs Bray summarised the key points and felt that this parent would be a good fit.

The group voted to move forward with this appointment and requested that the clerk commence the paperwork.

#### 14. Update of Key Stage 2 amended results

Following a request to the DfE, the data of two pupils was taken out. This has altered to final data. The school's attainment figures are good but progress in some areas needs to be improved. The school was in the top 10% in the country for writing due to an embedded approach following five years of work. Both maths and reading are using new approaches which are part of the School Development Plan, as is pushing forward 'Greater Depth'.

#### 15. DfE School Comparison Site

Mrs Bray provided the group with comparison data from the local schools in the Penair Partnership which gives an idea of where the school is in relation to nearby schools. The Real Schools Guide (created by the media) was also shared which gave local and national rankings. The group discussed the findings and felt that even though there were inaccuracies in the media data, it is important to know as this data is publicised in the local media and is what parents will be reading. It was also noted that this data is cohort specific.

#### 16. Feedback from recent Governor training

Mrs Bray started the discussion by circulating a training planner she had put together following the training session. This is to enable governors to ensure we are covering all areas of the School Development Plan which runs over three years. Some areas require higher priority in terms of the number of visits needed. Mrs Bray asked the group if this was helpful and it was agreed it was.

Discussion was then held on the points highlighted at the training session. The monitoring visits guidance from the NGA was noted and a governor suggested that we have a governance form and also a visit form to show overall involvement with the school. It was agreed that volunteering for things such as trips and clubs is to offer support and to learn more about school life.

One of the points raised at the training was that questions for governance visits need to be planned. However, governors felt that there should be some flexibility in this to ensure that vital information is not missed.

Governors dress code was discussed and agreed that governors should adhere to school dress code.

#### 17. Visiting Governors Reports

- **Autism Champion:** Mrs Francis to set a further date to meet with Mrs Spencer.
- **Early Years(links with parents) – Early Years Provision working group:** Mrs Smith-Walker and Mrs Trethewey conducted a visit. It has previously ascertained that the Tapestry application did not work well for the purpose required therefore paper learning journeys have been re-introduced. It was reported that they contain nice information and link up well with parents input. A governor said that parents are requesting more regular opportunities to see the learning journeys and what the children are doing in class. Mrs Bray said that school are starting to offer more open classroom opportunities such as Year 4 are open after school on Monday to show the work they have been doing on mythical creatures. This is going to be implemented throughout the school. A governor asked what happens with the learning journeys at the end of the year. They go home with the children for the parents to have as a keepsake of their child's first year at school.
- **SEN/PP Interventions – Leadership and Management and Outcome for Pupils Working Group:** Mr Marples and Mrs Laity met with the Pupil Premium Leads, Mrs

Spencer and Mrs Read. With regard to PPM the philosophy of how money is spent is changing. It is getting broader and gives time for ideas to be reviewed. The money can now be used to benefit an entire class and staff development. This benefits the children receiving PPM as there will be less need to take them out of topic work for intervention. Mrs Bray circulated a document from the Education Endowment Fund showing the benefits of the change in spending.

With regard to feedback for the children when they have completed their work, there is a move away from marking. Mrs Bray added that the school is part of the Kingsbridge Research School and this is a changing scene for the better. The school have now re-written their marking policy to include more verbal feedback as the children respond much better to this.

Mr Marples reported that regarding SEN, there is now a Year 6 Forest School for maths giving them lots of visual techniques. There is also a Forest School Thrive Group for those who need it. [At this working group, a governor asked that if Forest School is seen as a reward, how do some children feel about not getting access to it. This was further discussed in this meeting. A governor challenged that it is not clear to parents the reasoning behind which classes get chosen to go to Forest School.](#) Mrs Bray said that she had spoken to staff about using Forest School when it is not being used for specific Forest Leader groups. She reported that all classes will get a turn in Forest School with the Forest Leader.

[A governor asked if resources are available to give SEN children extra facilities when doing their SATS eg a quiet room.](#) Mrs Spencer explained that there are certain criteria to be met but the school can offer quiet rooms.

[A governor noted that there is a massive focus on Year 6 maths for the SATS and whether this additional resource can be filtered down through the school.](#) Mrs Spencer replied that this is already being implemented through the upskilling of teachers and utilising maths specialists as much as possible.

[A governor asked if children receiving PPM get encouragement to go to extra-curricular clubs and activities.](#) Mrs Bray reported that letters are circulated to all children and the school regularly speak to the children about what they would like to do. Mr Marples added that in terms of school sports, there are events targeted at giving children more confidence in new sports. Unfortunately some children do not want to participate or do not have the confidence to participate. This is something the school are working on.

- **School Development Plan/Evaluation Working Group:** [A governor looked through the different priorities and it was discussed how to make it more reader friendly.](#) A few small adjustments were made and rationales added. Amendments have been made and [Mrs Bray to circulate.](#)

The top five School Development Plan points are maths; PPM; reading; writing and curriculum. The other points will also be visited.

The self-evaluation will be looked at at the next working group.

- **E-Safety Report:** [Mrs Francis to submit her report and she has requested a further visit following Safer Internet Day.](#)
- **Single Central Record:** Covered in the safeguarding section.

## 18. Next term's Governor visits

Reading and writing visits are required. Mrs Bray suggested a learning walk incorporating Fiction Express.

Christian Values to be looked into. Mr Lees from the Diocese is visiting the school on the 11<sup>th</sup> March.

[Mrs Smith-Walker requested a further EYFS visit to look at interventions and impact.](#)  
[Mrs Bray to circulate visits and dates.](#)

19. **Any Other Business:** None

This meeting finished at 5.01pm.

Next Meeting: Wednesday 20<sup>th</sup> March 2019 at 3.30pm

Signed:  
Chair of Governors

Signed:  
Headteacher