



St Mary's Church of England School, Truro

**Full Governing Board
Wednesday 3rd July 2019**

Minutes (Summer 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 Alison Laity	Governor
Mr Alex Marples	Governor
Mr Ellis Luckhurst	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk
Mrs Laura Read	Senior Leadership Team
Mrs Anna Spencer	Senior Leadership Team

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
Summer Term 2	14. Visiting Governor Reports	SEN report to be circulated	Clerk	Pending
Summer Term 2	13. Governor Training	Safer Recruitment to be added to training schedule	Mrs Bray	Pending
Summer Term 2	13. Governor Training	To look into extra training that is available	Mrs Bray	Pending
Summer Term 2	9. Governor page on website	Look into putting governor portal onto website for twelve months and then review	Mrs Read	Pending
Summer Term 2	9. Governor page on website	Governor responsibilities need to be updated	Clerk	Pending
Summer Term 2	6. Penair Partnership Attendance Policy	Governors to investigate and decide on fining element of policy	All Governors	Pending
Summer Term 2	5. Headteacher's Report	Maths Leader to investigate programs to support maths at home.	Mrs Bray	Pending
Summer Term 2	5. Headteacher's Report	A transgender support policy to be investigated	Mrs Bray	Pending
Summer Term 1	13. AOB	Governors to attend Governing Body Self-Review training on 8th July	All Governors	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	Stay and Play scrapbook to be updated.	Mrs Bray	Pending
Summer Term 1	11. Visiting Governor Reports	Miss Rundle to speak to Parent Group about sports	Mrs Bray	Completed
Summer Term 1	11. Visiting Governor Reports	Sports Premium Budget to be reviewed	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
Summer Term 1	8. Safeguarding	Put safeguarding visits onto monitoring visits schedule	Mrs Bray	Completed
Summer Term 1	3. Matters Arising	Quotations for car park bollards and running track to be discussed at next Premises meeting	Mrs Bray	Pending
Spring Term 2	5. Committee and Working Party Reports	Concrete bollards in car park to be investigated further with Interserve	Mrs Bray	Pending
Spring Term 2	5. Committee and Working Party Reports	Sports Leader to obtain quotes for all-weather running track	Mrs Bray	Pending
Spring Term 2	12. AOB	Governor Newsletter to be created	Governors	Pending

Part 1

1. Apologies

There were apologies received from Reverend Christopher Parsons and Mrs Penny 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:** Action points from the previous meeting were discussed.

- Kim Rundle, Sports Co-ordinator, has now spoken to Parent Group about PE in school. The PE documents will be available on the school website at the end of the week.
- Safeguarding monitoring visits have been added to the schedule.
- All emails regarding governance that are sent to the headteacher need to be copied to the clerk.

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

4. Committee and Working Party Reports:

Curriculum and Review of School Policies Working Group: A number of governors attended the curriculum presentation. Four policies were reviewed at this working group. A further policy has been created subsequently to the working group being held and was brought to this meeting to discuss. The school have implemented a Volunteer Driver Policy. People who volunteer to transport pupils will need to present the required documents and sign a statement. In addition to this, a safeguarding aide memoir will be followed for every trip and sports event. If the leader arrives on-site at an event, the safeguarding aide memoir will be in leaflet format.

Premises: The paperwork for the bollards in the staff car park has now been submitted.

The school sports leader is still awaiting investigations on a permanent sports track around the school, but a temporary track has been implemented.

The previously discussed climbing wall in the playground has been further investigated. If the wall is amended in any way, then PFI hand full maintenance responsibility over to the school. This idea has been put on hold to investigate how the school is going to replace the remainder of the school equipment. If the climbing wall is not created, the school will create a painted display to decorate the wall.

The school car park barrier and reading shelter will be installed during the summer break. The feedback from Parent Group was very positive for both of these installations.

Finance and Personnel Committee: Not met in this session.

5. Headteachers Report

The report was circulated prior to the meeting and the following questions were posed:

- **Section 175 report for development mentions generic information. Please could this be elaborated upon?** The report contained S175 generic information distributed. Good training ideas were identified.
- **Regarding Intercom Trust and transgender, do we currently have a policy/support/advice for transgender children?** The Intercom Trust provide a link to support for transgender pupils. **Mrs Bray will look into a policy** but knows how to access relevant information and training from the Intercom Trust.
- **The report notes that staff wellbeing is being improved with reduced marking. How do we ensure we still have enough evidence and impact with verbal feedback?** The school has a weekly timetable of feedback and implements a range of strategies. This has been a big focus in staff training.
- **Who covers the teachers' non-contact time?** Covering teachers has been discussed for the next academic year in another section.
- **How are we preparing children for the Year 4 times table test and is there any thought on more home-based maths?** The Year 4 times table test will be statutory from the next academic year. It has been useful for the school to participate in the pilot. There has been a big focus on times tables in class. **There will be new celebration certificates which will celebrate practice.** There is and will be a big push on TT Rockstars both in school and at home. IXL will also be rolled out throughout the school. Parent Group raised having maths work at home. **The maths lead, Mr Pritchard, is investigating alternative maths programs to use as the previously used Komodo Maths has a high cost implication.**
- **There was previously a concern about EYFS children reaching their targets, what has made the difference? Is the extra teaching assistant still present and at the same level?** An extra teaching assistant was put into the class to allow the teacher to do in-class interventions. The teaching assistant was also trained to model language. Case studies have shown huge progress. The use of the extra teaching assistant will be reassessed again for the new academic year.
- **With regard to Pupil Premium progress, what has helped to close the gap in maths? What plans are in place to further close the gap in literacy? Will Pupil Premium funding be used?** The mastery approach has really helped with practical resources, interventions and staff training to identify barriers. With regard to literacy, the school will be investing in new schemes and reviewing the reading award scheme.
- **What safeguarding measures are in place for children attending sporting events?** The new policy for transporting pupils and safeguarding was previously discussed in matters arising. All school clubs have been reviewed and a new signing out system has been implemented. Any incidents are recorded on My Concern, the safeguarding reporting platform.
- **There are a couple of brief mentions of parental input in the report, but as it was an area to improve at our last Ofsted could we have more detail about how parents are involved and informed at the school?** Parental communication is achieved through Topic Talk Time (which has received positive feedback); the school runs workshops; annual school reports; Facebook posts; weekly newsletter; text messages and half-termly Parent Group. **A Governor reported that Parent Group would like the possibility of bringing more business to the meeting and less agenda items from the school.** The school will ask for more information in advance.

6. Penair Partnership Attendance Policy

The Penair Partnership met to establish an overarching attendance policy that is standard throughout the group. They went through a design together. Mrs Bray asked the Governors to decide if they are happy to fine parents for non-attendance and to implement legal sanctions. The attendance letters currently used had a strong reaction initially. The group discussed the impact. **A governor felt that a face to face interview with the Education Welfare Officer might be enough.** Currently there seems to be a lot of negatives regarding fines. It was noted that the fines only come in after following a set of criteria. **A Governor asked where the money from the fines goes?** The money goes to the local authority. **The Governors will investigate the situation and bring it back to the Full Governing Board in 6 month's time.** The school will follow the rest of the Penair Partnership policy apart from implementing fines in the interim.

7. Staffing

A governor review was made of the staffing plans for 2019/20 and discussed:

- **What staff changes will be made later in the summer term with Mrs Stevenson returning to work?** As previously agreed by governors, Mrs Stevenson will not return to teaching Year 3 this academic year. Mr Badger will remain with the class to ensure that they have had a consistent year.
- **And for the next year? Will she continue to have teaching sessions alongside her Deputy duties? To what ratio?** Mrs Stevenson will teach in the mornings, except on Thursday (phonics, literacy numeracy which she is very experienced in, especially through her role as a County moderator). Mrs Richards will teach in the afternoons and all day on Thursday (instead of Friday to allow all of the leadership team to have the same non-contact day).
- **Is this achievable? How well does it work (for her/for the children)? Will it be reviewed?** This has been very successful in the past. Previously children have done very well. SATs results for the classes that Mrs Stevenson and Mrs Richards have taught have been well above average including at greater depth. It will be reviewed in line with school developments.
- **Does the same apply for SENCo roles and other leadership positions?** SENCo and Curriculum Lead time is also being covered by teachers.
- **Is there a minimum amount of Qualified Teacher teaching children should receive? Or maximum Teaching Assistant/Higher Level Teaching Assistant teaching? What do the children get?** There is no statutory guidance that states the minimum teachers time/maximum TA time. It is up to the headteacher to decide the suitability of the person covering the class. The majority of the school's cover is HLTAs and not TAs. DFE guidance states 'The primary function of HLTAs is to support and assist qualified teachers. They may be deployed as one of the strategies schools choose to release teachers for guaranteed PPA time, provided that they carry out work specified in the regulations made in Section 133 of the 2002 Education Act under the direction and supervision of a qualified teacher.' The amount of time the children are covered by a HLTA will vary throughout the year for example, staff sickness or to cover a meeting. One teacher's leadership day this year has been covered by a HLTA who has a degree in Education and Learning.

- **For instance, some classes have a HLTA for a whole day every week, plus extra sessions if meetings come up in the week that their class teacher must attend. Is everything covered as it would be if a teacher was taking those sessions? How do we know that?** To ensure that everything is being covered, the teacher will oversee all the planning. HLTA classes are subject to the same strict monitoring as all qualified teacher classes. Books are monitored regularly by subject leaders, SLT and external parties. The 'Book Looks' have identified progression in all subjects covered by HLTAs and marking and feedback is in line with the school policy. Assessments have shown that progress in classes that have had more lessons covered by HLTAs have made good progress, in line with other classes. For example, in Year 5 100% of children made expected or above progress in reading, writing and maths. Observations regularly take place of lessons covered by HLTAs including learning walks and formal observations. The lessons have provided good learning opportunities for all pupils and have raised no concerns. During a recent School Improvement visit it was commented that in some cases you would not be able to identify who was the teacher or HLTA. HLTAs were also observed during the recent Pupil Premium review and commented on very positively.
- **Financially using the TAs is a better solution, (our use of supply teachers has fallen) but are the children getting the best time in the classroom?** The HLTAs in school know the children very well including their individual needs. We have found that children often find it more difficult to adapt and learn with people they are not as familiar with and have subsequently had more issues/parental concerns when using agency staff. Some parental concerns have been raised around the teaching of French and this will now be covered by a French specialist from September.
- **Do we rely too heavily on TAs covering teacher preparation time and other roles eg SENCo, Deputy/Assistant Head? Should more of the leadership time be covered by a qualified teacher? Then allowing the TAs more time to support, interventions etc?** Leadership days (Thursday) covered by teachers. PPA covered by teachers except Year R which has two HLTAs covering the afternoon (one who works in there full time). Year 3 and Year 4 will have 1 hour per week covered by a HLTA (the other hour they are in Forest School). TIS afternoon will be covered by HLTAs.

8. External Reports

The draft Pupil Premium monitoring visit report was circulated to the group. It was a very positive report. Feedback was also given from the governors who were present at the visit. One of the first questions they were asked was if they could prove the impact of the money being spent. **A governor asked if the governors had the impact folder to look at.** They did not although had previously seen it. They also referred to different data.

9. Governor Page on Website

On review, the governor responsibilities need to be updated. Tempest photos will be taken of all governors in September. Biographies have been requested from all governors who do not already have one. A governor portal for documents was previously raised. This would be easy

to add to the existing school website. The web providers will add this for an additional £200 + VAT per year. The governors discussed this option and all felt that it would be easier to have all documents in one place. It was suggested that it would be especially good for new governors who do not have the depth of information. **Mrs Read to look into paying for the portal for one year and then review.**

10. Ofsted Questions

The group discussed examples of what a governing board might be asked during an inspection. At each subsequent meeting, a selection of questions will be talked about around the table. Linked in with this is the information that governors contribute to school life. Governors need to send governance information to Mrs Smith-Walker to incorporate in a governor newsletter. They can also send information to Mrs Read to put on the governor blog.

11. Safeguarding

This topic has been mostly covered in discussions around clubs and transport. New visitor badges have been ordered. The Single Central Record was checked on Monday. New governors to do online safeguarding training. Mrs Stevenson will be running face to face safeguarding training to refresh whole staff.

12. Health and Safety

A governor asked if we can do some form of pollution monitoring within the school. Mrs Bray to follow-up with PFI.

Team Maintenance have been asked to further cut back some trees overhanging the school access paths. This has been completed.

13. Governor Training

Mr Robinson attending Self-Review training on Monday.

Mrs Bray to look into extra governor training. Next academic year, the School Improvement team will be offering Governing Board training.

Safer Recruitment training dates to be checked and added to the training schedule.

14. Visiting Governor Reports

Special Educational Needs: SEN report to be circulated.

Curriculum: Report circulated. Mrs Bray informed the group that she has been asked to write an article for the Headteachers Update magazine. The school has also been invited to sit on a panel at the Education Show in London. In addition, during her visit to assess the school's RE delivery, Kate Fitzsimmons has asked the school to assist other schools in this area.

Maths: It was reported to the group that the challenges have now become the successes. A governor suggested that it might be better for governors to receive the data prior to the visit. The group also discussed the possibility of awards for times tables and maths homework. The school has received positive feedback on the maths workshop run in the Easter holidays.

Single Central Record: This was covered in the Safeguarding section.

Staff Meeting: A Governor visited a recent staff meeting in order for them to pass any anonymous comments that they would like to feedback to the Governors and Senior Leadership Team. No topic was dictated. The main item that came up was My Concern and how good it was.

15. Governor Visits for next half-term

The schedule for next academic year will look fairly similar but will be altered depending on priorities. Subject leaders have been given time to unpick their subjects.

16. Any other business

Safeguarding information on trips was raised and a new crib sheet for all staff has improved trip organisation. **A governor asked if it would just be teaching staff that would use it.** It will be opened up to all staff to cover trips and events.

A governor asked to meet to discuss the School Development Plan. Another governor commented that they had taken a copy of our School Development Plan to their GO2 training and the leader commented that it was a good example.

Mrs Bray informed the group that the school is currently looking at a new prospectus design.

A governor asked if the school would choose or could be pushed into taking a higher number of pupils in the future. Mrs Bray informed the group that this has been previously looked into. It would not be possible to expand just one class and therefore it would be likely that the school would have to extend upwards rather than outwards.

Part 2 Confidential Matters

Nil