



St Mary's Church of England School, Truro

Full Governing Board

Thursday 25th November 2021

Minutes (Autumn Term 2)

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

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

APOLOGIES	
NAME	ROLE
Reverend Christopher Parsons	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	14. Any Other Business	Circulate visit dates to Governors	Mrs Bray	Pending
Autumn Term 2	12. Staff Wellbeing	Write a paragraph to go on a supervision email to all staff	Mr Marples	Pending
Autumn Term 2	12. Staff Wellbeing	Purchase vouchers for staff	Mrs Calcraft	Complete
Autumn Term 2	11. Running Track	Action a poll with parents	Mrs Stevenson	Pending
Autumn Term 2	10. Visiting Governor Reports	Submit Sunrise Garden Report	Mrs Francis	Pending
Autumn Term 2	7. Safeguarding (E-Safety Focus)	Add the decisions made by the Governors to use additional safeguarding programmes to the ongoing Impact Document.	Mrs Stevenson	Pending
Autumn Term 2	7. Safeguarding (E-Safety Focus)	How long should DBS document evidence be kept for	Mrs Calcraft	Pending
Autumn Term 2	7. Safeguarding (E-Safety Focus)	Circulate safeguarding quiz to Governors	Mrs Stevenson	Pending
Autumn Term 2	7. Safeguarding (E-Safety Focus)	Update on SWGfL audit re-assessment	Mrs Bray	Pending

Autumn Term 2	7. Safeguarding (E-Safety Focus)	Can parents report issues on Whisper	Mrs Bray	Pending
Autumn Term 1	11. Whole School Re-Opening Update	JAFFA Club to be re-started	Mrs Bray	Pending due to Covid
Autumn Term 1	10. Governor Visits	SIAMS report to be put on website	Mrs Bray	Complete
Autumn Term 1	9.Safeguarding	Safeguarding report to be circulated	Mrs Trethewey	Complete
Autumn Term 1	9. Safeguarding	Governors to update ID badges	Mrs Calcraft to notify when photographer is in school	Complete
Summer Term 2	12. Safeguarding Culture within School	Ensure all new staff have Prevent training	Mrs Bray	Pending due to new appointments
Summer Term 2	11. Safeguarding	Investigate impact of prison on families	Mrs Bray	Complete
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 received from Reverend Parsons.

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: Mrs Stevenson informed the group that the payment for the Deputy Headteacher NPQH training was now no longer required as it was being fully funded by the Government.

Prevent training for staff and Governors was delayed due to trainer sickness.

Mrs Bray informed the group that there was further Covid sickness in school. This was affecting staff and a number of our families. The school is seeing an escalation in behaviour problems due to supply issues. Staff are still testing twice a week and parents have been really supportive about getting PCR tests when required.

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

4) Committee and Working Groups:

I) Finance and Personnel/Premises: The Finance Chair updated the group. The latest budget statement has been received. The school has been allocated a new accounting technician due to a locality reshuffle. He has noted a little bit of a problem with the accounts. Further to the budget forecast where a flat year was anticipated, we actually ended up with further surplus. This needs to be further investigated. The prediction for this year is to end with slightly greater reserves. We need to dig deeper with the new accounting technician and a meeting is being arranged. In other news, some capital has been spent on the new spiritual garden. Following successful performance management reviews this year, the new staffing has been approved by the Finance Committee. There are slight changes to the original budget following the reviews. The SenCo allowance has been adjusted according to experience and a permanent TLR has been awarded to another member of staff. The Headteacher's performance review will be held on Monday 6th December.

II) Curriculum and Policies: Staff Code of Conduct Policy, School Pay Policy – Support Staff (2021-2022) and Emergency Procedures Policy discussed. Policy updates to be circulated to group. Further to a recent incident at another school, the group were informed that the Emergency Procedure had been reviewed. **A Governor queried if the school knew how to speak to the children following an incident?** Mrs Bray said that the police have offered to come into school and talk to the children in an age-appropriate way. **A Governor suggested adding a de-brief section to the Emergency Procedures to ensure that children are told what has happened in an age-appropriate way as different families will deal with it in different ways.**

5) Governor Training: Mr Machin was due to attend the Annual Governor Conference, but it was postponed.

There is a safeguarding quiz for Governors to complete.

6) Health and Safety: A Governor asked about the aftercare of the new equipment. Mrs Bray said that there was a plan in place for this.

A Governor asked about the access to Year R following the breakage of the access gate? Mrs Bray said that the gate had now been replaced. She is currently investigating external magnetic gates. **A Governor asked if this ties in with site security investigations?** Yes, if we can get the gates done as well it will be much better.

A Governor asked about First Aid training? This is currently being booked, but this has been difficult with rising Covid cases. There are a large number of staff who are still trained with valid certificates.

7) Safeguarding (E-Safety Focus): The school used the South West Grid for Learning audit tool to look at our e-safety mechanisms. We did fairly well but there are areas to work on. The school has created an online safety group comprising of Year 6 pupils. **Mrs Trethewey has agreed to be the E-Safety Governor.** The school has enquired about an online reporting programme. Lots of schools use Whisper which allows the school to keep up to date with alerts on e-safety issues in the school via email and SMS to ensure that children are well protected. Mrs Mayho is currently investigating this and will be conducting staff training. Whisper will cost £350 + VAT. She will be circulating the Acceptable Use Policies. **A Governor asked if parents could report via Whisper? Mrs Bray will look into this. Mrs Bray will also update the group on the audit re-assessment. The Governors agreed to Whisper being implemented.**

The staff receive regular safeguarding updates via the Safeguarding Network. **Mrs Stevenson will share the safeguarding training links with the Governors.**

Mrs Bray has been in touch with the Police Community Club and they are sharing resources with the school. We will try and get as much useful information out to parents as possible.

Mrs Bray has signed up to refresher Level 3 training.

Visitor badges have been updated.

Another system that the school have signed up to is Confide. It is a way of recording allegations made against staff that are not at the level of reporting to the LADO. It will be used to support staff. It fulfils the KCSIE requirements, and it links in with My Concern which the school is already using. **The Governors agreed to Confide being implemented.**

A Governor asked if the school had noticed any problems from some of the reported TikTok crazes?

Mrs Bray said that the school has not seen any evidence of this but are vigilant for any online problems.

Mrs Trethewey visited school, had a discussion with Mrs Bray about safeguarding and looked at the Single Central Record with Mrs Calcraft. **Mrs Calcraft to check how long the school should be keeping documents used to evidence DBS checks.** They also discussed site security and any sexual harassment issues in school.

Mrs Stevenson will add the decisions made by the Governors to use additional safeguarding programmes to the ongoing Impact Document.

8) Headteacher's Report: The Governors submitted questions prior to the meeting. The following items were discussed.

How do our figures compare to local/national averages?

Children subject to a Child Protection Plan are below the national average but we have lots of children on alert. The number of children who have an EHCP is equal to the national average, but we have a lot of children awaiting assessment. The number of children who are PPM is slightly above the national average. The school's exclusions are below national average. Currently whole school attendance is 96.4% and the Government target is 96%.

Is there a plan for Governor succession?

There are some Key Stage 1 parents who are interested. Mrs Francis offered her support for interested Parent Governors and said she was happy to give advice and information.

Can you provide some more details about the Manuas (Manous) geography project?

Mrs Bray informed the group of a really good geography project that the school took part in. It was a virtual multi-schools event with over 200 schools involved. They linked up with the Kambeba tribe in Brazil and the children absolutely loved it.

Has the school had any incidents of sexual harassment or violence? What are the school doing to prevent this?

There have been two cases of sexual harassment this term and it was important that these were addressed promptly. Teaching has been changed to address the special educational need as it was realised that some information needed to be more explicit. The school is careful to support the perpetrators as well as the victims and the implementation of the Jigsaw PSHE programme has helped. The school has just been appointed a flagship school for the Jigsaw programme. **A Governor asked if the school had heard of the Bubbles to Protect work.** It is another way of talking about personal space. Mrs Stevenson said that this system is currently used in Year 1. The school is vigilant in looking for patterns and ensuring that issues are addressed as they arise. A culture of vigilance is very important. The staff participate in regular training. The behaviour policy has been updated and amended.

Are the results from the recent parent survey available yet?

Mrs Stevenson presented the parent survey results. The school received 64 responses. It showed that 100% of children feel safe in school. 100% of parents would recommend the school. The other responses were then discussed by the group. There was lots of praise in the comments and there were no worrying themes. The school will continue working on the visibility of information for parents.

Did the reception baseline bring up any key areas that Governors need to be aware of?

The lower areas noted were: communication and language (particularly boys); personal and social (particularly children with special educational need); physical (mainly fine motor but the teacher has reported that most children have progressed in this area since the assessment); literacy (boys writing) and some expressive arts and design.

9) Whole School Food Policy (Review): Mrs Stevenson informed the group that Parent Group wanted impact of having more control over food choice. Issues were also raised about food waste. This has now been addressed by the new online food ordering system.

Another issue that the Parent Group raised were that birthday sweets given out on a child's birthday were putting parents in a position of not being able to choose. Some parents also wanted the school to police what snacks parents give their children at the end of the school day at pick up. There has been a compromise in that birthday treats are now asked to be non-edible. The drinking aspect has also been adapted to allow sugar-free squash in a covered bottle so that it cannot be seen as water is still preferred. **The Governors approved these amendments.**

10) Visiting Governor Reports: The Maths and SIAMs Governor reports have been sent to the teachers and now need to be circulated to the Governors. **Mrs Francis to send in the Sunrise Garden Report.** The Safeguarding report is to be circulated to the teachers.

Governors noted how enjoyable and enlightening it has been to speak to the children. It was emotional – in a good way – and more sessions giving the Governors an opportunity to speak to the children will be organised.

11) Running Track: The Aldi money has been used to replace the external play equipment. We can now revisit the running track proposal. Mrs Chapman can obtain new quotes if this is something that the Governors are still interested in doing. We could look at putting a path on just two sides of the field to incorporate the existing hard standings. Alternatively, we can look at other suggestions. Mrs Bray said that she had visited a school with an outstanding outdoor EYFS provision. **A Governor asked what they had?** She said it had a lot of natural elements and was well organised. Our outdoor area does not have the "wow factor". **A Governor commented that they thought the Aldi money was for sport.** Mrs Bray said that it was for a sporting legacy. **One Governor said they were still really keen for the running track and to implement the healthy mile. Another Governor thought that the science of healthiness means that the running track would tie in with the Parent Group suggestions.** Mrs Bray felt that in terms of the daily mile, we would have to rearrange the daily set-up. The trickle start currently works really well in settling the children into learning and we would also need to look at how it impacts the amount of time it takes out of the day in terms of putting on appropriate footwear and clothing. She would appreciate some research to support how running helps children to learn better. **A Governor asked if we could ask the parents via Parent Group what they would like to have. Mrs Stevenson to action a poll.**

12) Staff Wellbeing: Mrs Stevenson has conducted a staff wellbeing survey. She received fourteen responses. There were really useful responses. She will go back to staff to investigate better dedicated time for wellbeing. On the whole, the staff are very positive, and the results of the survey are on the website.

A Governor asked if the outside work events, such as at Christmas, are affordable for all staff? Yes, it was felt that they were.

Governors approved a £30 gift voucher for each member of staff to say thank you for all their hard work in this difficult year. This will be taken from the Private Fund.

A Governor asked about the best way forward to offer support for staff wellbeing. Do staff know that they can contact the Governors? A sign will be put in the staffroom with contact details on it and we need to be clear that it is not for whistleblowing but for offering a supportive ear. It was agreed that Mr Marples will write a paragraph to go on a supervision email to all staff.

13) Governor Impact Document: This has been updated with the recent monitoring visits and the policy approvals. The research into childhood obesity and the poll for the purchase of a running track or something else will be added.

The group needs to consider raising the profile of the Governors to the children and parents. A Governor said that meeting with the children was a good way forward.

14) Any Other Business: Future monitoring visits will be Reading, Writing (to include pupil conferencing), SEN and PPM. Mrs Bray to email about potential dates.

Part 2 Confidential Matters: Mrs Bray informed the group that she had been successful in being accepted onto Ofsted Inspector training. This will be great personal development as well as good for the school. She will update the group as she works through the process.