



St Mary's Church of England School, Truro

Full Governing Board

Thursday 7th July 2022

Minutes (Summer Term 2)

GOVERNORS PRESENT	
NAME	ROLE
Mr Nigel Machin	Chair
Mrs Nicola Bray	Headteacher
Mr William Robinson	Vice Chair
Mr Alex Marples	Governor
Mrs Mary Ann Trethewey	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk
Mr Simon Treganowan	Observer

APOLOGIES	
NAME	ROLE
Mr Ellis Luckhurst	Governor
Mrs Louise Stevenson	Governor
Mrs Tressa Julyan	Governor
Mrs Nichola Insa-James	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. Governor Visits	Circulate Art report	Clerk	Pending
Summer Term 2	13. Staff Wellbeing	Write piece for newsletter about Mr Hoben	Governors	Pending
Summer Term 2	12. Health and Safety	Mitie to be notified of untidy area behind kitchens	Mrs Bray	Pending
Summer Term 2	11. Safeguarding	Look into getting a mini bus	Mrs Bray	Pending
Summer Term 2	10. Reading Case Studies	Come in and observe children reading with a trusted adult.	All Governors	Pending
Summer Term 2	10. Reading Case Studies	Circulate case studies for Year R children and Year 6 children initially and then for other classes in the future.	Mrs Bray	Pending
Summer Term 2	9. Governor Impact Document	Look at Impact Document on school website and make comments	All Governors	Pending
Summer Term 1	14. Any Other Business	Add to agenda to vote on this standing item	Clerk	Complete
Summer Term 1	13. Governor Visits	Circulate Dates	Mrs Bray	Pending
Summer Term 1	12. Governor Impact Document	Governors to review new	All Governors	Pending

		element of the webpage.		
Summer Term 1	8. Health and Safety	School to investigate an automatic lock on the back door.	Mrs Bray	Complete
Summer Term 1	8. Health and Safety	School to look at trunking in the Learning Support Room and put a request on the Helpdesk.	Mrs Bray	Complete
Summer Term 1	8. Health and Safety	One of the trees needs a branch looking at and this needs to be put on the Helpdesk.	Mrs Bray	Complete
Summer Term 1	7. Ofsted Update	Bring new induction paperwork to next meeting	Mrs Stevenson	Pending
Summer Term 1	7. Ofsted Update	Governor to look through paper circulated and prepare for such questions	All Governors	Pending
Summer Term 1	4. Committee and Working Groups	Add White Paper on academisation to next agenda	Clerk	Pending
Spring Term 2	5. Safeguarding	Mrs Trethewey and another governor to visit for the external safeguarding audit on 24 th May	Clerk and Mrs Bray	Complete
Spring Term 1	10. Staff Wellbeing	Governors to see questions prior to staff survey being circulated	Mrs Stevenson	Pending
Autumn Term 2	12. Staff Wellbeing	Write a paragraph to go	Mr Marples and Mr Luckhurst	Pending

		on a supervision email to all staff		
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Part 1

1) Apologies: Mr Luckhurst, Mrs Stevenson, Mrs Insa-James and Mrs Julyan

2) 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 Bray informed the group that the new running track is being installed on the 8th August. The ANOC has been completed on the security fence and gate, and the school is awaiting an installation date.

Mrs Bray reported that the Key Stage 2 SATs results came in two days ago. They are around national average for reading and writing and below national average for maths. This is very disappointing. It is being addressed with staffing immediately. It is a reflection of a snapshot in time and not the school maths provision. Case studies have been started and there have been significant mental health impacts. The school is ensuring that maths provision is as strong as it can be. **A Governor asked if League Tables are back?** No League Tables are being published this year but Ofsted will be aware of the data.

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

4) Committee and Working Groups:

I) Curriculum and Policies: The following policies were circulated to the Curriculum Working Group and the Board prior to this meeting:

- Child on Child Abuse

The policy was unanimously approved.

II) Attendance Audit: This was discussed in the Governor Visits section.

5) Personal Development Overview (Laura Read): Mrs Read spoke to the group about the Jigsaw programme that is used for PSHE. It is structured to cover all statutory points of the curriculum and works really well. Due to the amount of information, it is quite difficult to pick out the salient points. Therefore, what do we do to go above and beyond? We have mapped it on a document to illustrate this. Governors were shown how things build over time across the cohorts. Topics are age appropriate as well as location relevant, for example living in Cornwall means that including beach safety is an important aspect for our children. **A Governor asked if this document is circulated to parents?** Mrs Read says the class teacher always makes a blog post each time a topic is covered, and details are included in the newsletter, but we can look at better ways of communicating this information to our families.

Important topics include Road Safety, Economic Understanding and Technology and Media. Road safety is a real focus in Key Stage 2 to keep the children safe on their journeys to and from school. With regard to Economic Understanding, we implement additional lessons on money such as where does it come from. Technology and Media is especially important for learning about safe online relationships,

internet safety and harms. Sometimes the school needs to intervene when children are struggling on social media outside of school. This can involve additional lessons and communication with families.

Jigsaw is taught throughout all classes, and it is also celebrated in our Friday Celebration Assembly. The Governors agreed that this sounded like a comprehensive package to cover important topics.

6) Headteacher's Report: This includes information from recent external visits from the School Improvement Partner and the Safeguarding Audit. Thank you to Mary Ann Trethewey for representing the Board as Safeguarding Governor. Full reports to be circulated.

There is one outstanding alleged bullying complaint. The meeting concluded this morning and families are happy with how the school has dealt with it. **A Governor asked if the meeting was with the victims or perpetrators family?** The meeting this morning was with the family of the victim, but school has been liaising with both families.

The Charity Fair was amazing and raised over £480. The children fulfilled their courageous advocacy, liaised with the charities and did a fantastic job.

The Assess, Plan, Do, Review meetings (previously known as IEP meetings) have not been very well attended. Mrs Spencer, SENCo, is investigating whether there is a better way to hold the meetings, for example via Zoom or different hours. **A Governor asked how far ahead the invitations were sent out prior to the meeting?** Good notice was given. **A Governor asked if reminders could be sent out?** Some phone calls were made but text reminders could be sent out from the office.

Sports Day went really well and it was lovely to have the St Mary's family all together. The Parent Race was a highlight!

There is the Year 6 Leavers Assembly and camp next week. The school is buying some spare hats and suncream to take as the weather is forecast to be very hot. Governors to be informed of the Leavers Assembly date.

Mrs Bray attended a briefing on the Local Authority Multi-Academy Trust on Tuesday. The set-up of which is a long way off. Initially they are putting in a notice of interest, then it will be a test and learn situation. If it goes ahead, it looks like it could be a positive move. Uniqueness will be written into the statute. In the meantime, some of the bigger Multi-Academy Trusts are closing their doors. **A Governor asked if being a PFI school is a problem with joining a MAT?** Mrs Bray felt that it would not be a problem, but it will be something that a MAT would consider. We need to consider the finance situation and how that affects us.

The Year 6 transition days and whole school move-up day went really well.

Mrs Bray dealt with a homophobic incident due to a social occasion out of school. Families were happy with the outcome.

7) School Development Plan Planning: The Governors need to help set the strategic direction of the school. The current School Development Plan has ten areas of focus. Mrs Bray feels that this is too many and priority areas need to be chosen. What is really important to the school? The Governors agreed that this plan is sensible.

Maths was agreed as a number one priority. This will be followed by Reading (especially early reading data and SEN); Curriculum (getting consistency across all subjects); Attendance; SIAMS (until inspection); MAT situation and Mental Health (support branching out in professional development. Penair Partnership are creating a charter).

A Governor asked if British Values should go on there? It wouldn't be included in the SDP but will be one of the first Governor monitoring visits in September. Mrs Read is putting together planning for lessons. **A Governor asked if SEN and Pupil Premium will be included?** SEN is a real priority and although it is covered in all other areas it would be sensible to merge them and have them as the 7th priority.

Therefore the SDP priorities are as follows:

1. Maths
2. Reading (especially early reading data and SEN)
3. Curriculum (getting consistency across all subjects)
4. Attendance
5. SIAMS (until inspection)
6. MAT situation
7. Mental Health
8. SEN and Pupil Premium

8) Scheme of Delegation: To be added to next agenda as amendments to be completed.

9) Governor Impact Document: **Governors to look at Impact Document on school website and make comments.**

10) Reading Case Studies: The School Improvement Partner recommended that the Governors participate in this as how do you know how the bottom 20% are performing? Case studies are useful to provide this information. **Mrs Bray will circulate case studies for Year R children and Year 6 children initially and then for other classes in the future.** The case studies talk about the context, the intent and the next steps for that child. **A Governor asked if there is a pattern of children in the lowest 20%?** Mrs Bray replied that yes there was, it starts as summer-borns and boys and this usually improves by Year 2. Miss Shelton is working on the seven key areas of reading. **Governors to come in and observe children reading with a trusted adult.**

11) Safeguarding: Nothing additional to report. The school will follow up with the vulnerable families before the holidays. The school has signed up to and helped fund a holiday provision in Idless Woods for our Pupil Premium families. This is accessible for a lot of our families as not many have access to vehicles. **A Governor asked if we should look into getting a mini bus? Previously it was hard to justify but we can revisit this.** **A Governor asked if there is other support in place for our families?** Yes, the school helps by providing referrals to the Food Bank.

12) Health and Safety: A Governor noted that it was untidy by the area outside the kitchens. Mitie to be notified.

13) Staff Wellbeing: Mrs Bray informed the group that staff are very tired and the SATS results have hit staff hard. Covid is still causing staffing pressures. Training is going well.

Governors to write a piece to go in newsletter about previous headteacher, Mr Hoben.

14) Governor Visits:

I) SIP Briefing: PowerPoint presentation circulated to all governors. Everyone felt the briefing was very good and positive.

II) Art: Report to be circulated to all governors. Governors were impressed. The art work the children had created was good and they could talk about the artists,

15) Governor Visits for next term: Maths leads to present at next FGB meeting. British Values to include pupil conferencing as Governors get the most out of this. Governors to observe children reading with trusted adults. Claire Kendall visiting on 15th September to do Governor training.

Part 2 Confidential Matters: Nil