



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

**Full Governing Board**

**Thursday 27<sup>th</sup> January 2022**

**Minutes (Spring Term 1)**

<b>GOVERNORS PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
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
Reverend Christopher Parsons	Governor

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

<b>APOLOGIES</b>	
<b>NAME</b>	<b>ROLE</b>
Mrs Penny Francis	Governor

<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	14. Any Other Business	Formulate response to complainant	Mr Machin	Pending
Spring Term 1	10. Staff Wellbeing	Governors to see questions prior to staff survey being circulated	Mrs Stevenson	Pending
Spring Term 1	9. Running Track	Collate consensus from parents and children to share with the Board	Mrs Stevenson	Pending
Spring Term 1	7. Safeguarding	Assembly on Whisper to be circulated to Governors	Mrs Bray	Pending
Spring Term 1	3. Matters Arising	Update board on security fencing once costs received	Mrs Bray	Pending
Autumn Term 2	12. Staff Wellbeing	Write a paragraph to go on a supervision email to all staff	Mr Marples and Mr Luckhurst	Pending
Autumn Term 2	11. Running Track	Action a poll with parents	Mrs Stevenson	Complete
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	Mrs Stevenson	Complete

		Impact Document.		
Autumn Term 2	7. Safeguarding (E-Safety Focus)	How long should DBS document evidence be kept for	Mrs Calcraft	Complete
Autumn Term 2	7. Safeguarding (E-Safety Focus)	Circulate safeguarding quiz to Governors	Mrs Stevenson	Complete
Autumn Term 2	7. Safeguarding (E-Safety Focus)	Update on SWGfL audit re-assessment	Mrs Bray	Complete
Autumn Term 2	7. Safeguarding (E-Safety Focus)	Can parents report issues on Whisper	Mrs Bray	Complete
Autumn Term 1	11. Whole School Re-Opening Update	JAFFA Club to be re-started	Mrs Bray	Pending due to Covid
Summer Term 2	12. Safeguarding Culture within School	Ensure all new staff have Prevent training	Mrs Bray	Pending due to new appointments
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 Mrs Francis.

### 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:** At the previous meeting, Mrs Trethewey had asked if the Whisper e-safety reporting tool was available for parents to utilise. Mrs Bray investigated and yes, parents are able to report concerns via this method. There will be an assembly for the children next week to give them information about the new system.

Mrs Bray informed the group that as her national training dates had been amended, she was now no longer able to attend the previously booked Level 3 Safeguarding training. The next available training has been booked, but she has decided that during this interim period between training Mrs Stevenson will be the Designated Safeguarding Lead for the school. Documentation and staff will be updated on this temporary arrangement.

The school has received one quote for the updated security fencing to date. This quote is to put in a taller gate and security fencing at the front of the school. It came in at approximately £9000 but does not include the PFI additional cost which will be approximately 7.5%. **A Governor asked what style the fencing would be.** The fencing will be green to match the fencing that is around the majority of the rest of the site. The quote did not include a secure gate so the school is currently awaiting the amendment to this quote and also a quote from another company. **The board will be updated once these costs are received.**

A Governor asked how the Covid situation was currently in school? Mrs Bray said that the school currently has around ten cases of Covid. As children are returning to school, others are contracting Covid which means that the numbers are relatively stable. She has been taking advice from Public Health and will implement further contingency plans if necessary.

Mrs Bray updated the group that the Confide system that the school has purchased for recording low level staff concerns is now running.

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

### 4) Committee and Working Groups:

**I) Finance and Personnel/Premises:** Mr Marples informed the group that the Committee are currently investigating the budgeting. Mr Marples, Mrs Bray and Mrs Calcraft had a video call with the Local Authority accounting technician (who has recently taken over working with the school). The worry is the difference between the predicted budget and the final outcome. It looks like we are not tightly managing things. It looks bad for anyone looking in and it is hard for the Governors to work with. The swing is large. This is partly due to ringfenced funding but it is still too big of a swing. The current year over/underspend is constantly wrong. It is hard to compare our spending to our income. The way this is

accounted is frustrating but we are stuck within the confines of how they operate. It is confusing for the school, do we have healthy funds or not. The only confidence in the figures is when you look back. As a school, we are trying to be stricter with closedown to guide a more accurate budget for the next year. This will be discussed further at the Finance Committee next week.

**II) Curriculum and Policies:** The following policies were circulated prior to the meeting: Behaviour Policy; Capability of Staff Policy and Newly Qualified Teachers. The Behaviour Policy has been updated to include new sexual harassment guidance. All policies were unanimously approved.

**5) Governor Training:** Nothing new to update.

**6) Health and Safety:** Nothing new to update.

**7) Safeguarding:** The new Whisper safeguarding tool has been uploaded onto all of the school l pads. There will be an assembly for the children on how to use this tool. **Assembly to be circulated to Governors.** Mrs Mayho has done a fantastic job on e-safety assessment webs and the school is continuing to work towards a higher standard. Staff have received training and the acceptable use policies have been updated and circulated.

Governors were reminded to complete the KCSIE safeguarding assessment if they have not already done so.

**8) Visiting Governor Reports:** Unfortunately, the Reading and Writing visits had to be postponed. The Pupil Premium visit went ahead and the report has been circulated. The SEN visit went ahead and the report is due to be circulated. The SEN visit looked at the current school cohorts and the effect of Covid. The school is expecting a rise in SEN numbers due to some assessments awaiting finalisation. Teachers are creating case studies to facilitate understanding of needs. The SEN Code of Practice has been studied by all teachers and is currently being circulated to teaching assistants. The school website has been updated to celebrate SEN in the school. The SENCo has set a very clear pathway. One area of investigation to be carried out is transition to secondary school and this will be followed up. The role of the SENCo has increased exponentially and the school need to be mindful of putting in support mechanisms and also balancing job roles.

**9) Running Track:** This has been taken to Parent Group and they requested a clearer picture of how it will be used and what the alternative ideas were. The topic has also been taken to staff meeting where a very balanced discussion was held over usage and health legacy. Fitting a daily mile into the curriculum would be overwhelming currently, but it would be used by running club, athletics club and summer PE sessions. It could also be rented out to external bodies. There were also alternative suggestions offered such as refreshing and adding to the painted lines on the playgrounds; better Huff and Puff storage; better netball/basketball hoops and a traversing climbing wall. We are awaiting a consensus from the parents. The Governors could see both aspects and we need to come to a decision. **The plan is to collate parental views, speak to the children and revisit for a final decision at the next meeting.**

**10) Staff Wellbeing:** The current staff wellbeing survey is available to view on the website. The main focus at the moment is continuing professional development via:

A) Subject knowledge expansion

B) Disciplinary skills in subjects

C) Support for behavioural, social and emotional need

Staff are feeling positive that their professional development is being well supported.

**A Governor asked if the staff vouchers were well received at Christmas?** Yes, very well received.

**A Governor asked if the Governors could review the questions prior to the next staff wellbeing survey being sent out?** It was felt this was a good idea and it will be at the beginning of the summer term.

**11) Governor Impact Document:** This has been updated following the previous meeting. We are still outstanding the report on the Sunrise Garden. Recent Governor impact has been communication and staff wellbeing as well as the approval of the new Confide and Whisper systems. The approval of the site security upgrades will be added as well as the health legacy (running track).

**12) Governor Visits for Next Term:** These will be the rescheduled Reading and Writing. There will also be a PE visit and a Christian Values visit. Dates to be circulated.

**14) Any Other Business:** Reverend Parsons informed the group that he would be retiring in May and this meant that he could no longer continue as Governor. Everyone wished him all the best for the future.

The Governors discussed the recent complaint received about the reference to the Valuing All God's Children (Church of England, 2019) document in the school's PSHE Policy. The policy went out for parental consultation some time ago. The complaint was raised with the school and concerns the Church of England's Relationships and Sex Education curriculum guidance. The school liaised with the Diocese. It is an issue at policy level and not with the school. The school's PSHE curriculum is very supportive and inclusive. **Governors have considered the complaint and unanimously agree that this issue should be referred to the Department for Education. A response is to be formulated.**

**Part 2 Confidential Matters:** Nil