



St Mary's Church of England School, Truro

Full Governing Board

Thursday 17th March 2022

Minutes (Spring 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
Reverend Christopher Parsons	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

APOLOGIES	
NAME	ROLE
Mrs Mary Ann Trethewey	Governor

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Spring Term 2	13. Governor visits for next term	Collective Worship, Reading and Writing to be organised	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	Pending
Spring Term 1	14. Any Other Business	Formulate response to complainant	Mr Machin	Complete
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	Update 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

Summer Term 2	12. Safeguarding Culture within School	Ensure all new staff have Prevent training	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	Complete
Autumn Term 2	11. Short review session	Meeting to be set	Mrs Bray	Complete
Autumn Term 1	4. Committee and Working Groups	Look at bias on Governing Board.	Clerk	Complete
Summer Term 1	11. Visiting Governor Reports	Visit timetable for next year's SATs to be investigated	Mrs Bray	Complete

Part 1

1) Apologies

Apologies received from Mrs Trethewey.

2) Interests in matters to be considered at the meeting

No additional interests were declared at the meeting.

3) Minutes of the last meeting

1) Matters Arising: Kim Rundle joined the meeting as Sports Lead to update the group on various sporting events and sessions that the children have taken part in, and that Sports Premium money has been spent on.

There has been really positive feedback from parents on the intensive two-week swimming courses in Year 3 and Year 4. The school paid for an extra swimming teacher so that there were three qualified swimming teachers at each session in the pool as well as the school staff. She also informed the group that the swimming centre had offered free swimming sessions to our pupil premium families with some successful uptake. **A Governor commented that it was lovely to hear positive feedback from the parents.**

Sports Premium money has been spent on Forest School CPD and Sports Leader time. Some other sessions that the school have been able to take part in free of charge were the Chance to Shine cricket sessions which included CPD for staff; Year 4 children have had the opportunity to take part in Level 1 Bikeability on the playground; an Sustrans are visiting school as part of the Big Pedal (encouraging children to walk, cycle and scoot to school) and Dr Bike (bike maintenance free of charge).

The school have participated in the football league and lots of events at the local secondary schools. Our cross-country runners have done particularly well.

Outside of school sporting achievements have been celebrated on the school newsletter and website.

The school has invested in a dance scheme for Year 3, and this will be rolled out to the rest of the school if it is successful.

A Governor asked where we were on the progression of the running track? Mrs Bray responded that she has recently had a meeting with Wendy Chapman regarding the quotations for the work and we are expecting feedback from this soon. **A Governor reported that they were going to visit a similar surface at Redannick playground. It was put in a couple of years ago so it will be interesting to see the wear and tear. Another governor asked if this surface was a competitive price?** This company have quoted, and they are looking to be the most likely option. Governors are happy with the plan to move forward with the running track.

A Governor asked if we have yoga in the timetable for PE or can we use money in the PE budget for this? Mrs Bray said that Jane Cradick is coming back to do pre-SATS yoga and yoga for the Year 6 children during SATS week. We can then look at what else we can use her for. It is not in the curriculum, but the school is looking to incorporate it. Mrs Stevenson said that lots of teachers use yoga videos as part of the mindfulness sessions in PSHE.

Kim Rundle left the meeting after being thanked by the governors for the feedback and the great work she has been doing.

Regarding the complaint about an element of the Jigsaw PSHE programme, it was fed back that further to the response sent from the governing body, the complainant is disappointed with the outcome and will be returning to the Diocese and Department for Education with concerns. As the governing body have fulfilled their duty, the complainant will now be copying the school and governing body into future correspondence but will not expect a response as the matter is now being taken higher.

A Governor asked about the current impact of Covid on the school. Mrs Bray said that there are a number of staff and children off at the moment. While isolation is no longer a legal requirement, staff and pupils are encouraged to follow the guidance of isolating for five days and then testing. Covid is having an impact on staffing, and it has been difficult to manage. Agency staff are in very short supply, and this is affecting planning.

A Governor asked if the finances are looking healthy as we approach year end. Mrs Bray updated the group as the accounts have been scrutinised in order to make the year end account as accurate as possible. Financial closedown has now happened, and the budget setting meeting will be on the 7th April. Following this, governors will receive feedback prior to budget setting.

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

4) Committee and Working Groups:

I) Curriculum and Policies: Statutory guidance on the cost of school uniforms was circulated prior to the meeting and discussed. Mrs Bray informed the group that on PE days, the children come in wearing their PE kit. This was introduced during Covid, and it is a change that is being kept. However, it has been noticed that it is becoming a bit of a non-uniform day and not in keeping with the prescribed PE kit. Mrs Bray is proposing that the school invest in a new kit that is warm, smart and practical. The school will buy the first top, and the parents will buy thereafter. We will have to be mindful of the guidance and need to take into account the wishes of the parents. Value for money is very important and the school will have to offer a second-hand uniform sale. We have justification of the addition of the school logo in terms of safeguarding when out and about. **All governors agreed that it was a good idea. A Governor asked if there was a specific design in mind?** Mrs Bray said she thinks it should look smart and sporty but not a hoody. **A Governor agreed that anything that helps the children to look and feel part of a team has multiple benefits. Pryor's Garage have offered to sponsor the football team again and have offered to fund waterproof tops for when the children do sports in the winter.**

Prior to the meeting, the PSHE Policy, SMSC Mission Policy, Religious Education Policy, Uniform Policy and Data Protection Policy were circulated. These were all approved at the meeting.

II) Finance and Personnel/Premises: As we are approaching financial year end and budget setting for the next financial year the whole group looked at the most recent management accountant report. Overspent lines were analysed and discussed.

The group were also updated on the change to the school MIS system. This was formerly a cost taken out by the Council but will now be delegated to the school. Currently, the school have decided to retain the contract with ESS using the same SIMS programme; but with a break clause that allows the school

time to look at other systems. The board will be updated as progress is made. **A Governor asked if there will be training implications?** There will but nothing to time-consuming.

Miss King's temporary teaching contract was to be extended for a further year and this was agreed by the governors.

5) Safeguarding: The school has made two advice and guidance calls to the LADO, both required no further action.

There is currently Education Welfare involvement with one family.

Natasha Davey-Diop is visiting the school to conduct an external safeguarding audit. **Mrs Trethewey and maybe one other governor to attend on the 24th May.**

6) Health and Safety: It has been noted that one of the netball hoops needs replacing.

A Governor asked about the Sunrise Garden and the new equipment. A risk assessment has been conducted. Children have been reminded that the Sunrise Garden is a peaceful area. Year 6 children wearing Hi-Viz are running yoga sessions in the Sunrise Garden and are playing with the younger children.

7) Headteacher's Report: **A Governor asked about how Covid catch-up was being implemented?** The Senior Leadership Team have been monitoring through pupil conferencing and observations. Looking to see that the children who were struggling are getting the quality time with the most qualified person – their teacher. Staff subject knowledge has really improved, and this helps to impart the knowledge to children of all levels. Children have been spoken to in small groups and all have said they felt safe in school and knew who they could talk to. Extra phonics sessions have been put in place to enable good reading skills. **A Governor asked where the extra time comes from for additional tutoring?** It happens in the afternoon, and it is moved around so that the children don't always miss the same topic. **A governor asked how long a tutoring session was?** Between ten and twenty minutes.

With regards to behaviour, a bit of low-level disruption has been noted in some of the classes. This has been quickly stopped through positive praise and a re-assessed behaviour policy. Support staff have received training with a behaviour expert.

A Governor asked if there have been any feedback or concerns on the situation in Ukraine? Mrs Bray told the group that there had been a lot of anxious children at the start so the school accessed material from the DfE and circulated information to parents. There was then an assembly held. One parent requested access to the information and had a meeting with Mrs Stevenson and were happy with the outcome. **A Governor asked if the school had received any requests for places for children from Ukraine?** Mrs Bray replied that the school has received a query from a family who were interested in accommodating a family from Ukraine but no concrete requests yet. The school has recently done a small collection for a family who have arrived in the area.

A Governor asked if we had received many appeals for school places? The school have received quite a lot of in-year requests. National offers day for Reception places is on 19th April and we will have further information after this time.

The SATS testing for this year was discussed.

8) Governor Vacancies: An email has gone out today to all parents asking for applications for the role of parent governor. Depending on the number of applications, this will then go to a ballot. Mr Luckhurst noted that his parent governor term is due to end within the year, and he would be happy to step aside if there are lots of applicants.

9) SFVS: The Self-Assessment Dashboard and SFVS document was shared with the Board and discussed. The Governors were happy with the position of the school on the dashboard. The Governors noted that the SFVS was well-written and approved for submission.

10) Staff Wellbeing: Mrs Stevenson updated the group that the focus has been on training. There has been autism and pathological demand avoidance training for teaching staff. It was also offered to teaching assistants and they were paid for the extra hours. The group were informed on how this can affect our pupils. Support staff received training on behaviour strategies, emotional coaching and support. Staff are also focussing on Concept training.

Strategic decisions have been made to take wellbeing into account. Supervision is still running.

Mrs Bray said that she is working with another headteacher about working women and the menopause. They are looking at how we can better support staff through this time.

At times, workload is heavier for staff, but we have strategies in place to support staff.

A Governor asked if the headteacher gets support? She replied that yes, she has a supportive team as well as support from the Penair Partnership. Once training and the Diocese work settles, she will start taking a half day every fortnight to work at home.

Mrs Stevenson left the meeting at this point.

11) Governor Training Updates/Feedback: None to feedback currently. Governors asked to look out for forthcoming training events.

12) Visiting Governor Reports: SIAMS report received and circulated. Mrs Sampson was praised for her SIAMS work. PE visit completed.

13) Governor Visits for next term: A Governor asked if we could have a collective worship visit. Reading and Writing visits to be rescheduled.

A Governor volunteered to come in a listen to readers.

Maths and Geography visits to be postponed.

14) Any Other Business: Nil

Part 2 Confidential Matters: Nil