



St Mary's Church of England School, Truro

Full Governing Board

Thursday 26th May 2022

Minutes (Summer Term 1)

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
Mrs Mary Ann Trethewey	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk
Mrs Nicola Insa-James	Observer

APOLOGIES	
NAME	ROLE
Mr Ellis Luckhurst	Governor

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Summer Term 1	14. Any Other Business	Add to agenda to vote on this standing item	Clerk	Pending
Summer Term 1	13. Governor Visits	Circulate Dates	Mrs Bray	Pending
Summer Term 1	12. Governor Impact Document	Governors to review new element of the webpage.	All Governors	Pending
Summer Term 1	8. Health and Safety	School to investigate an automatic lock on the back door.	Mrs Bray	Pending
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	Pending
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	Pending
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	6. Governor Training	Sign up to NGA Link training in September	Clerk	Pending

Summer Term 1	4. Committee and Working Groups	Add White Paper on academisation to next agenda	Clerk	Pending
Spring Term 2	13. Governor visits for next term	Collective Worship, Reading and Writing to be organised	Clerk	Complete
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	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	Complete
Spring Term 1	7. Safeguarding	Assembly on Whisper to be circulated to Governors	Mrs Bray	Complete
Spring Term 1	3. Matters Arising	Update board on security fencing once costs received	Mrs Bray	Complete
Autumn Term 2	12. Staff Wellbeing	Write a paragraph to go on a supervision email to all staff	Mr Marples and Mr Luckhurst	Pending

Part 1

1) Apologies: Mr Luckhurst.

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 running track paperwork has been signed today and everything has been measured. Mr Marples went to Redannick to see an existing track that had been installed by the company two years ago. It was decided to go for a slightly wider design to allow for children to be able to be side by side without one falling onto the grass and to ensure that it was accessibility friendly. This has led to a small price increase but it was felt to be important to the end product. Mrs Bray is currently completing the ANOC paperwork which is required by PFI and the track should be installed at the end of the summer. Parent Group were very positive about the running track.

The Whisper assembly is ready to be disseminated.

Mrs Bray informed the group that the HLTA who was looking at teacher training is unfortunately unable to continue as the funding was withdrawn. The school will still be supporting her to progress her career.

A Governor asked if the school has received an applications for Ukrainian children to attend? Mrs Bray said that there had been applications put forward in the normal method via Cornwall Council but unfortunately the school has been unable to accept them due to being full.

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:

- Tackling Extremism and Radicalisation
- Equality Statement
- Whistleblowing
- Jigsaw PSHE

Mrs Trethewey added some points to be looked at and then the policies were unanimously agreed.

II) Finance and Personnel/Premises: Mr Marples informed the group that the previous Finance Committee meeting had been budget setting. The main points were:

- The school has additional staffing costs due to special educational needs.
- The Governors have agreed to finance a support SENCo.
- The Governors have agreed to finance the additional security fence. Risk assessments have been put in place in the interim but it needs to be pushed through as quickly as possible.
- The Governors approved the refurbishment of EYFS classroom and outdoor area.

- The Governors approved the expenditure on the running track.

The Local Authority accounting technician joined the committee meeting and she helped to explain the Council methodology in real world language. We have an official deficit of circa £98,000 for this academic year, but taking into account ringfencing and the Aldi money the likely deficit is more like £15-£20,000. 21/22 is a smallish deficit with good reserves. 22/23 is a similar deficit but with the EYFS investment it is likely to be closer to £60,000 but this is the worst case scenario. The team have worked hard to cut down the cosmetic cycle of deficit and the Finance Committee are happy with where we are.

Mrs Bray informed the group that the recent White Paper highlights that they would like all schools to be part of an academy by 2030 and this will need to be put on the agenda for next time.

5) Read and Writing Talk by Tamsyn Shelton and Sophie Mayho: A class set of iPads were purchased to assist with reading in school and the impact has already been seen. These are being used for the Reading Eggs app and the Accelerated Reader programme, which measure comprehension and monitor progress. Since this has been implemented, an increase in progress has been observed, for example a child who has special educational needs and is also in receipt of Pupil Premium has made more than two years progress since September. Staff data correlates with this increase throughout the school. The Governors agreed to the expenditure on the iPads and the impact of this decision can be seen. **A Governor commented that the examples given are fantastic headline stories for the children and asked if these programmes have only been launched this year?** It was explained that they had to be launched earlier than planned due to the pandemic lockdown, but this enabled them to be quickly integrated into learning once the children returned to school. **A Governor asked if a lot of children are making the kind of progress that has been discussed?** Yes, and it has also helped to identify that there is a gap in books for the younger children therefore the school is participating in an Usborne Challenge Project to help with this. **A Governor asked if the school has enough iPads?** In an ideal world, there would be one for each child, but what we currently have is sufficient and works really well.

With regard to writing, the literacy staff recently had a consultation visit with Mitch from Grammarsaurus to provide training and to map English across the school to improve grammar knowledge. He is writing model texts that will link in with the Sunrise Curriculum topics to ensure that the school is meeting all text types. It is really thorough and has widened everyone's experiences. We want to develop a language that all staff can use for consistency. It is very learner friendly. Teachers found Mitch inspiring and the school is hoping that he will return for a twilight session with all of the staff as he has a fantastic knowledge of the curriculum. **A Governor asked how easy it would be to map the grammar progress as it is not as tangible as the reading progress?** A Rising Stars spelling and grammar test is conducted each term and this allows staff to monitor progress and attainment throughout the year. If a concept is not understood, it is dealt with straightaway in the class. **A Governor asked when children start using grammatical terms?** From reception class they start to learn what a sentence is and what a subject is and then continue from there. **A Governor asked how the parents are coping with this?** At the moment the school is still in the ordering stage of the process and Mitch will be writing some specific Cornish pieces. Once the mapping is received, we can share with the parents. The teachers are still teaching grammar as it is an important part of the National Curriculum but we are looking to improve it for everyone. **A Governor asked if it would be possible for Governors to attend the twilight session?** Yes, absolutely. **A Governor asked, in terms of working at home do children do grammar and writing as well as reading?** Although there is a spelling element to Reading

Eggs, grammar is a tricky element to expand on at home but the school will be looking at how to support parents and we regularly share Ruth Miskin videos for this purpose. **A Governor asked if the school was hoping to see the dramatic improvement seen in reading by using the Grammarsaurus scheme?** It is a harder and slower process but it will be exciting to see how the children respond to the quality text. **A Governor asked if Grammarsaurus is a commercial company?** He started as a teacher and grew the business himself, bringing in curriculum consultants. It allows the teachers to retain their creative flair rather than following a strict scheme.

A Governor asked that now we have SATs again, how do you feel the results might be? Emotionally, this has been an incredibly hard year. Children have found the SATS difficult, even those children that normally wouldn't struggle. The children in Key Stage One have missed key skills and building blocks needed for the SATs due to lockdown. If the results are being looked at as a benchmark of coming out of the pandemic, then it will be ok. However, if they are looking to rate performance then it is going to be tricky. Additional interventions have been used, but there was not the time to cover all aspects. We need to be prepared to talk about it as a Board when the results come out.

6) Governor Training: The School Improvement Partner will be holding an Ofsted session on Tuesday 21st June and all Governors have been asked to attend. Mrs Insa-James, along with Mrs Julyan and Mr Treganowan have been elected Parent Governors by the school parents. Induction process has been started. **Mrs Calcraft to invest in NGC Link Governor Training in September for the Board members.**

7) Ofsted Update: Mrs Stevenson and Mrs Bray have been on some recent training and questions were circulated to the group. The group then went through the questions to enhance strategic development. **Governors to look through in their own time and make notes to be prepared for such questions.**

A new School Charter has been put into each classroom and this was discussed with the Governing Board.

Mrs Stevenson to bring the new induction paperwork to the next meeting.

8) Health and Safety: **A Governor asked about the locking mechanism on the back door. School to investigate an automatic lock on the back door.**

School to look at trunking in the Learning Support Room and put a request on the Helpdesk.

One of the trees needs a branch looking at and this needs to be put on the Helpdesk.

9) Safeguarding: The Safeguarding audit has been postponed and will now be on the first Tuesday back after the half-term break.

10) Visiting Governor Reports:

I) Safeguarding (04.05.22)

II) Collective Worship (10.05.22)

Reports and information circulated to staff involved and all Governors.

Mr Robinson came into school during SATs week to look at the administration procedures.

11) Staff Wellbeing: Tamsyn Shelton ran art training this half-term and it went through areas that other staff find tricky. They also had an Early Years update which gave an insight into the importance of the Early Years development on later years. Kim Rundle has been providing maths coaching and mentoring across the school and she was popping into classes to offer support.

The school has created assessment webs to help staff workload along with the new report templates. The School Improvement Partner checked staff wellbeing at the last visit.

There has been staff training in Jigsaw to ensure staff confidence.

Lidded cups have been purchased for the staff room for those who have forgotten their cups.

12) Governor Impact Document: This is currently up to date and colour coded. It is available on the Governor webpage. **Governors to review new element of the webpage.**

13) Governor Visits for next term: Laura Read to present at the next Full Governing Board meeting on Personal Development and Jigsaw. An Attendance visit with Mrs Stevenson to be held and also some art observations. **Mrs Bray to circulate dates.**

14) Any Other Business: Nil. **Governors to vote at the next meeting whether this item is required as a standing item on the agenda.**

Part 2 Confidential Matters: Nil