



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

**Full Governing Board**

**Wednesday 30<sup>th</sup> September 2021**

**Minutes (Autumn 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>
Autumn Term 1	11. Whole School Re-opening Update	JAFFA Club to be re-started	Mrs Bray	Pending
Autumn Term 1	10. Governor Visits	SIAMS report to be put on website	Mrs Bray	Pending
Autumn Term 1	9.Safeguarding	Safeguarding report to be circulated	Mrs Trethewey	Pending
Autumn Term 1	9. Safeguarding	Governors to update ID badges	Mrs Calcraft to notify when photographer is in school	Pending
Summer Term 2	15. Staff Wellbeing	Ask staff how they would like to interact with the Wellbeing Governors	Mrs Stevenson	Complete
Summer Term 2	12. Safeguarding Culture within School	Ensure all new staff have Prevent training	Mrs Bray	Pending
Summer Term 2	11. Safeguarding	Investigate impact of prison on families	Mrs Bray	Pending
Summer Term 2	10. Impact Document	Add to agenda as standing item	Mrs Calcraft	Complete
Summer Term 2	8. Governor Succession Planning	Decide on Board positions in September	All Governors	Complete
Summer Term 2	7. Scheme of Delegation	Check for queries and amendments then feedback to Mrs Calcraft	All Governors	Complete
Spring Term 1	4. Matters Arising	It was suggested that Governors take part in assemblies and	Governors and Mrs Bray	Pending due to Covid-19

		pop into classes more frequently.		
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 were received from Mrs Francis for this meeting.

### **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:** To be covered in later parts of the meeting.

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

**4) Election of a Chair and Vice-Chair:** Following protocols, a new Chair was elected following Mr Robinson noting that he wished to step down for this academic year but remain on the Board of Governors. There was a unanimous vote for Mr Machin to be Chair of Governors and for him to be supported by Mr Robinson as Vice Chair of Governors.

### **5) Committee and Working Groups**

**I) Annual Review of Terms of Reference for Committees and Working Groups:** A copy of the existing Terms of Reference was circulated prior to the meeting. These were agreed at this meeting.

**II) Annual Review of Membership of Committees/Working Groups/Allocation of Governors to Subject and Curriculum Areas:**

**Full Governing Board:** Mr W Robinson, Mrs N Bray, Mr A Marples, Mrs M Trethewey, Mrs L Stevenson, Mr E Luckhurst, Mrs P Francis, Reverend C Parsons and Mr N Machin

**Finance Committee:** Mr Machin, Mr W Robinson, Mrs N Bray, Mr A Marples, Reverend C Parsons and Mrs M Trethewey

**SDP1 (Maths):** Mr A Marples and Mrs M Trethewey

**SDP2 (Reading):** Mr W Robinson and Mrs P Francis

**SDP3 (Curriculum):** Mrs M Trethewey, Mr Robinson and Mr N Machin

**SDP4 (Christian Values):** Mr N Machin, Mrs M Trethewey, Mr E Luckhurst and Reverend C Parsons

**SDP5 (Writing):** Mr W Robinson and Mrs P FrancisMMi

### **6) Annual Review of Policies:**

**I) Register of Governors/Staff Pecuniary Interests:** Agreed – some Governors to submit hard copies due to the meeting moving to virtual as a result of rising Covid cases.

**II) Governor Code of Conduct:** Agreed

**III) Child Protection and Safeguarding Policy:** Agreed

**IV) Children with health needs who cannot attend school policy:** Agreed

**V) Designated Teacher for Looked After and Previously Looked After Children Policy:** Agreed

**VI) EYFS Policy:** Agreed

**VII) Charging and Remissions Policy:** Agreed

**VIII) School Exclusions Policy:** Agreed

**IX) Admissions Arrangements:** Agreed

**X) SEN Policy:** Agreed

**XI) Health and Safety Policy:** Agreed

**XII) Instrument of Governance:** Agreed

**XIII) Complaints Policy:** Agreed

**XIV) Supporting Pupils with Medical Conditions Policy:** Agreed

**XV) Teachers' Pay Policy:** Agreed

**XVI) Newly Qualified Teachers' Policy:** Agreed

**7) Finance Update:** Laura Calcraft updated the group with the latest finance developments.

The Private Fund bank account with HSBC has been closed and the money has been paid in to the main school fund in NatWest Bank. This will be overseen by the Cornwall Council Finance Team and will be audited along with the rest of the account. The Scheme of Delegation has been updated to reflect this change. It notes that should money be taken from the school account, the Private Fund will not be touched and will be moved back out to a separate bank account.

The school has pushed forward with moving to BACS and this is in the process of being finalised. The new process will be updated in the Scheme of Delegation. When a staff member wants to order something, they will complete an order form. This will be approved and signed off by Nicola Bray. Once the invoice has been received, Laura Calcraft will add it to FMS and process the BACs payment. This creates an authorisation print out which will be signed by Mrs Bray and Mrs Stevenson if the amount is under £1000 or signed by Mrs Bray, Mrs Stevenson and Mr Robinson or Mrs Spencer if it is over £1000. Once it has been authorised, the payment will be added to Bankline (NatWest Bank) for payment. This system has dual administration which means the payments will be added to the system by Laura Calcraft and then authorised by Vanessa Schreiber. All documentation is stored for audit purposes. The updated Scheme of Delegation will be circulated to the Governors. There is a monthly cost to Bankline but it will be significantly cheaper than processing cheques and posting them.

Related to the new system, Laura Calcraft notified the Governors that the old cheques that are no longer accepted by the bank due to (put in proper wording). The school had to buy these cheques and as a result have a number of unused blank cheques that need to be disposed of. Laura notified the Governors that the school would be disposing of these cheques using the official Cornwall Council process. The Governors agreed to this course of action.

The final item raised was the use of the school credit card. This is held in a secure location and is only used where necessary. It had been raised by Cornwall Council that a school of our size should have more than one credit card. This was discussed with the Governors and it was felt that it was unnecessary to have an additional credit card. This was unanimously agreed.

**8) Governor Training:** Mrs Trethewey attended a virtual Governors conference. She passed the slides from the conference on to the clerk who distributed to all Governors to look through. There was lots of information about Ofsted inspections. **A Governor asked if Ofsted are carrying out physical visits now?** Yes, although they have to follow school policy and will conduct virtual visits if Covid cases are high.

**Mr Machin praised the internal safeguarding training run by Mrs Stevenson.** There will be another session run soon for those who were unable to attend.

**9) Safeguarding:** Mrs Trethewey visited school and spoke to two groups of children about how safe they felt in school. The children were all really eloquent and knew what they should do if they were worried about something. She noted that the children feel secure in school and also know what to do to keep themselves safe online. She suggested we check we are sending information out to parents regularly about how to keep children safe online. This has been allocated to the E-Safety Lead. All Governors must wear ID badges on site as we move back to physical visits rather than virtual visits. It is time to raise the profile of Governors in school. **Clerk to inform Governors when the school photographer is in to update ID badges. Mrs Trethewey to circulate her safeguarding report.**

#### **10) Governor Visits:**

**I) Safeguarding (pupil conferencing)** - See safeguarding section.

**II) Reflection Garden/Play Equipment** – Mrs Francis will be sending in her report. There have been additional installations added since the visit. There has been difficulty with the contractors so it is coming on but not as quickly as hoped. **A Governor commented that the new equipment looks impressive.** Mrs Bray informed the group that a neighbour had raised a concern about the new piece of equipment replacing the surf shack at the end of the KS2 playground. She had thought that the surf shack was not there, but she has recently had her hedge cut back so this could have restricted her view of what was there. She asked for the new play equipment to be removed but this is not possible. She was advised to write to the Governors if she had further concerns. Currently, we have not heard from her.

**III) SIAMS** – Mrs Bray to circulate questions to go through at the next meeting. Mr Machin to complete report on his recent visit and circulate. **Mrs Trethewey noted that the SIAMs report is not on the school website. This needs to be updated.**

**IV) Maths** – Unfortunately this visit was postponed due to staffing shortages because of Covid. It will be added to the list for the next meeting to be discussed.

**11) Whole School Re-Opening Update:** Mrs Bray sent out an update for all Governors. The Covid situation has been tough since our return in September. There have been a significant number of infections across the school which has affected staff and pupils. The Senior Leadership Team have been liaising with Public Health and they are happy with everything the school has done. The situation in school is a direct reflection of what is happening in the community. Mrs Bray has also been liaising with

the other headteachers in Truro to keep abreast of the situation. Public Health gave options as to how to communicate the situation with parents. They suggested we send a 'warn and inform' letter asking parents of affected classes to get their child PCR tested. Some parents were questioning what other schools were closing when there were high levels of Covid infection, and it was noted that this was due to being unable to staff the school safely. We have been using supply to keep the school open. We are also currently reverting to class bubbles. Another option offered was a short closure, which we did not feel would help. The problem with having a week's firebreak is that there is still high community transmission, so the problem would still be there on re-opening. Parents have been really understanding and the majority have engaged with the guidance. The school is also dealing with the usual colds and bugs that circulate at this time of year. Household transmission has been hard to manage, as current guidance states that if a member of a household tests positive then all other members of the household can still continue with their normal routine after testing negative. This was raised with Public Health, but it is Government guidance. Mrs Bray wanted the Governors to know how brilliant the staff have been at this difficult time. Class bubbles will be reviewed at the end of the week.

**A Governor asked if the staff have been taking up the offer of flu vaccinations funded by the Governors.** Mrs Stevenson said that it had been discussed again in staff briefing this morning and that quite a few members of staff have taken up the offer.

**A Governor asked if the school would be decorating Christmas trees this year.** Mrs Bray said that it would be really lovely to have a smaller tree per class again this year as the children adored it.

Mrs Bray further updated to say that all after-school clubs have been postponed and this will be reviewed along with the bubbles. The school had to cancel going to a football festival at Penair as our Covid cases were high. **A Governor asked if the school were running a JAFFA club and Mrs Bray said she will be looking into this.**

Mrs Bray said that in more positive news, the school has been steaming ahead with all other curriculum things. Mr Corbett, School Effectiveness Advisor, was very impressed with our school website. The school has also been recently awarded the Truro in Bloom School trophy for the fantastic paintings the children created. We are also really pleased to report that the Year 6 Bristol trip was able to go ahead. We had a lot of difficulty organising a change of Youth Hostel accommodation and problems with the coach. However, the children were brilliant and fantastic at looking after each other. The benefits for the children were fantastic.

**11) Governor Impact Document:** Mrs Stevenson shared the document with the group. One of the things we are looking to do is to update this document as we go along. We must add reports and gain suggestions on the impact of our work. The whole group was happy with this approach.

Paul Hodson, School Improvement, said that Governor impact during Covid is really important. If everyone could think about this and bring suggestions to the next meeting.

At the last meeting, we discussed monitoring wellbeing of staff. The new Governor role was surveyed by staff. Currently, only one member of staff didn't want to engage with this plan but makes use of the Senior Leadership Team open door policy. Fourteen staff have replied so far. Options were given and staff seemed happy with most options. Questionnaire and email came out as the most popular choices. Mr Luckhurst and Mr Marples are happy to update the impact statement. **A Governor asked if there**



were any concerns about members of staff not engaging. Mrs Bray said she was not concerned as they engage informally and have good family support.

The Sunrise Garden and new play equipment impact has been documented. The impact shows monitoring financial investment through visits to the school.

**12) Health and Safety:** The flu vaccination has been covered. Once the new play equipment is ready, it will be signed off and risk assessed. The statutory fire drill has been conducted for this term. **A Governor asked if the children have received the nasal flu vaccine this year.** Yes, it is being carried out next Thursday.

**13) Safeguarding:** **A Governor asked if the safeguarding contacts have been updated on the website.** Yes, this has been done. Mrs Trethewey to visit school to look at the Single Central Record.

**14) Staff Wellbeing:** **A Governor asked if the new staff have settled in well.** Mrs Bray said yes, really well.

Mrs Bray then needed to raise an opportunity for Mrs Stevenson. Mrs Stevenson left the meeting. Mrs Bray has conducting performance management reviews and succession planning. Part of Mrs Stevenson's objective is to complete training and she would like to apply for the Church Leaders NPQH training. It is a twelve month course and although the cost is £1600, Mrs Bray feels that it will benefit the school. She is also awaiting contact from the Diocese about possible financial support. Mrs Bray is in support of this and would usually wait for the Finance Committee to discuss such items, but the deadline is prior to the next committee meeting. Mrs Bray asked for the Governors' feelings. **A Governor asked if Mrs Stevenson felt comfortable with the additional commitment.** Mrs Bray said that Mrs Stevenson feels confident that she can do this and the school will monitor. There was unanimous approval from the Governors.

**14) Any Other Business:** Mrs Bray asked if it would be possible to move the next Full Governing Board meeting to the 25<sup>th</sup> November and this was agreed.

Reverend Parsons informed the group that from Monday 18<sup>th</sup> October, he would be away for two weeks and to contact Helen Perry if we needed anything.

**Part 2 Confidential Matters:** Nil