



St Mary's Church of England School, Truro

Full Governing Board

Thursday 4th July 2024

Minutes (Summer Term 2)

GOVERNORS PRESENT	
NAME	ROLE
Mr Bill Robinson	Chair
Mrs Mary Ann Trethewey	Governor
Mrs Louise Stevenson	Governor
Reverend Andy Boorne	Governor
Miss Kim Rundle	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

APOLOGIES	
NAME	ROLE
Mr Nigel Machin	Governor
Mr Simon Treganowan	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	12. Governor Monitoring Visits	Dates to be circulated	Mrs Stevenson	Pending
Summer Term 2	8. GDPR	This is to be added as a standing item to the agenda	Mrs Calcraft	Pending
Summer Term 2	7. Safeguarding	Governors to agree communication regarding site security	Mrs Stevenson	Pending
Summer Term 2	3. Matters Arising	Circulate Governor Information sheet once complete	Mrs Calcraft	Pending
Summer Term 2	3. Matters Arising	Send geography progression map to Mrs Calcraft to circulate	Mrs Stevenson	Pending
Summer Term 2	3. Matters Arising	Continue to chase the holiday attendance data for Cornwall	Mrs Stevenson	Pending
Summer Term 2	3. Matters Arising	Governors to attend safeguarding training planned for 25 th September	Governors	Pending
Summer Term 1	14. Governor Monitoring Visits	Dates to be circulated	Mrs Stevenson	Complete
Summer Term 1	12. Governor Training	Governor Information Sheet to be updated	Mrs Calcraft	Pending
Summer Term 1	5. Geography Lead Update	Circulate geography progression map	Mrs Calcraft	Pending
Spring Term 2	7. Attendance Update	Investigate holiday attendance data for Cornwall	Mrs Stevenson	Pending

Spring Term 2	3. Matters Arising	Arrange further visit to Rainbow School	Mrs Bray	Pending
Spring Term 1	13. Governor Training	Governors to complete Prevent training if not already done so	Governors	Pending
Autumn Term 2	10. Safeguarding	Governors to complete the KCSIE quiz if they have not already done so.	All Governors	Complete
Summer Term 2	5. Academisation	To investigate putting a covenant on the land	Mrs Bray	Pending

Part 1

1) **Apologies:** Mr Machin and Mr Treganowan

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:** Actions points from previous meeting discussed.

The Governor Information sheet is in the process of being completed and data is being finalised.

Mrs Stevenson to send geography progression map to Mrs Calcraft to circulate.

Mrs Stevenson is continuing to chase the holiday attendance data for Cornwall.

Governors will be attending safeguarding training planned for September.

The covenant for the school land was further discussed along with the possibility of speaking to Truro City Council regarding Section 106 and the Community Infrastructure Levy.

The KS2 SATs were discussed. The data is being released to schools on Tuesday next week and will be validated in September. **A Governor asked what happens if there is a change when results are validated?** Mrs Stevenson replied that schools can apply for remarks and that results can change both ways. If changes are made, then families will be notified.

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

4) **Committee and Working Groups:**

I) **Finance and Personnel/Premises:** Mrs Stevenson informed the group that Sam Jones, CEO of Rainbow MAT, visited on Monday to go through the operation of finances once the school joins Rainbow MAT. There has been full transparency regarding expenditure. Our financial year will finish in April 2025 and then the Trust will work with the school to create a plan until September 2025, when the Trust new financial year starts.

The school budget has been agreed and submitted.

II) **Curriculum and Policies:** The Whole School Attendance Policy and Privacy Notices for Student Data, Applicants, Staff and Parent/Carer Data were circulated prior to the meeting. **A Governor asked if the Whole School Attendance Policy will change when we convert to the Academy Trust?** No, as schools will maintain their own operational policies. **A Governor asked why it is named as such?** To differentiate between staff and pupil attendance. **A Governor asked what we would do if parents don't agree with the Privacy Notices?** We would take advice from the Education Welfare Officer and the Department for Education.

5) Headteacher's Report: The group discussed the rise in children with English as an additional language who have recently joined the school and what the school were doing to support children and their families.

They then discussed the high number of admissions requests received this academic year, most of which had to be refused as the school is at capacity, but allocations were made when spaces have arisen. This is a positive position to be in as data is showing that the birth rate is continuing to drop. It highlights the importance of really good tours and continuing our work with the local community.

A Governor noted that in the Priority 4 there was significant progress made in the STAR Reader results. Mrs Stevenson said that Miss Vowles has worked hard on implementing interventions where required. We have received good feedback on our new systems and training, and we can see good statistical progress.

Attendance was discussed. The school is above national figures and is well below the national average for persistent absence. Mrs Calcraft notified the Governors that a new national framework for penalty notices for school absence, including unauthorised holiday absence, is being introduced following changes to the law. These new Government regulations will come into effect from 19th August 2024 and will affect when penalty notices are issued in Cornwall. There are five changes to the existing framework including parents no longer having the right to appeal a penalty notice. Parents have been notified of the forthcoming changes. **A Governor asked if this will be the same for all schools?** Yes it will. Mrs Jenkin has received training with the Education Welfare Officer and the school has received the new register codes that need to be used.

6) Governor Impact Document: It was agreed that addressing site security and the way it is used would be added to the document.

7) Safeguarding: Mrs Stevenson informed the group that there have been concerns around site security in the mornings. The school have been dealing with the situation operationally thus far and Mrs Stevenson spoke about the process. On taking advice, we have received slightly conflicting resolutions. One of the issues is that we have children with additional needs who have earlier start times and are supervised by staff members while they use bikes for sensory needs. Some parents feel that it is not clear to their children that they are not able to use their own bikes on site before school. Our concern is that we need to know what we are liable for if an incident occurs, as we have also experience unauthorised access to the locked Forest School site and children being injured. One of the managers in the Cornwall Council Health and Safety team advised that gates should be opened at a set time, rather than being open from when the site opens. The school feels that 8.20am would be reasonable for the gates to be open in the morning, and then they will be closed at 3.30pm for club safety. The school will need to put out a whole school communication for September to be clear on how we operate. **A Governor asked how much of this decision is liability and should we consider that it is a nice idea for children to be able to play before school?** Mrs Stevenson felt that liability is an issue, but it is mainly a decision being made for safeguarding reasons. **A Governor asked if there is another way around this?** The only other way would be to pay for a member of staff to supervise and have first aid available. Mrs Stevenson has contacted other schools to see how they operate, and none of them have an open site and open the gates when the doors open. **Governors agreed that we need to be clear. We want families to feel welcome and we want to support our community.** There will be opportunities made to

use the site in a safe way for families. School to put together a communication to the families. **The Governors agreed to this communication and will approve before it goes out.**

8) GDPR: This is a new standing item following a GDPR audit conducted by ICT4 with Mrs Calcraft.

Due to our conversion to Rainbow MAT, we have moved providers from SchoolPro to ICT4 for this service. Glyn Pascoe is now the school's Data Protection Officer. The audit went well with the majority being RAG rated as green. Some alterations need to be made and these are already in progress. This includes putting up new signage for the CCTV, updating Privacy Notices and updating the GDPR posters in the school. Mrs Calcraft will have regular meetings with ICT4 to ensure that the school remains compliant, and this will be discussed at each future board meeting.

9) Health and Safety:

10) Staff Wellbeing: Miss Rundle informed the group that she had applied for a grant to improve our staff room. Unfortunately, she did not win but they did empathise with our situation and therefore we received a brand-new microwave and a wellbeing pack with lots of goodies that will be shared with staff.

Nearly all existing supply staff have been transferred to school contracts.

It has been noted that the school are unlikely to be able to facilitate staff wellbeing days next year.

The current situation of an interim Senior Leadership Team means that it is hard to forward plan staffing. One member of staff has handed notice in due to the need to move out of County for personal circumstances.

Recruitment and retention are becoming difficult, and this situation is reflected nationally.

We are going to trial teacher PPA (administrative sessions) being completed off-site with caveat of being on site for certain meetings and inspections. This is part of the move to more flexible working. It was previously found that job shares don't work well when covering classes, so school look to achieve flexible working in different formats. **A Governor commented that they imagined it would be difficult for children with additional needs. It is also important to look after our staff.**

Governance structure moving forward was discussed in terms of how it will change once the school joins the Trust. A meeting to be arranged with the Governance Lead for the Trust in the new academic year.

Congratulations were passed to Miss Rundle who has passed her Senior Mental Health training.

Mrs Stevenson will be starting her NPQEL, and the Diocese have agreed to fund accommodation.

Mrs Calcraft will be starting her NGA Level 3 Certificate in the Clerking of School and Academy Boards in the new academic year which is being funded by Rainbow Multi-Academy Trust.

11) Governor Visits: It was reported that the Teaching Model visit went really well, and the report will follow on shortly.

Following the EYFS visit, a Governor asked if we could look at using the bank to the back of the EYFS play area. Mrs Stevenson said that it would not be possible to use as part of continuous provision as it would make supervision difficult, however, we will investigate incorporating the area in a different way.

A Governor asked about the School Council? Miss Rundle said that they had been having lots of little meetings to allow for involvement in some projects. They had a visit from an architect to discuss the restructure at Boscawen Park to gain child voice. The Council will also be helping with the RHS judge visit as part of the Truro in Bloom awards.

12) Governor Monitoring Visits: The next visits to be arranged will be Safeguarding, RE and Art. **Mrs Stevenson to circulate the dates.**

Part 2 Confidential Matters: Nil