



St Mary's Church of England School, Truro

Full Governing Board

Thursday 17th November 2022

Minutes (Autumn Term 2)

GOVERNORS PRESENT	
NAME	ROLE
Mr Nigel Machin	Chair
Mrs Nicola Bray	Headteacher
Mr Alex Marples	Governor
Mrs Mary Ann Trethewey	Governor
Mrs Louise Stevenson	Governor
Mrs Tressa Julyan	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

APOLOGIES	
NAME	ROLE
Mrs Nichola Insa-James	Governor
Mr Simon Treganowan	Governor
Mr William Robinson	Vice Chair

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Autumn Term 2	12. Governor Impact Document	Add discussed impact items	Mrs Stevenson	Pending
Autumn Term 2	11. Staff Wellbeing	Add question noted in this section to staff survey	Mrs Stevenson	Pending
Autumn Term 2	9. Attendance	Circulate monitoring report template	Clerk	Pending
Autumn Term 2	9. Attendance	Calculate data trend of holidays versus non-holidays	Mrs Stevenson	Pending
Autumn Term 2	8. Headteacher's Report	Distribute link to Maths Action Plan	Clerk	Pending
Autumn Term 2	8. Headteacher's Report	Feed back SIP deep dive in maths	Mrs Bray	Pending
Autumn Term 2	7. Health and Safety	Request a site visit	Mrs Bray	Pending
Autumn Term 2	5. Policies	Add vision to the policy	Mrs Stevenson	Pending
Autumn Term 1	6. SATS Results	Provide Governors with copy of action plan	Mrs Stevenson	Complete
Autumn Term 1	11. School Development Plan	Distribute full copy of SDP to governors	Mrs Bray	Complete
Autumn Term 1	15. Governor Training	Continue induction training for new governors	Clerk	Pending
Autumn Term 1	16. Governor Visits	Circulate dates via email	Mrs Bray	Complete

Autumn Term 1	17. Governor Impact Document	Update document with decisions	Mrs Stevenson	Complete
Autumn Term 1	18. Health and Safety	Families to be reminded not to cut across school car park	Mrs Stevenson	Complete
Summer Term 2	11. Safeguarding	Look into getting a minibus	Mrs Bray	Pending
Summer Term 1	7. Ofsted Update	New induction paperwork – circulate via email	Mrs Stevenson	Pending
Spring Term 1	10. Staff Wellbeing	Governors to see questions prior to staff survey being circulated	Mrs Stevenson	Pending

Part 1

1) Apologies: Mr Robinson, Mrs Insa-James 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

1) Matters Arising: Amend the appeals committee as it needs to be different from the disciplinary committee.

Regarding the length of the school day, the school has noted that there has been some unrest with the decision among parents on social media. The roll out of this change will be delayed. We have plenty of time before September, so feel it is wise to wait and aim for the change to be implemented after Easter. We will also have to change all TA contracts. It will be discussed at Parent Group. A Governor commented that we will have to make a change so it is best to present it in this light at Parent Group.

The Governors congratulated all staff on the excellent SIAMS inspection result.

The school had a visit from Emily Norton, Head of Inclusion and Curriculum for the Church of England. She spent half a day with us. She enjoyed visiting the Younger Leaders (RE), a Year 6 Geography lesson on flooding with global charity links and a Forest School session. She was thrilled with our school. SLT discussed the difficulties of increasing SEN and the impact of low wages for support staff, which she will be feeding back at a higher level.

A Governor asked if there were any updates on Ofsted? All schools will be inspected by 2025. We could be next week or we could be closer to 2025. It is a focus, so we are as prepared as we can be. We will have a graded, two day inspection.

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

4) Committee and Working Groups:

I) Finance and Personnel/Premises: Mr Marples reported that as he will be leaving at the end of the year, a new Chair was elected. Mr Treganowan will be the Chair of this committee and Mrs Calcraft will continue to record the minutes.

Mr Marples informed the group that the committee agreed to pay for a two-course Christmas meal for all who wished to attend as a thank you for all the hard work put into the SIAMS inspection. Staff are so grateful and this was passed on to the Governors. It has meant the difference in people being able to go.

The school are currently recruiting for a new classroom TA in KS2, an EYFS maternity cover teacher and they have secured an academic mentor to run a series of interventions across the school. The academic mentor will be 60% funded by the Government. **A Governor asked if this is to help with the SATs?** There is already a lot of interventions in place for the SATS and this will be school-wide.

All teachers have had their performance management for this year. Four teachers will be moving up to the next stage on the pay scale. Last year, we made two additional pay awards for senior members of staff. Further pay awards were requested this year. There was a robust discussion and the Governors agreed to meet half-way due to experienced staff being a great asset to the school. It was felt that the number of staff on UPS and leadership is at upper limits. Exceptional bonuses cannot be expected and should not be normal. It was tricky but a decision had to be made.

There are unfunded pay rises across the board, and when you add in the SEN supply staff need, the budget will be taking more than a £10,000 hit.

The new forecast is still extremely healthy and the picture continues to be healthy going forward. We have to be mindful of costs, but the budget was set with caution. **A Governor asked if energy prices are impacting?** This is being discussed between Mitie and a legal team. The final outcome is not yet known, but the leadership team will update the Governing Board as soon as they know.

II) Curriculum and Policies: Discussed in item below.

5) Parent, Carer and Visitor Code of Conduct and Behaviour on School Premises Policy review:

Policies were circulated prior to the meeting. **A Governor suggested that the introduction should have safety as its main focus and will need to link to the school vision.** Mrs Bray informed the group that usually school do not get involved in private social media, however, people were making incorrect comments which is why the policy is formatted the way it is. Mrs Bray contacted the Legal Team at Cornwall Council who advised sending out a letter to parents regarding this issue. School are working hard to build the relationships back up and stop the negativity. All parents have been invited to Parent Group, and those that were unable to attend could send in items for the agenda. The school are putting out lots of positive messages as this kind of incident has the potential to be very damaging to the reputation of the school. The school also had a discussion with Ian Arkell, our Data Protection Officer, to ensure that we are following correct procedure. **A Governor asked if these were brand new policies?** There are existing policies that have been adapted. **The vision to be linked as suggested.** School to continue working on positive public relations. **A Governor asked if there was a positive reaction to the SIAMS inspection outcome?** Yes, absolutely.

6) Governor Training: Available training discussed. Prior to meeting, clerk circulated access to The Key and informed the group of all the training available on this platform.

7) Health and Safety: Mr Robinson conducted a site inspection yesterday following incident at the vehicle gate at the far end of the playground. Security was checked at the vehicle access gate. Estates team have assessed gate and are looking at adjustments. Supervision is always high in that area and school have done everything they can to make the site as secure as possible. **A Governor asked if there is any further news on the intercom installation?** The ANOC has been approved today following a delay due to restructuring in the PFI team. **A Governor asked if there is anything we can do to the vehicle gate, for example replacing it?** It has been assessed and this is a possibility. School happy for Governors to investigate further. Governors concerned that we do everything possible to stop incident from happening again. **Request a site visit.**

8) Headteacher's Report: The Board discussed the number of pupils joining and leaving this year. Seven pupils have left, three left for private school (one child was unhappy while the other two had extra funding in the family and no problems with the school), two have moved to be closer to family and one family has moved out of county for work. We also have one family who are emigrating. **A Governor asked if the child was unhappy socially or if it was problems with the curriculum?** It was felt to be a mix of both.

A Governor asked if the School Improvement Partner's visit which will have a focus on maths has been confirmed for November? They are due to come in next Wednesday and will do a deep dive like the Ofsted inspection. **Mrs Bray to feed back the outcome to Governors.**

A Governor asked if there are any early signs that the children's attainment and progress in maths are improving following the implementation of the new Power Maths resources? It is looking positive. Staff are currently analysing assessments. Staff have had training on how to identify a child who is struggling with maths and those who are struggling with the assessment technology eg those who are rushing through the assessments. A Governor asked what the progress was in Year 6? SLT have looked at the EYFS and KS1 data and have a ballpark idea of where children should be. Interventions have already been put in place. Early indicators are positive. **Clerk to distribute the Maths Action Plan link to Governors.**

9) Attendance: Mrs Trethewey and Mrs Julyan conducted an attendance monitoring visit. Overall, school attendance is currently 93.4% which is lower than we would like it to be. Persistent absence is classed at attendance of lower than 90%. The school currently has 55 children falling into this category. At this time of the academic year this only equates to four days off school. The majority are improving. We have assessed that any child missing a week or more at the first half-term assessment point would cause concern. School have been communicating regularly with parents and offering support to families. We compared vulnerable to non-vulnerable groups and there was no real difference. **A Governor asked if you strip out the children who have having holidays, does the data trend change? Mrs Stevenson to work on this calculation. A Governor asked if families regularly take term-time holidays, will fines be introduced?** It is not currently part of the Penair Partnership policy, but it could be implemented in the future. **A Governor commented that it is important to promote why children benefit from full-time education. If parents can see what lessons have been missed, it is a powerful statement. A Governor asked if school have considered a reward system?** This can be very divisive and might upset people. It puts children with SEN at a disadvantage. Awaiting report from Governors. **Clerk to circulate monitoring template to new Governors.**

10) Visiting Governor Reports: See above.

11) Staff Wellbeing: A number of staff have been requesting support with pupils with special educational needs. This is impacting on their wellbeing, but they appreciate the support given.

Learning environment monitoring template has been implemented. Staff are really positive about the process which gives them a lot more clarity. **A Governor asked what changes have been made?** Changes to help with consistency. Displays are now to show the sequence of learning rather than be a showcase.

Staff are finding things quite challenging at the moment. SLT are trying to support staff as much as possible and are trying to make it clear that there are things they can do to help.

A Governor asked if there is an estimate of timings for pay rises? We have been given information that it will be in the December pay and will be backdated.

There will be a staff survey for wellbeing. **A Governor asked if staff could identify what is causing a downturn in wellbeing? This is a good question that will be added to the staff survey. Other questions to add include 'how can Governors help to make your wellbeing better?' and 'what has improved your wellbeing?' Governors have expressed a keenness to do something but don't want it to appear as a hollow gesture or a box-ticking exercise. They would like a channel beyond the staff survey.**

12) Governor Impact Document: Mrs Stevenson has renewed the document for this year. The updated version will be available on the website. The current rationales were discussed. **Induction paperwork to be added. Add the external safeguarding audit to last year's document. Add financial investigation into additional site security and also add attendance work.**

13) Governor Visits: The following visits to be arranged:

- Safeguarding
- Maths – pupil voice and lessons

- SEN/PPM
- Reading – invite leads to next meeting
- Diocese representation at next meeting to discuss multi-academy trusts

As this will be Mr Marples' last meeting, the Board wished to thank him for his contributions over the years. He will be greatly missed.

Part 2 Confidential Matters: Nil