



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

**Full Governing Board**

**Thursday 1<sup>st</sup> February 2024**

**Minutes (Spring Term 1)**

<b>GOVERNORS PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mr Nigel Machin	Chair
Mrs Nicola Bray	Headteacher
Mr Bill Robinson	Governor
Mrs Mary Ann Trethewey	Governor
Mrs Louise Stevenson	Governor
Mr Simon Treganowan	Governor
Reverend Andy Boorne	Governor

<b>OTHER ATTENDEES PRESENT</b>	
<b>NAME</b>	<b>ROLE</b>
Mrs Laura Calcraft	Clerk
Mr L Pritchard	E-Safety and ICT Lead

<b>APOLOGIES</b>	
<b>NAME</b>	<b>ROLE</b>

<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>
Spring Term 1	15. Governor Visits	Circulate Rainbow school visits	Mrs Bray	Pending
Spring Term 1	15. Governor Visits	Circulate visit dates	Mrs Bray	Pending
Spring Term 1	13. Governor Training	Governors to complete Prevent training if not already done so	Governors	Pending
Autumn Term 2	15. Governor Visits	Circulate visit dates	Mrs Bray	Complete
Autumn Term 2	14. Governor Impact Document	Add Staff Wellbeing actions and attendance decisions to be added to document	Mrs Stevenson	Complete
Autumn Term 2	10. Safeguarding	Governors to complete the KCSIE quiz if they have not already done so.	All Governors	Pending
Autumn Term 2	6. Attendance	Governors voted unanimously to proceed with speaking to Cornwall Council about fining with a view to introduce fining for absences	Mrs Bray	Complete
Autumn Term 2	4. Curriculum and Policies	Safer Recruitment policy to be circulated	Mrs Calcraft	Complete
Autumn Term 2	3. Matters Arising	Share validated SATs data	Mrs Bray	Pending
Autumn Term 1	13. Governor Visits	Circulate dates	Mrs Bray	Complete
Autumn Term 1	17. Staff Wellbeing	The offer to have a flu immunisation	Mrs Stevenson	Complete

		paid for will be added to staff briefings.		
Summer Term 2	5. Academisation	To investigate putting a covenant on the land	Mrs Bray	Pending
Summer Term 2	5. Academisation	Governors to visit existing Rainbow MAT schools	All Governors	Pending
Spring Term 1	5. Governor Training	Research into governor training on school exclusions	Mrs Bray	Pending

## Part 1

### 1) Apologies: None

### 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:** **A Governor noted that the SATs performance tables have been released and that the maths progress score was disappointing.** Mrs Bray said that unfortunately the initial data reported stands despite putting in an appeal about some of the results. The maths progress score relates to the fact that our children do well at Key Stage 1. The Senior Leadership Team have been auditing results and progress. The Reading score was just below where it needed to be due to the introduction of a new curriculum. This has been reviewed by external bodies and there is looking to be good progress this year.

**A Governor asked what the reception was for the attendance warning letter. Mrs Bray felt that reception had been ok.** Since implementing the system, we have had to contact Cornwall Council about one possible penalty notice. **A Governor asked how many families put in requests for holidays prior to the new system starting?** It was expected that this would happen, but there were only approximately four families.

**A Governor asked if there was an update on the Forest School Leader position.** Mrs Bray said that we had made a successful appointment, Miss Mitchell. She is a qualified teacher who was already familiar with our school having worked out Imagine Outdoors who we partner with for alternative provision. It is a great appointment and she has settled well. **A Governor asked if she will be updating blogs?** Yes, we are working towards this.

**A Governor asked if there was feedback from the Year 6 Bristol trip?** Mrs Bray said that it was a very positive experience. The show at the Hippodrome was excellent and the visit to the aquarium was successful. The YHA accommodation was brilliant. The team are looking at ideas to extend the next visit. The whole class is enabled to go and it is a real privilege to spend time with the children.

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

#### **4) Committee and Working Groups:**

**I) Finance and Personnel/Premises:** Mr Treganowan reported back to the group on the previous Finance Committee. SEN provision is being underfunded. Cornwall Council have not provided agreed funding. School continuing to chase. In other finance discussions, the discretionary fund is to be used prior to academisation to benefit current pupils. This was unanimously agreed to.

With regards to personnel, Mrs Bray has accepted a secondment position with Rainbow Multi-Academy Trust. Parents have been informed. Mrs Stevenson will be stepping up as Acting Headteacher. Miss Rundle and Miss Vowles have been appointed as temporary Assistant Headteachers. The structure is likely to revert to Headteacher and Deputy Headteacher in the future. **A Governor asked what happens when someone who is acting in a higher position has to step down?** This structure has been used before successfully and is a really good way to give staff experience of leadership. They accept the positions under the terms of a temporary contract and are happy with this arrangement. **A Governor asked if our families have been positive about this change?** Yes, a lot of people have spoken to and are interested in Mrs Bray's new role.

In other personnel news, Miss Shelton has returned from maternity leave today and Ms McNamara has moved to teach in Year 1. All families were aware that this change in staffing would be happening.

**II) Curriculum and Policies:** All circulated policies approved subject to small amendments.

**5) ICT Leader Report:** Mr Pritchard started his report by informing the Governors that there have been recent changes in legislation around ICT safeguarding in schools. It is the responsibility of the school, specifically the Designated Safeguarding Lead, and the information must be shared with Governors to assure the filtering and monitoring systems. Our filtering system will stop children accessing dangerous content. The school has to check this system is working once per term.

Mr Pritchard informed the group that he has completed the check this afternoon. The school's system has been scanned and is working effectively. However, Mr Pritchard has identified that our end of life iPads cannot run the check. This has been alerted to ICT4 and they will fix this as a matter of priority. Any issues that are flagged in the future will be dealt with. The scanning check used in on the South West Grid for Learning. The school will maintain a record of all checks performed. **A Governor asked if a child input an inappropriate term into a computer, does it get flagged? Yes, this is covered in the monitoring process. A Governor asked if the scanning is run by the same company?** No, ICT4 us Watchdog as a filtering system, but the scan is done through SWGfL. Mrs Bray added that the system is really sensitive, but a word such as tattoo may bring up an associated inappropriate image. All children are taught what to do in such a situation.

Mr Pritchard then spoke about monitoring in more depth. If a child types something offensive, we need to know about it. We use a system called Senso. It takes a screenshot and anything urgent is flagged straightaway. We also get a weekly update which we look through, Senso is linked to My Concern. If an issue arises, the chronology is recorded on My Concern.

**A Governor asked if this system will continue under Rainbow and will there be new systems?** No, Rainbow have done an audit of the existing school IT equipment and have identified end of life equipment. They, alongside ICT4, are now working with us to formulate a plan.

The Governors thanked Mr Pritchard for his informative talk and the work he has done.

**6) Attendance Update:** Mrs Stevenson updated the group. Tracey McLennan, our attendance officer, attended a meeting at school. She compared our attendance data to national data and it is looking good. She is helping us to create a termly document to analyse trends. We are working together on the MIS to look at dips in attendance and if they are occurring on certain days. We are doing everything we can to minimise lost education. We have looked at which classes have higher rates of sickness, drilled down into it and now we are talking to parents and offering help such as referral to the school nurse. Ensuring that teachers are aware of data trends is very important. **A Governor asked if covid or measles are causing a particular problem?** Measles is not currently, but we are less sure about covid due to testing regulations changing. **A Governor asked if children who have siblings are absent more?** No, but we have noticed that some parents are more naturally cautious about illness. **A Governor suggested the gentle approach is better in this situation.** **A Governor asked if attendance is improving?** Yes, our current whole school attendance is good.

**7) SATs Plans for 2024:** The schedule for KS2 SATs this year is:

Monday – SPaG

Tuesday – Reading

Wednesday – Maths

Thursday – Maths

We are starting to do assessments for additional support requirements and everything is in hand. There are no official KS1 SATs, however, we have opted to receive the papers for internal assessment. A Governor asked if we will be putting on relaxation sessions? Yes, as previously, we will be arranging yoga sessions, class breakfast and parent information sessions.

**8) Section 175 Action Point:** Mrs Bray update the group. The main points are as follows:

- St Mary's is peer reviewing with Archbishop Benson School this year.
- Miss Rundle has been appointed as Mental Health Lead.
- Mrs Stevenson will become the Prevent Lead.
- We are investigating further E-Safety workshops for parents and the possibility of children doing a class assembly.
- Jigsaw lesson observations are being organised.
- We are making good progress.

**9) Health and Safety:** The school's defibrillator has been installed and registered.

**10) Safeguarding:** The school have had a very slight increase in racist incidents. We have requested that Cornwall Council look at provision and they are happy with what we are doing. They have also passed on a few resource suggestions. Mr Pritchard is creating a new webpage. Mrs Bray said we want to be really clear that we do not tolerate this and we are taking action. **A Governor asked if it was aimed at particular people?** No, it was more children not understanding vocabulary and language. Initial conversations have been very positive. The children could articulate that they knew that they shouldn't use the word they were using and parents were very supportive. **A Governor asked what would be going on the new webpage?** When we contact parents, we can offer them extra links to resources to help them to have these discussions with their children.

**11) Staff Wellbeing:** On the whole, given there is a lot of change at the moment, staff are very buoyant. We are on a journey of rebranding Teaching Assistants to be Associate Teachers. After consultations, we have staff who have different champion pathways that they are excited about. Letters will be sent to parents about the value of these staff in our community. It will also help with recruitment and retention. It has created a buzz across the school. **A Governor asked if people take on additional tasks, will there be a wage increase?** No, but we will be paying for training and additional time. **A Governor noted that this is a really good staff development programme.**

**12) Multi-Academy Trust Update:** This is all going well from our perspective and we have completed documentation ahead of time. We have a PFI meeting tomorrow afternoon. There have been frustrations that some documentation has been sent to the wrong school. Everything is in hand and solicitors are working on the legal documentation.

**13) Governor Training:** We are starting to look again at further Governor recruitment.

With regard to Governor training, there is lots of useful information available on The Key which we subscribe to. **Governors to complete Prevent training if they have not already done so.**

**14) Governor Impact Document:** Section 175 approval and onward steps to be added as well as Governors ensuring that ICT filtering and monitoring is appropriate and effective.

**15) Governor Visits:** A maths visit was conducted in November and Mr Machin will be submitting a report. A SIAMS IQ3 visit was also carried out and Mrs Trethewey will be submitting a report. The Jigsaw visit was postponed. **Mrs Bray will be circulating dates for :**

- **Personal Development pupil conferencing and Jigsaw visit**
- **Meeting with the Deputy SENCo**

Mrs Bray will be arranging for Governors to visit two Rainbow schools. Everyone agreed that the best days would be Monday, Tuesday or Wednesday. Mrs Bray asked the group if they would like to see schools that are similar to St Mary's? Yes. **Mrs Bray to confirm dates.**

**Part 2 Confidential Matters: Nil.**

