



St Mary's Church of England School, Truro

Full Governing Board

Thursday 16th March 2023

Minutes (Spring Term 2)

GOVERNORS PRESENT	
NAME	ROLE
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
Mrs Nichola Insa-James	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk
Mrs Laura Read	Presenting French Language Learning

APOLOGIES	
NAME	ROLE

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Spring Term 2	15. Governor Monitoring Visits	Circulate dates	Mrs Bray	Pending
Spring Term 2	5. French Monitoring	Future monitoring visit on new language package to be added to list of visits	Mrs Bray	Pending
Spring Term 1	17. Governor Visits for next term	Circulate dates for monitoring visits	Mrs Bray	Complete
Spring Term 1	16. Governor Impact Document	Add the following to the Governor Impact Document: Reading overview Site Security – vehicular access gate completion School hours and subsequent letter to parents Alternative provision and safeguarding arrangements.	Mrs Stevenson	Complete
Spring Term 1	15. Academisation	Speak to Penair Partnership Headteachers and will look at some dates for a MAT meeting.	Mrs Bray	Complete

Spring Term 1	15. Academisation	Group to go away and think of questions	All Governors	Complete
Spring Term 1	14. Monitor School Improvement Plan	Circulate English Action Plan	Mrs Stevenson	Complete
Spring Term 1	9. Attendance	Feedback after meeting with new EWO	Mrs Stevenson	Pending
Spring Term 1	5. Governor Training	Contact Governor Services about the possibility of Health and Safety training for governors.	Mrs Calcraft	Complete
Spring Term 1	5. Governor Training	Research into governor training on school exclusions	Mrs Bray	Pending
Autumn Term 2	11. Staff Wellbeing	Add question noted in this section to staff survey	Mrs Stevenson	Complete
Autumn Term 2	9. Attendance	Calculate data trend of holidays versus non-holidays	Mrs Stevenson	Pending
Autumn Term 1	15. Governor Training	Continue induction training for new governors	Clerk	Pending
Spring Term 1	10. Staff Wellbeing	Governors to see questions prior to staff survey being circulated	Mrs Stevenson	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: Mrs Bray gave the board an update on Alternative Provision funding. The Senior Leadership Team had to submit a costed provision and are hoping to hear the outcome soon. One pupil has had their EHCP application approved which will help with funding. The PSP funding applied for will only cover 8 weeks, but hopefully some top-up units via the EHCP will help.

Mr Treganowan reported that the parents have had some concerns with the organisation who came in to do after-school sports clubs, but the issues were quickly resolved by the school and the company.

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

4) Committee and Working Groups:

I) Finance and Personnel/Premises: The committee looked at the initial stages of budget setting. Financial closedown has now been implemented. The Local Authority accounting technician will be preparing the budget for the next academic year and will discuss this along with this year's expenditure with the Governors. Wraparound care looked to be making a saving compared to previously, but there are further costs to come out including catering and staffing. The committee then went through some staffing updates.

II) Curriculum and Policies: The Data Protection policy was circulated prior to the meeting and approved at this meeting. Due to some alterations, the uniform policy will be circulated after this meeting for approval.

A Governor had heard that there is to be a programme on Cornish Studies and would the school be linking into this? Mrs Bray said that Cornish culture and language has been incorporated into the school's Sunrise Curriculum. We will be tailoring the curriculum to how we can make a difference in our community. The school will be re-instating aspirational assemblies. Our Year 5 class will be visiting the Spaceport in the near future. The school will also be looking at linking up with other school communities.

5) French Monitoring: Mrs Read, Modern Language Lead, presented to the Board. Language learning is compulsory for all Key Stage 2 children and we also like to involve the younger children in cultural learning. For several years, we have been using a scheme for French from Twinkl but it was quite prescribed and not as flexible as we would like.

Mrs Read explored a number of options and one that particularly stood out was Language Angels as it was the best fit for our school. Mrs Read then shared a video with the group. The programme particularly focuses on speech by native speakers and has a variety of fun and interactive games for learners. Lesson plans include timed sessions and extension activities. It also has a tracking and progression tool. This programme really supports staff by providing editable documents that can be adapted for our school curriculum. Mrs Read will add our Sunrise curriculum for intent. Staff will be assessing that children are ready to transition to secondary language learning.

Our Year 6 class have been trialling some of the sessions and they particularly love the weather song. It really supports retrieval practice. The Year 6 children have given feedback and it is very positive. They felt it makes learning French fun and easy. We are now looking to spread it across Key Stage 2. The Governors then looked at some work in the children's exercise books. Mrs Read reported that it fits nicely with what the school aims to provide in the curriculum and this was reinforced by a webinar that Mrs Read attended on language learning and special educational needs.

A Governor asked when the school started teaching French to pupils? Mrs Read informed the group that it was chosen quite a long time ago to tie in with the languages taught at the local secondary schools. **Another Governor asked when they would start weather expressions as demonstrated in the video?** Mrs Read replied that this would usually be at the end of Year 4 and the beginning of Year 5, but due to Covid the delay has impacted greatly on language learning. **A Governor said that perhaps when this new programme has been implemented that the Governors can return and see how it has developed. This was agreed and will be added to the monitoring visits list so that Governors can see the impact of the expenditure on the programme both in terms of pupil progress, pupil voice and staff workload.**

6) Safeguarding: Mrs Bray reported that there had been a significant e-safety issue on Whatsapp outside of school. Serious offensive language had been used which had been screenshot by a parent. It was taken very seriously and resulted in two internal exclusions. Both parents came in for meetings with Mrs Bray and were very supportive of the actions taken by the school.

There have been reports on the news about age-inappropriate sex education. Mrs Bray wanted to reassure the Board that the lessons used by the school through the Jigsaw programme are all shared with parents in advance. There are four lessons in the curriculum that children can be withdrawn from.

A Governor asked if there were still issues with parents? Mrs Bray reported that issues were ongoing and quite difficult to manage as the issues take place outside of school.

7) Health and Safety: The Governors were pleased with the upgraded vehicle access gate. No other issues to report.

8) Headteacher's Report: The report was shared with Governors prior to the meeting.

A Governor asked, in Priority 1 can you explain in a little more detail what White Rose Maths tutoring entails for Year 6 pupils? Mrs Bray informed the group that children have two online lessons with a tutor per week (1.5 hours) for ten weeks (15 hours in total). The project aims to make up for learning time lost for Covid. Primary focus has been on place value, four operations, fractions, decimals and percentages.

The maths tuition progress that we have seen thus far is great. It is an expensive but worthwhile investment.

A Governor asked if the pupils still do mental arithmetic in the SATS? Yes, this is included in Paper 1. Children are used to this approach as we use White Rose Maths papers from Year 1.

A Governor asked for more detail on Testbase and Mathsbot.com? Testbase is an online resource which saves teacher's time as you can search over 12,500 SATS questions to be used for revision. Mathsbot.com is a tool for teachers and has free SATs style arithmetic tests.

A Governor asked if homework is generally completed well by pupils and are sanctions needed for those who don't do it? There is a mixed uptake but it is not compulsory. Homework tends to have better uptake when it is online/screen based. The Year 6 SATS practice had good uptake. The school don't tend to use 'sanctions' as children at primary school are less able to complete it without support of parents. Teachers support those less able.

A Governor stated that headline data shows all children on the Record of Need are making accelerated progress in reading except in Year 4. Is there any reason for this? Yes, there is a higher level of need in this class, it is very split and is almost like teaching two different year groups. One child has just been awarded an EHCP so we can now put in extra intervention. There are six pupils on school support who still access the phonics programme. There is another pupil with an EHCP who has just done a dyslexia test, but there could also be issues with hearing and speech and language. We have been running dyslexia interventions as well as phonological awareness interventions which involves segmenting, blending and rhyming.

A Governor asked, in the review of the school by Cheryl Weyman in May, do we know yet what format the discussion with governors will take? Cheryl is going to talk about her experience of being part of a multi-academy trust from a (semi) impartial view. On the 3rd May 2023.

On Tuesday, Mrs Bray spoke at staff meeting about the possibility of academisation in the future. Much as with the Governors, the staff had a lot of questions. Mrs Bray also spoke with the other headteachers in Truro and they are in a similar position and place to us. A Local Authority MAT is off the table as confirmation of this was received this week. Discussions have been made regarding joining a larger MAT and forming a Truro cluster. The Diocese will be paying for a due diligence report for our school. This will be discussed further in a separate meeting scheduled. Mrs Trethewey gave her apologies for this meeting.

9) Attendance (LS): An attendance report was attached to the Headteacher's report that was circulated prior to the meeting. It does feel like we are seeing a lot of children taking term-time holidays, but after a meeting with our newly appointed (private) Education Welfare Officer Tracey McLennan we found this not to be the case. Our current whole school attendance is 93.2% and persistent absence has risen to around 20.8%. Tracey compared to national and local attendance data and it is similar to our current picture. However, this is high for us. It is being driven by illness and not holidays. We are hoping it will improved into late spring and summer. Tracey analysed our policy and processes and said they were good. She is happy to provide support with individual cases and has made some really helpful suggestions. All parents are continuing to receive half-termly text messages. **A Governor asked if it is illness, what can we do?** Mrs Stevenson said that the school has a medical administration policy to assist with medication and we can request school nurse involvement. We are being really careful with the tone of letters and we can bring examples to the net meeting. We refer to the 'Spotty Book' which helps identify what action to take for specific illnesses and we try to be as supportive as possible.

10) Governor Vacancies: Mr Machin notified the group that Tressa Julyan has resigned from the Board of Governors. A thank you has been sent for the time she has given. This vacancy will be filled by a new parent governor in due course.

11) SFVS (LC): Mrs Calcraft presented the final draft of the SFVS to the Board. This included a financial benchmarking analysis. The full presentation has been attached to these minutes. The SFVS was approved and signed for submission.

12) Staff Wellbeing: This topic was covered in Headteacher's report.

A Governor asked if staff are on top of pupil behaviour? Mrs Bray said it is going well. Staff have had training on de-escalation which has increased staff confidence. Behaviour is still challenging at times but improving.

13) Governor Training Updates/Feedback: Mr Treganowan has completed GOV1 training. It signposted to GOV8 which he will be participating in next week and is awaiting GOV2.

The Key for Governors online training is to be accessed for an update on Health and Safety training. There are also lots of other useful training sessions on there that the Governors can access.

14) Visiting Governors Reports: The report for the SEN monitoring visit has been received and circulated. It was a really useful and informative visit.

The School Improvement Partner is in school on Monday to do a special educational needs focus.

Some of the Governors also took part in a Reading Learning Walk which they were really impressed with. Mr Treganowan to draft the report.

15) Governor visits for next term: Priority 7 (academisation) will take priority and a meeting has been set.

The maths team will be invited to the next Full Governing Board to present.

Other monitoring visits to be arranged are curriculum design and journey, geography and attendance.

Mrs Bray to circulate dates. French to be organised for later in the summer term.

A Governor asked how the school is getting on with Grammarsaurus? Mrs Bray said it was going really well and arrangements will be made for Governors to come in and look at writing.

Part 2 Confidential Matters: Nil