



St Mary's Church of England School, Truro

Full Governing Board

Thursday 29th September 2022

Minutes (Autumn Term 1)

GOVERNORS PRESENT	
NAME	ROLE
Mr Nigel Machin	Chair
Mrs Nicola Bray	Headteacher
Mr William Robinson	Vice Chair
Mr Alex Marples	Governor
Mrs Mary Ann Trethewey	Governor
Mr Simon Treganowan	Governor
Mrs Louise Stevenson	Governor
Mrs Nichola Insa-James	Governor

OTHER ATTENDEES PRESENT	
NAME	ROLE
Mrs Laura Calcraft	Clerk

APOLOGIES	
NAME	ROLE
Mrs Tressa Julyan	Governor

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Autumn Term 1	6. SATS Results	Provide Governors with copy of action plan	Mrs Stevenson	Pending
Autumn Term 1	11. School Development Plan	Distribute full copy of SDP to governors	Mrs Bray	Pending
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	Pending
Autumn Term 1	17. Governor Impact Document	Update document with decisions	Mrs Stevenson	Pending
Autumn Term 1	18. Health and Safety	Families to be reminded not to cut across school car park	Mrs Stevenson	Pending
Summer Term 2	14. Governor Visits	Circulate Art report	Clerk	Complete
Summer Term 2	13. Staff Wellbeing	Write piece for newsletter about Mr Hoben	Governors	Complete
Summer Term 2	12. Health and Safety	Mitie to be notified of untidy area behind kitchens	Mrs Bray	Complete
Summer Term 2	11. Safeguarding	Look into getting a minibus	Mrs Bray	Pending
Summer Term 2	10. Reading Case Studies	Come in and observe children reading with a trusted adult.	All Governors	Complete
Summer Term 2	10. Reading Case Studies	Circulate case studies for Year R	Mrs Bray	Complete

		children and Year 6 children initially and then for other classes in the future.		
Summer Term 2	9. Governor Impact Document	Look at Impact Document on school website and make comments	All Governors	Complete
Summer Term 1	13. Governor Visits	Circulate Dates	Mrs Bray	Complete
Summer Term 1	12. Governor Impact Document	Governors to review new element of the webpage.	All Governors	Complete
Summer Term 1	7. Ofsted Update	Bring new induction paperwork to next meeting	Mrs Stevenson	Pending
Summer Term 1	7. Ofsted Update	Governor to look through paper circulated and prepare for such questions	All Governors	Complete
Summer Term 1	4. Committee and Working Groups	Add White Paper on academisation to next agenda	Clerk	Complete
Spring Term 1	10. Staff Wellbeing	Governors to see questions prior to staff survey being circulated	Mrs Stevenson	Pending
Autumn Term 2	12. Staff Wellbeing	Write a paragraph to go on a supervision email to all staff	Mr Marples and Mr Luckhurst	Pending

Part 1

1) Apologies: Mrs Julyan

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 updated Governors on the completed running track. It looks great, doesn't impact on the football matches, is not obtrusive and has a good grip. Our children with additional needs are now able to access the far side of the field.

Mr Machin reported that the pupil voice sessions have been very valuable.

A Governor asked if Covid is having an impact at the moment? Mrs Bray said that we have a few parents with it, but it is not having a huge impact.

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

4) Committee and Working Groups:

I) Annual Review of Terms of Reference for Committees and Working Groups: Agreed.

II) Annual Review of Membership of Committees/Working Groups/Allocation of Governors to Subject and Curriculum areas: Mr Marples informed the group that he would like to resign his post on the Board at Christmas, but he could stay on until the end of the financial year to assist with handover.

The school are awaiting contact from Andy Bourne, the new focal minister. Mrs Trethewey to make contact with him.

Mr Robinson will continue as Health and Safety Governor and Whistleblowing Governor.

Mrs Trethewey will continue as Safeguarding Governor.

The Finance, Personnel and Premises Committee will consist of Mr Marples, Mr Machin, Mrs Bray, Mrs Stevenson and Mr Treganowan.

The Appeals Committee will consist of Mrs Trethewey, Mrs Insa-James and Mrs Julyan.

The Discipline Committee will consist of Mrs Trethewey, Mrs Insa-James and Mrs Julyan.

Headteacher's Performance Management will be Mr Robinson, Mrs Trethewey and Mr Bourne.

The Curriculum Working Group will consist of Mrs Bray, Mrs Stevenson and Mrs Trethewey.

5) Annual Review of Policies:

- I) Register of Governors'/Staff Pecuniary Interests**
- II) Governor Code of Conduct**
- III) Child Protection and Safeguarding Policy**
- IV) Children with health needs who cannot attend school policy**

- V) Designated teacher for Looked After and Previously Looked After children policy
- VI) EYFS Policy
- VII) Charging and Remissions Policy
- VIII) School Exclusions Policy
- IX) Admissions Arrangements
- X) SEN Policy
- XI) Health and Safety Policy
- XII) Instrument of Governance
- XIII) Complaints Policy
- XIV) Supporting Pupils with medical conditions policy
- XV) Teachers' Pay Policy
- XVI) Newly Qualified Teachers' Policy

All policies were circulated prior to the meeting to be read. There were a few administrative amendments to be made but otherwise they were all approved.

6) SATS Results: Mrs Bray wanted to give the group context around the maths results which were not good enough. The school is not making excuses. The results were closely analysed. The school had 17 weeks when there were between 4 and 8 pupils off due to a late surge in Covid infection, and this was further impacted by the teaching staff having Covid. The full cohort was not in until 3 weeks before the SATs tests. There were 5 children in the cohort with high absence due to bereavement and a hospital operation. There was a medical situation on the day, meaning a child had to sit the tests separately. There were 6 children with very close to pass marks. There was also a child on a reduced timetable who suffered with extreme anxiety. These factors will all be discussed with Ofsted. **A Governor asked if the inspectors discuss rather than judge on pure data?** Yes. **A Governor commented that it is important to focus on health and wellbeing.**

Regular updates will be given to the Governors regarding the progress in maths development via the Headteacher's report. **A Governor said that the school has a big jump in the forecast data from 50% to 85%. Is this achievable?** Yes, the school believes it is.

- **7) Crib Sheet:** The clerk has put together a crib sheet for the Governors so that all the important information they need is held in one place. It lists the School Development Plan priorities and contains a brief school evaluation. The headline figures are subject to change as the school currently has 10 pending EHCP submissions. The forecast summary has information pending. The data is currently not validated as the national details could change. The group discussed the statistics. With regard to the Phonics Screening, the aim is to improve this in the forthcoming year and there will be extra support for the re-sit students in Year 2. The school is looking to improve progress scores. **A Governor asked if the high scores in KS1 make progress harder?** Yes, and the pandemic has hindered this further. **A Governor asked what the progress score means?** It takes the scaled score, age and a number of other factors into account and creates a score. It is a statistical figure that the Government use to compare statistical figures in other schools. There is a difference between attainment and progress. It is difficult to interpret at which stage the progression scores change. **A Governor asked if there is data from other schools which can be compared?** This will come out in due course.

8) Maths Update (Maths Team to attend): Mrs Stevenson and Miss Rundle are now leading on maths and are working on showing provision is good, as is the monitoring of progress. They have used the EEF template to make an action plan. The assessment co-ordinator (Mrs Stevenson) has become part of the maths team to improve clear messages around assessment. The current assessment plan is not giving enough detail. Problems have also been noted with leadership, children's attitude to learning and homework. **A Governor asked for a copy of the action plan.** For each area, Mrs Stevenson and Miss Rundle have written down what they are going to do. On a Tuesday morning, Miss Rundle has leadership time to monitor the changes and support staff. She has also joined CODE maths hub for 22/23. For assessment, the school have invested in STAR maths, the same company who provide the Accelerated Reader programme. It compares with 8000 other schools, gives a maths age and suggests interventions if required. It doesn't add to teacher workload and the children enjoy it. It helps them to reason and problem-solve. The test will be done at the end of each half-term. They are also changing the paper-based assessments from Rising Stars to tests that align with how units are taught by White Rose Maths. Mrs Bray feels that the changes made are already making a big difference. She wants to reassure governors that the school has a plan.

A Governor asked whether there was a thought to move away from the mastery route, given the results that had just come in? No, but due to the pandemic, the school has not been able to use Power Maths to its full potential. The maths lead will be ensuring that the programme is used to greater effect and the offering has also been improved. **A Governor asked if the school has all the resources they need now?** It was felt that the new action plan will ensure that the school is getting good outcomes for children. The National Tutoring Programme didn't previously make enough difference for the cost so the decision was made to start tutoring with White Rose and their specialist tutors online. Currently, there are nine children from Years 5 and 6 receiving tutoring. Three children with a tutor using headsets in an online lesson. **A Governor asked if the school has accessible online homework apps for families?** The school are still using TT Rockstars and there is another app that is being investigated and there are lots of programmes that the school is hoping to employ. They have to be careful not to grow the gap with disadvantaged children.

9) Length of School Day: The Department for Education expectation is that by September 2023, all schools will be expected to provide a school week of at least 32.5 hours. We will also be expected to continue to publish our opening times on the school website. Currently, St Mary's does 30 hours and 50 minutes. Therefore, there needs to be an extension of 1 hour and forty minutes and the school is looking to introduce this in the Spring term. Rather than just extend the Friday afternoon, the Senior Leadership Team feel it is important to allocate time to increase learning to create better outcomes for the children. They are suggesting a new earlier start time and to extend each day slightly (3.20pm finish Monday-Thursday and 2.10pm finish on Friday). If just the Friday afternoon was extended, it would only benefit one lesson, so the overall benefit to the curriculum is better and also supports staff wellbeing.

A Governor asked if parents should be consulted and how would it be done? This was discussed by the group. It was felt that as a Board, we need to have a strategic direction of what is best for the education of the children. Various start and finish times were discussed. **One Governor asked if the start and finish times of Truro Nursery School had been considered, as this will have an impact on parents who have children in both settings due to the nursery charging scheme.** An 8.30am start was discussed, but this will cause issues with staffing the office. **A Governor asked if it had been run past staff?** It has informally been discussed. One member of staff didn't mind, and the others all agreed. Staff are

excited to get an extra ten minutes allocated to phonics teaching. **A Governor asked how long in advance of the change do we need to notify the Council?** The answer to this was unsure but it is DfE directed, therefore it is expected that many schools will be changing their time schedules.

The school times have been changed to an 8.35am start each day with a 3.20pm finish (2.10pm finish on a Friday) and this was unanimously agreed.

10) Code of Conduct: This policy has been recently reviewed by the Senior Leadership Team. Mrs Bray asked the Board to consider how the school should view facial piercings and dyed hair colours on staff. A Governor asked if restricting these things would affect recruitment as cultural identities change? Mrs Bray said it hasn't currently, but it could in the future. **A Governor asked how these things would reflect on the school?** The Board stance is currently to retain the existing policy of no facial piercings other than one pair of small stud earrings and dyed hair must be of a natural colour. This will be reviewed annually.

11) School Development Plan: The focus groups for the School Development Plan were set as follows:

- SDP – Maths: Mr Robinson, Mr Marples and Mrs Insa-James
- SDP – SIAMS: Mr Machin, Mr Robinson, Mrs Trethewey, Mr Treganowan, Mr Bourne, Mrs Insa-James and Mrs Julyan
- SDP – Reading: Mr Treganowan and Mrs Trethewey
- SDP – SEN/PPM: Mrs Insa-James and Mrs Julyan
- SDP – Curriculum: Mr Machin, Mr Robinson and Mrs Julyan

Mrs Bray will be distributing the full document via email and this document will be referred to in each Headteacher's Report.

12) Seven Areas of Reading: This document was distributed to the group. It is to help Governors to articulate what the school provides at inspection. It is to be kept in their green file.

13) Finance Update – Scheme of Delegation:

14) Attendance: Over the summer, the school moved their MIS system to a company called Arbor. Arbor is a much better system for tracking attendance

An attendance leaflet has been sent out to all families highlighting the impact of taking small periods of time out of school here and there. Mrs Stevenson shared some case studies on what worked well last year. Holidays taken during term time is the main problem. The next step is to send out half-termly percentage attendance text messages to families so that they are aware of what current attendance is. Senior Leadership Team members will speak to families whose children have medical issues or who have had Covid/Influenza in advance. Once these stages have been complete, sterner letters will be sent out to those who are continuing to take additional time out of education.

A Governor asked if a child is not in and the school have not heard from the family, are they contacted? Yes, the school office contact them to ascertain the reason for the absence.

A Governor suggested that we have a governor linked to attendance. This was thought to be a great idea and Mr Robinson volunteered to do this.

15) Governor Training: We have now signed up to The Key for Governance and available training will be circulated. **Mrs Calcraft to also organise further induction training for the new governors.**

16) Governor Visits: On Wednesday 12th October between 10.15am and 10.45am, there will be a practice SIAMS session with Nicky Bonnell which should be attended by as many governors as possible.

The next planned visits on the matrix are Maths (pupil voice), SENCo meeting and Attendance. **Mrs Bray to circulate the dates.**

17) Governor Impact Document: **Mrs Stevenson to update the document with the decision on extending the school day and the approval of the School Development Plan.**

18) Health and Safety: **A reminder is to be put out to families that children should not be cutting across the car park and jumping over the wall as a shortcut.**

It was noted that there was a lot of broken equipment that needed removing from the grounds. The school contract with Mitie has been cut, and this is something that used to be covered in the contract. School is in the process of hiring a skip and the caretaker will help to remove the waste.

Team Maintenance Services have been contacted about trimming the horse chestnut tree overhanging the playground as it is impacting on the line of vision across the playground.

19) Safeguarding: Following the installation of security fencing and gate, quotations have now been sought for the intercom and automated gate mechanism. We have received two good quotes and one quote refusal. Based on these, the governors have made a decision on which quote to go with and an ANOC can now be submitted to the Cornwall Council PFI team.

20) Staff Wellbeing: A Governor suggested that they fund flu jabs for staff members who want them this year. This was unanimously agreed.

Governors would like to purchase £30 vouchers for all staff this Christmas and would also like to send vouchers as a thank you for their dedication to recently retired governors, Penny Francis and Ellis Luckhurst.

Governors also suggested that all staff are offered one flexible paid day off per year which would pay for itself in better health. There would be a proviso that this would be cancelled if there was an inspection.

Governors would also like to subsidise the staff Christmas meal this year.

Part 2 Confidential Matters: Nil