

ST MARY'S CHURCH OF ENGLAND SCHOOL, TRURO

Minutes of the First Spring termly meeting of Governors held at the School
on Wednesday 7th February 2018.

PRESENT

GOVERNORS Mr W Robinson (Chair), Mrs N Bray (HT), Mrs J Cameron, Mrs P Francis, Mrs A Laity, Mr A Marples, Rev'd C Parsons, Mrs L Smith-Walker, Mrs L Stevenson, Mrs M Trethewey.

OTHERS Mrs S Harris (Clerk), Mrs Read for item 11.

ABSENT Mrs Cameron

PART 1

1. Welcome to and introduction of new governors
Mrs Francis was welcomed. Governors introduced themselves.
2. Apologies
There were no apologies.
3. Governors' Declarations of Pecuniary Interests in matters to be considered at the meeting
No additional interests were declared.

Item 11 was taken next.

11. The New Website – Laura Read

The new website has been launched. A lot of thought and research gone into production of the new site. The site is hosted by E-schools which also hosts websites of other schools locally. A video shows what life in St Mary's School is like. Feedback from parents has been positive. There are more features on the new site that were not available on the old site. Parents have been informed of the changes. There is a link to the Facebook page which can be used by people without a FB account. It is very easy for staff to login and upload documents. The Statutory Information document is included with links to the relevant information. The class pages have a blog facility. The blog and FB page can be accessed only through the website not through social media. The Governors' page needs updating as it is taken from the old site.

4. Minutes of the last meeting

i. Matters Arising

Item 4i: The first aid training has been arranged. Mr Marples will attend.

Item 12: To fit automatic locks would require new doors and would cost thousands of pounds.

ii. Approval

The minutes were agreed to be a true record of the meeting held on 22nd November 2017.

5. Scheme of Delegation

Mrs Smith Walker and HT have reviewed the Scheme of Delegation. The Clerk will produce a formal document. **Action Point Clerk**

6. Committee and Working Party Reports

i. Curriculum and Review of School Policies Working Group

There has been a meeting and the following policies have been updated:

British Values	Anti - bullying
Supporting children with medical conditions	Tackling extremism
Children in Care	Fair Processing Notice
Whistle Blowing	Safeguarding

ii. Premises

The Early Years garden was discussed and a small scale project was agreed and has now been completed. There is a problem with mud in one area. An ANOC has been submitted for an outside tap to be fitted.

iii. Finance and Personnel Committee

The minutes were circulated before the meeting. School finances are healthy. A proposal has been put forward to recruit a part time sports expert. The benefit would be; new opportunities and better preparation for outside competition, the employee could lead PE lessons and clubs and also train staff members in leading sports sessions. The position would be financed by the Sport Premium taking approximately a third of the funding. A governor asked if the member of staff would be responsible for the children outside school. It was confirmed that they would. A governor commented that it would be a benefit to the school to have a sports expert. There was positive discussion about the proposal.

Parents are to be charged for externally provided clubs. PP children will continue to be funded. A governor asked if there could be a subsidy if a family had several children attending. Sometimes Stay and Play is provided free to a sibling if a child would be prevented from attending a club. Pupil Premium was also discussed at the meeting. Mrs Francis agreed to be the SEN Governor.

7. Staff Code of Conduct

The Staff Code of Conduct was circulated before the meeting. Governors agreed to adopt the document.

8. Governor Code of Conduct

The Code of Conduct was circulated before the meeting. All governors attending the meeting signed the Code of Conduct.

9. Safeguarding including Governance

All staff have attended Tier 2 Safeguarding and also Prevent training. A council expert is visiting to inspect the Single Central Record. The Single Central Record is up to date. Mrs Smith-Walker attended a seminar about Safeguarding Governance. She outlined what was covered at the meeting. The school is considering installing an electronic system to record who is in the building. The identity lanyards will be ready after half term. An electronic system of recording safeguarding records is being introduced. School email addresses for governors will be created. **Action Point Mrs Bray.**

10. Health and Safety

Mr Robinson has made an inspection. He commented that it is very muddy outside. There is a loose piece of plastic on the slide. The play bus should be repaired or replaced. New trees have been planted. The caretaker grits the paths when it is icy. [A governor mentioned a course run by the council about Mental Health First Aid and commented that although children's mental health was catered for in school there wasn't similar for staff.](#) The health and safety policy will be reviewed by Chair and HT. **Action Point HT & Chair.**

11. New Website – Laura Read

See above.

12. Feedback from recent governor training
Mrs Couch the Diocesan Governance Officer delivered a training session to governors on 22nd January on Challenge and Preparing for Ofsted. Governors requested that she return for a further session and topics were requested. A charge would be made.
13. Governing Body self-review
The competency framework could be used to assess governance effectiveness. [It was suggested to link the review into the school development plan. It was suggested that the review would be included on the website.](#)
14. Parent View
Parent View is an online survey for parents to complete. There have been 47 responses. Flyers have been given to parents at school events to encourage them to access Parent View. Homework has been changed following feedback from parents. Action from the responses has been fed back via the school website. [A governor suggested that parents should be given information on what "progress" means.](#) This information currently is given to parents by several methods. Parent view is ongoing throughout the year from September. The school also issues annual questionnaires to parents, children and staff.
15. Update on SDP
The SDP was issued in advance of the meeting. The HT explained the changes to the document. The document will be revisited frequently and will be an agenda item for each FGB meeting. There is a visual display in the HTs office showing progress on the SDP.
16. Attendance update
An attendance report was circulated. Attendance is 96% so far this year. The attendance of PP children is 93% and it is recognised that this must improve. Children with low attendance have been referred to the Educational Welfare Officer. Taking these children out of the figure, the attendance of PP children would be 95%. Attendance is monitored weekly by SLT. If children fail to attend, parents are contacted by the office. All avenues are pursued and if those fail the Multi Agency Referral Unit would be contacted. SLT has meetings with parents whose children's attendance is low and also with the EWO. Letters are sent termly to parents whose children's attendance is giving cause for concern. [A governor asked if the letters gave information about what support can be given.](#) This information is given in meetings with parents. [A governor asked about unauthorised absence for holidays.](#) There are no fines but parents are sent a letter advising that the absence is unauthorised. Rev'd Parsons left the meeting. A reward system of a competition between classes of 5 mins extra play is proposed and also entry in a draw to reward good attendance. There was discussion about whether reward systems were a good and whether this could encourage bullying or anxiety. It was suggested that children with illness could be excluded from the count. It was agreed there should be a governor's attendance working group.
[A governor asked if there was data on children who leave the school before year 6.](#) It was suggested a questionnaire could identify underlying reasons for the child leaving the school. The questionnaire should be issued a couple of months after the child had left.
17. Ofsted Awareness sheet
A questionnaire was issued and governors were asked to complete it to ensure that they were familiar with data and characteristics of the school. Issues from this will be raised at the next meeting.
18. Visiting Governors Reports
Mrs Smith-Walker has visited for the Nativity, the Christmas Carol concert, Christmas singing with Penair students. She visited to discuss Maths Mastery with Mr Pritchard. The scheme is a recent introduction to the school. Homework was also discussed. An information session for parents was suggested. Mrs Smith-Walker visited to discuss Literacy, in particular phonics, with Miss Shelton. She plans to talk to children about how they were learning.

New furniture for the junior library has been ordered. Mrs Smith-Walker's reports are held in the governor file.

Mr Robinson said he had lunch with the children in school. He enjoyed both the lunch and talking with the children. He talked to governors about how the kitchen staff responded to staff. He also attended the Hall for Cornwall Awful Aunties which was a wonderful performance.

19. Governor visits for next term

The following visits were agreed:

SEN	Mrs Francis
Early Years Provision	Mrs Stevenson, Mrs Trethewey
Website Governors' Page	Mr Robinson, Mrs Smith-Walker
British Values/Social, cultural and emotional development	Mr Robinson, Mr Marples, Mrs Cameron, Rev'd Parsons.
Attendance	Mrs Smith-Walker, Mrs Francis
Outcomes for pupils	Mrs Laity, Mrs Trethewey.

Part 2 Confidential Matters

There were no confidential matters

The meeting closed at 17.30

Signed as a true record _____ Chair Date _____

The next meeting will be held on 7th February 2018 at 3.30pm.

Item	Action	
5	Produce Scheme of Delegation document	Clerk
9	Allocate email addresses to governors	Mrs Bray
10	Review H&S policy	Mrs Bray, Mr Robinson