

## ST MARY'S CHURCH OF ENGLAND SCHOOL, TRURO

Minutes of the First Summer termly meeting of Governors held at the School  
on Wednesday 16<sup>th</sup> May 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).

### ABSENT

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### PART 1

1. Apologies  
There were no apologies.
2. Governors' Declarations of Pecuniary Interests in matters to be considered at the meeting.  
No additional interests were declared.
3. Minutes of the last meeting
  - i. Matters Arising
    - Item 6iii: The appointment of a staff member for sport has been positive and the cricket team has reached the county final.
    - Item 9: The attendance letters are designed to make all parents aware of their children's attendance.
    - Item 6ii: The scooter stand has been obtained and is well used.
    - Item 14: Mrs Read has been very busy so the Governors' page on the website has not been finished. It will be completed next week. Mrs Laity and Mrs Trethewey joined the meeting.
  - ii. Approval  
The minutes of the meeting held on 21st March were agreed to be a true record.
4. Committee and Working Party Reports
  - i. Curriculum and Review of School Policies Working Group  
A meeting is being arranged. An email will be sent to members of the group to advise them of the date.
  - ii. Premises  
A meeting is due to be held on 6<sup>th</sup> June. The Forest School development is ongoing. Two sheds have been delivered and fencing will be erected. The criteria that have to be satisfied for the fencing are in hand. The premises working group met with Active Groundworks to discuss the car park alteration. The plan is acceptable to the company. It would be necessary to scan for pipes before work starts and the company will not mark the lines. The projected cost will be £5,500 plus VAT plus the line marking. It is estimated that it would take four days to complete the work and possibly could be completed in October half term. Interserve will need advance notice.

iii. Finance and Personnel Committee

There has been a meeting. The school budget is healthy. The school has considerable reserves. The annual budget forecast surplus is £15,000. There are small deficits forecasted for the future but the budget is conservative. The bursar did not have any concerns. There are pay increases due for support staff but this is due to national changes in the pay structure. Some TAs are becoming HLTAs and this will avoid some of the cost of supply cover. The budget is cautious and there may be savings during the year.

[A governor asked if a holiday club had been considered.](#) The school premise was rented to "Go Active" during the last summer holiday. There would be extra costs with unlocking and locking the school and extra indemnity insurance. The amount left for the school would be very little. There was discussion about the provision locally. The HT will make enquiries as to whether there is a need and ask how this is organised elsewhere. **Action Point: Mrs Bray**

5. Budget Approval

The budget document was circulated prior to the meeting and is filed with these minutes. The budget was discussed above. Governors agreed to approve the budget.

6. General Data Protection Regulations

There has been a meeting of Penair Cluster head teachers. It was agreed that the schools would use the services of a company called "School Pro". The first year, including set up, will cost £1,350 for each school. The second year will cost £650 providing all schools signed up. There will be a named Data Protection Officer and he will visit the school 17<sup>th</sup> May to start the process and meet the staff. He will quality assure the data mapping. He will support the school in setting up the data protection policy. The school would own the data should the contract end after year two. [A governor asked about insurance in case of an incident.](#) HT will ask the question at the meeting tomorrow. **Action Point: Mrs Bray.**

Most governors are using their school email addresses but the others need help to set it up. This was arranged.

[A governor asked if the website was GDPR compliant.](#) The company representative will look at this. [A governor asked if all the school contacts had to be refreshed.](#) Parents will be asked for their permission. This will be raised at the meeting with School Pro.

7. Flexi-schooling arrangements

Information was circulated before the meeting and is filed with these minutes. The HT has assessed that the flexi school arrangement will not continue next term. The arrangements were discussed. Flexi-schooling arrangements will not be offered next year.

8. Safeguarding

The electronic safeguarding system is now fully operational. Staff are trained. There are no safeguarding concerns currently.

9. Health and Safety

There has been a council audit. At the previous audit the school was assessed at 65%. This time it is 85.67%. There are some actions for the school around first aid training and an assessor for display screens. A drain cover is loose but that is a PFI responsibility. An action plan has been created to rectify the audit findings.

The church has raised questions about the school evacuation plan. The plan is for children to be evacuated to the church in the event it should be necessary. The church is waiting to hear from the insurance company as to who should provide insurance cover. The church has to create a risk assessment for having the children in the church, and the school a risk assessment for getting the children to the church and conditions while the children were in the church. The latter is already in the school evacuation plan and associated risk assessment. The PCC has to approve the plans. Any further information required will be notified.

10. Facebook

[A governor said there was a worry about children using Facebook \(FB\)](#). Mrs Stevenson has researched consent and what use is appropriate. The school FB page can be used only by adults. FB is blocked for children on school devices. The school FB page is information only. Parents can comment on posts but not create a post. Any negative comments have been dealt with on a face to face basis. It is fully compliant for GDPR for using photos. Parents' consent is specific as to how and where photos are used. She has looked at various charities to research best practice and has found that obtaining consent from the children is recommended. The school is very careful as to the photos that are used online. [A governor asked what the school covers explicitly for e-safety](#). This will be covered in a governor visit.

11. Governor Training

Bex Couch, the Governance Officer for the Diocese, has circulated a list of training courses she is holding at a reasonable cost. Governors expressed interest. The Chair will attend Mental Health First Aid. Two governors have recently attended the Part 1 Governor Induction training. It was suggested there should be a formalised induction checklist for new governors. There was discussion about governor induction. It was agreed to create a checklist from the example given at the course. The Clerk will look at the list and make suggestions for inclusion.  
**Action Point: Clerk**

12. Governing Body self-review

Mrs Smith-Walker has registered for GovernorSpace on behalf of the governing board. She has completed the governor self-review stage with Mrs Bray and Mr Marples. Mrs Laity asked to be informed if any governor undertakes any training. The governance impact statement is in draft form and was circulated. The draft was agreed and will be posted on the website. [A governor asked about governors monitoring PP spending](#). This is the responsibility of one of the working parties.

13. Visiting Governors Reports

- SEN Meeting (Mrs Francis)

Mrs Francis has met with Mrs Ferris, the SEN Co-ordinator. She explained her report. She discussed the school Development Plan with her in connection with SEN children and interventions in particular writing which is a key focus. A sensory room is being planned. The aspirational assemblies have benefited these children. She asked how writing for children with sensory needs was evidenced. She will visit to talk to children about the interventions. [A governor asked who was able to "draw and talk" with the children](#). The Educational Psychologist has trained staff who are placed strategically in classrooms. Mrs Francis's report is held in the Governors' File.

- Outcomes for pupils / data (Mrs Laity and Mrs Trethewey)

There has been a meeting with Mrs Stevenson. They looked at the progress of the children and the differences in attainment in various groups and what action is being taken to improve progress and attainment. The systems in place are providing clear feedback to staff. Governors can have access to the anonymised Aspire data file. Sometimes there are aspects that children work very hard at but are not measured such as social interaction. The report is held in the Governors' File.

- Curriculum

Governors had a tour of the school to look at what work is being done. They looked at the Forest School. Every child was engaged and knew what they were doing even the special needs children. Trauma Informed School training is in progress. [A governor asked if governors need to know about staff training](#). This is covered in the HT report. Miss Shelton has a display board that children can use to display their own work. Each child has a peg. Children in Year R were comfortable with what they were doing and they were working in different groups. The report is held in the Governors' File.

- Marking and Feedback

There has been a meeting with Mrs Stevenson. Mrs Trethewey explained what they found. There are different schemes of marking and this needs to be consistent. The school has

looked at different systems and adapted them to make them suitable for the children. There is a system where children assess themselves and this develops as the children go through the school. The staff continually reassess the marking system. A governor thanked Mrs Stevenson for her patience in explaining the system. The report is held in the Governors' File.

- Child Engagement

This was included in the Curriculum visit. Mrs Smith-Walker has also visited to look at Maths. Her report is held in the Governor's File.

Mr Robinson went with children on the Source to the Sea canoe trip down the Fowey river. It was a very interesting trip. All the children paddled all the way. The visit touched on many areas of the curriculum. His report is held in the Governor's File.

14. Governor visits for next half term

E-safety

Safeguarding - Section 715 report

Outcomes for pupils to look at the transition to Secondary school.

Information given to parents attending Year R information session

Part 1 of the meeting closed at 17.35. It was followed by Part 2 Confidential Matters which finished at 18.00.

Signed as a true record \_\_\_\_\_ Chair      Date \_\_\_\_\_

The next meeting will be held on 5<sup>th</sup> July 2018 at 3.30pm.

Item	Action	
4iii	Enquire as to the organisation of holiday clubs locally	Mrs Bray
6	Ask about insurance against data incident	Mrs Bray
11	Prepare induction checklist	Clerk