

ST MARY'S CHURCH OF ENGLAND SCHOOL, TRURO

Minutes of the Second Spring termly meeting of Governors held at the School
on Wednesday 21st March 2018.

PRESENT

GOVERNORS Mr W Robinson (Chair), Mrs N Bray (HT), Mrs J Cameron, 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 Mrs P Francis

PART 1

1. Apologies
Mrs Francis sent her apologies which were accepted.
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 18: Mr Robinson said that was talking about the way the Kitchen Manager spoke to school staff.
 - ii. Approval
The minutes were agreed to be a true record of the meeting held on 7th February 2018.

There was no item 4 on the agenda.

5. Scheme of Delegation
The document was circulated prior to the meeting. The document was approved by governors.
6. Committee and Working Party Reports
 - i. Curriculum and Review of School Policies Working Group
There hasn't been meeting. The next one is scheduled for 14th June.
 - ii. Premises
There has been a meeting to discuss changes to the car park and also how to ensure children get into school safely within the school boundary. There will be a meeting with Interserve next week before submitting an application to the Planning office. Changes to the signs to improve the safety of the children were discussed. A car park barrier, parking permits and a drop off zone were discussed. Colin Heard of Interserve will be asked for advice on the practicalities of having the additional car parking spaces e.g. avoiding tree roots, pipes etc. [A governor asked if the lower access to the school could be used.](#) A Scooter store can be obtained for £369 which could contain 11 scooters. It was agreed to obtain one store but Interserve will be contacted for approval first.

iii. Finance and Personnel Committee

There has been a meeting of the committee. The appointment of a dedicated sports member of staff was discussed at the previous FGB meeting. A member of staff with good sporting experience and skills has volunteered for the post. Her pay would come from the Sport Premium. It was agreed that Sport Premium would be used to fund this post. There is still some money left in the budget for sports day etc.

7. Safeguarding

Carolyn Currah of Cornwall Council has visited the school to deliver training on the Single Central Record to Mrs Smith-Walker, Mrs Bray and Mrs Laity and to check accuracy.

8. Health and Safety

Mr Robinson has made an inspection. There is a pipe on top of the building which, when it rains, results in water pouring onto the roof and down the window of the Reception class.

9. Headteacher's report

The report was circulated prior to the meeting. The format has changed aligning it with the School Development Plan and Ofsted Framework. It was agreed that this format was an improvement. [A governor asked if there was any advance indication for this year's results.](#) The county stats team has been emailed about new progress measures but the response is delayed. The indication is good. There have been targeted interventions for the less able children and they are making good progress particularly in reading. [A governor asked how the stats will work for children who were not in the school for KS1.](#) If the children took the tests in any UK school then their progress would count but if they didn't take the test then only attainment would be included.

Attendance is giving cause for concern as it is lower than last year. [A governor asked what would happen if a parent applied to take their children out of school for a holiday.](#) The absence would be unauthorised. A letter informing parents would be sent. There is a new Educational Welfare Officer working with the school. [A governor said that parents may not realise the effect of absence on the schooling of their child. It was suggested that parents should be updated more regularly of their children's attendance.](#) Attendance was then discussed. The system involves 3 letters to parents. Parents are starting to accept this. The attendance figure is affected by children being off for short periods. Attendance awards were discussed. There has been a meeting with the EWO and it was found that many schools have incentives to improve attendance. Children have incentives within St Mary's such as leading a club. There are attendance clubs in the summer for children whose attendance is low. Many other incentives were considered. Children with ongoing medical issues can access any of the incentives available in school. Attendance is on the Ofsted dashboard so the school must show how the high attendance is being maintained. [A governor suggested that there could be a spotlight on attendance in the newsletter. A governor asked how many children didn't attend school for the last snow day.](#) There were 25 children absent.

[A governor asked about the Forest School and how it could be opened to the whole school.](#) A teacher has been trained in Forest School, outside education. She will be covering teacher planning time and also PP interventions in the outside space as well as lessons being held outside. She will be training other members of staff.

[A governor asked what steps were being taken to encourage girls to become interested in science.](#) The HT outlined measures being taken including aspirational assemblies. [A governor asked if there had been a science club.](#) There was a gardening club. A science club will be considered. [A governor asked about the new reception area equipment and if the children were improving for being able to be outside.](#) The HT talked about the changes to the area and the progress made.

There have been compliments from the nursery about the website.

10. GDPR

An information document was circulated prior to the meeting and is attached to these minutes.

Not all governors have set up their St Mary's email address yet. All the school laptops and memory sticks will be encrypted. The Penair cluster is looking at outsourcing and sharing the services of a Data Protection Officer. The governor's role is to ensure compliance. There is a DfE video which is useful. Any breach of the regulations has to be reported within 72 hours. Letters of assurance will be obtained from all companies used by the school.

11. SFVS

This is the financial audit. It has been circulated to the Finance and Personnel committee. It will be approved by the Chair and the Chair of the F&P committee.

12. Governor Training

The electronic list of governor training is held in the office. Mrs Smith-Walker will attend the training at Church House on 19th April.

13. Governing Body self-review

Mrs Smith-Walker will ask about this at the training course.

14. Visiting Governors Reports

- SEN Meeting

Mrs Francis has met with the SEN lead teacher and will be asked to feedback at the next governors' meeting.

- Early Years

There has been a meeting with Mrs Rundle. She explained the EY Action Plan which is based on last year's progress. Governors considered it to be a thoroughly thought out action plan. Last year there was a gender gap because there were several girls with special needs but also boys with educational/behavioural needs which impacted on the whole group. There isn't a significant gender gap in the current class. Helicopter Story system is used. There are different ways of recording progress. Governors looked at a range of children's books which showed the gain in confidence and the progress they were making. Reception to KS 1 transition was also discussed.

- Website governors page

There has been a meeting with Mrs Read to consider the content of the governors' page on the website. Information has been given to Mrs Read to update the website. It was suggested that Yr 6 pupils could interview governors to create a biopic.

- British values / SMSC

There has been a meeting with Mrs Richards. Mr Marples explained what was covered at the meeting. His report is held in the Governors' file. Mrs Cameron left the meeting.

- Attendance

Discussed above.

- Outcomes for pupils / data

The meeting has been rescheduled.

15. Governor visits for next term

SEN

Outcomes for Pupils

Curriculum

Marking and Feedback

Child Engagement

The meeting then moved to Part 2 Confidential Matters

The meeting closed at 17.35

Signed as a true record _____ Chair Date _____

The next meeting will be held on 16th May 2018 at 3.30pm.