

St Mary's Church of England School, Truro

**Minutes of the half-termly meeting of Governors (Autumn Term 1)
held at the school on Wednesday 19th September 2018**

Present

Governors: Mr W Robinson, Mrs N Bray (Headteacher), Mrs A Laity, Mr A Marples, Mrs L Smith-Walker, Mrs L Stevenson, Mrs M Trethewey and Rev'd C Parsons

Others: Mrs L Calcraft (Clerk), Mrs L Read (for item 3) and Mrs A Spencer (for item 3)

Absent: Mrs P Francis

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 at the meeting.

3. Pupil Premium Update (Mrs Read and Mrs Spencer)

Mrs Read and Mrs Spencer are currently working on an action plan for Pupil Premium based on evaluation of impact last year. They reported that they have noted the really good interventions from last year and what needs improvement.

Provision maps show that emotional coaching has helped greatly leading to improved outcomes in school for this group. Increased reading with these children has made a huge impact on the standards. A Funfit programme is run three mornings per week for specific SEN and Pupil Premium students. **A Governor asked if Funfit has a budget cost.** It does as it requires 2 members of staff to run it and it is timetabled for three mornings per week. Entry and exit comparison videos show fantastic physical progress and children who are happy to come to school. Maths progress will be a focus for this academic year and provision maps will shortly be completed. Fact sheets are being prepared to provide easy access to Pupil Premium data which will facilitate comparisons to the National average. **A Governor asked what was not felt to be effective last year.** Stand-alone interventions were proving to not be effective such as activities that were only carried out once a week. Therefore interventions this year will be carried out on a more regular basis. Also the system of staff modelling behaviour by eating with the Pupil Premium children at

lunchtime was successful but felt no longer necessary. The children are now familiar with the staff and have opportunities to meet with them outside of the classroom for example in Forest School and in Mindfulness Club. Another focus this year will be looking at provision for the more able Pupil Premium children and ensuring they are making accelerated progress. **A Governor asked if there is regular yoga available for Pupil Premium children.** There is an after-school yoga club that can be accessed and on the popularity of the SATs yoga last summer, this is something the school will be looking into again.

They are currently researching a system to ameliorate access to Pupil Premium resources and data. A company called Pupil Premium Software can provide an application that will allow easy access to data, the ability to monitor progress easily and the tracking of funding. This will utilise the data maintained on our SIMS system. **A Governor asked if there is an annual charge.** Mrs Read informed the group that there is an initial cost of £1100 which includes a one-off set-up charge followed by an annual charge. They will be looking at trialling a demo of the software. The school have an increasing number of Pupil Premium children on roll and it is felt to be a sensible investment of the funds in terms of helping centralise resources. **A Governor asked whether we have assurance for SIMS data to be used.** The software has been confirmed to be GDPR compliant and Mrs Bray will consult with the school's Data Protection Officer to ensure all compliance can be met prior to taking this forward.

A Pupil Premium information leaflet has been redistributed to clarify that pupils can benefit from the process in addition to receiving free school meals, as a separate process from the Universal Free School Meals system in Key Stage 1.

Mrs Read and Mrs Spencer have set termly dates for 'Coffee, Cake and Update' sessions for parents of Pupil Premium Children and children of need. It will be an opportunity for them to pop in and have an informal chat as well as participate in some focus sessions. The focus sessions for this year will be 'Settling In'; 'Homework Applications'; 'Mental Health and Wellbeing' and 'Autism Awareness and Transition to Secondary School' and these will be held on a termly basis.

4. Elect a Chair

Mr Robinson was nominated to be Chair of Governors. A vote was cast and the outcome was unanimous in support. Mr Robinson was elected as Chair of Governors.

5. Elect a Vice Chair

Mrs Smith-Walker was nominated to be Vice Chair of Governors. A vote was cast and the outcome was unanimous in support. Mrs Smith-Walker was elected as Vice Chair of Governors.

6. Committee/Working Groups

- I) Annual Review of Terms of Reference for Committees and Working Groups: the group have reviewed and approved the Terms of Reference.
- II) We currently have a Foundation Governor vacancy. Reverend Parsons is taking this to the Parochial Church Council meeting being held tonight. If there are no interested parties then the group has recommended that Mrs Trethewey becomes Foundation Governor, Mrs Smith-Walker becomes Local Authority

Governor and the school will elect a further Parent Governor.

- III) There is a vacancy in the Teaching and Learning Group which will be filled by a Parent Governor. All other groups will continue as before with the list to be updated.

During Mrs Stevenson's period of maternity leave, Mrs Read and Mrs Spencer will join this meeting but not in a voting capacity. This was agreed by the group.

7. Annual Review – various

- I) Register of Governor/Staff pecuniary interests and Disqualification by Association: forms distributed and signed.
- II) Governor Code of Conduct: Approved.
- III) Governors' Expenses: Approved.
- IV) Scheme of Delegation/Finance Policy: Amendments made and approved.
- V) Charging and Remissions Policy: Clarity on definition of free school meals to be made but document as a whole approved pending aforementioned amendment.
- VI) Home-School Agreement: Final sentence amended to 'school years' instead of 'primary school years' and document agreed.
- VII) SATS Results 2018 and Data (Mrs Stevenson):
Data information sheets passed out to Governors. This data is subject to change due to pending request of alteration regarding late entry international students. This alteration will be confirmed in December.

Currently the Key Stage 2 data is showing the school as being above National average and significantly so in reading, writing and GPS (Grammar, Punctuation and Spelling). There has been a large shift in maths data nationally. The standardised score for maths at a greater depth is awaited from Government. An action plan for maths was distributed to the Governors for this year's Year 6 children and this plan was put into place as soon as the SATS data was received. **A Governor asked what the plan was for the rest of the school in terms of maths.** Mr Pritchard is formulating a whole school maths mastery plan and has dedicated time for this. Writing was particularly strong. **A Governor asked if the cohort were good at writing throughout their school career.** The school will look into this for value added information. **A Governor asked for a birth date analysis to check the spread of results.** This will be looked into for the next meeting. Case studies have been written for the small number of low attainers to evidence the level of achievement.

The progress data illustrates improvement across the board but with a slowing in maths. An evidence piece is being created for maths progress. The school and Governors are proud of all the pupils' achievements.

The National data for Key Stage 1 attainment has not yet been released but FFT data shows that the school is significantly above average for reading and GPS while writing and maths are both showing good improvement as well. The school had also made good progress across the board. **A Governor asked what data the parents get to know.** The

Government set what data is to be shared with parents and this was distributed to parents. The school also has now received the Early Years data and this will be shared at a future meeting. **A Governor asked what Early Years data was shared with parents.** This will be looked into as there has been a move from the Tapestry app back to paper format. Tapestry was found not to fit the required purpose for parents or staff.

8. Governor Training

Mrs Smith-Walker will be participating in Network Training tomorrow. She completed two Governor Space training modules in July.

Mrs Laity and Mrs Francis will be attending GO2 training in November.

Mr Robinson completed a Mental Health First Aid course.

Mrs Bray invited all Governors to attend a staff Mental Health and Wellbeing Workshop on the next school inset day.

9. Minutes of the last meeting

- I) Matters arising: Mrs Bray communicated road parking alterations to parents via a joint letter with Truro Nursery School following a meeting with Mr Harris, Councillor. Will seek an update on the scheme.
- II) Approval: previous meeting minutes approved.

10. Health and Safety

A Governor raised the amount of waste outside the kitchen. Caretaker to be alerted to remove.

A Governor raised that the infant cloakrooms need to be further organised. School to look into different hook system. This also needs to be taken into consideration for additional Forest School kit storage.

A Governor raised that the boundary protection at the edge of the car park near the Year 1 outdoor area needs to be strengthened to protect users from accidents. School to contact Interserve to do this.

A Governor raised that there do not appear to be any drainage holes in the new playground wall. School to contact Interserve to check this.

Governors confirmed that they will approve payment of flu vaccinations for members of staff.

11. Visiting Governors

- I) New Curriculum: Mrs Smith-Walker, Mrs Trethewey and Mr Robinson attended. A report has been written and will be circulated. Governors invited to attend a curriculum talk on 21st November 2018 at 3.15pm. School wishes to continue to improve communication with parents. Feedback on Parent Information Sessions in October requested along with the recommendation for parents to complete Parent View online

assessments.

- II) Sport Premium: Mr Marples and Mr Robinson met with Miss Rundle, Sports Co-ordinator. Sports funding has increased from last year. Previous spending has been on Trim Trail and Go Active PPA cover sessions. Current spending will be to continue to offer activities such as Balanceability, Bikeability and surfing. Mrs Chapman has been engaged to lead more sports hours and will be analysing need and leading new activities. **A Governor suggested that the School Council contribute to sports suggestions.** Mr Teesdale from the Cornish Pirates will be engaged to continue Tag Rugby with the older children with a view to participating in tournaments. A Governor asked if netball and hockey could be introduced as these are common sports in secondary education. This is to be taken forward. With the remaining money, Mrs Chapman has suggested an all-weather trail around the perimeter of the school to be used for running and cycling. Mrs Bray to investigate possible surfaces and Mrs Chapman to start getting quotes for field perimeter in the first instance.
- III) Maths: Mr Marples and Mr Robinson attended session in Year 2 class. They found the session very interesting and were impressed with the vocabulary that the children were being taught. There are lots of new models. There was a lot of free thinking which the children responded well to. All children were working on the same sheet as per the mastery approach. Mrs Bray noted that further up the school, the children who are stronger in that area are expected to start at a later section of the worksheet. As part of the IRIS roll-out, the teaching staff are filming lessons for their professional development and using it to develop individual strategies. Mr Robinson to conduct another visit for an older age group.
- IV) E-Safety: Mrs Francis to prepare a report. Verbally she has reported no concerns with the e-safety approach of the school. There are good, robust mechanisms in place. She suggested a leaflet for parents and children in Year 5 and Year 6 on e-safety and safe mobile phone usage. In relation to visits, Mr Robinson has written a report on the Year 6 Eden Project Camp. He felt it was very successful. The accommodation was good, the food was good and the children were adventurous in all activities. Feedback to the school suggests that the older children may prefer more physical activities but this is a camp we may take forward again with younger children in the future.

Mrs Trethewey has written and emailed a report on her EYFS visit. The children have settled well into school life. Mrs Stevenson reported that our transition events are viewed highly in the local community.

Governors are invited to conduct a visit to the Forest School following the Grand Opening tomorrow. Date to be circulated.

School to arrange a Trauma Informed Schools update for Governors following the whole school training session.

12. Safeguarding and S175 feedback

The return has been received and the school have been praised on a full and detailed response. The recommendations were for the school to participate in the one-day neglect

training, for an additional focus on neglect to be included in the annual safeguarding refresher training and Trauma Informed Schools training to be completed for best practice. In response to this, Mrs Stevenson has attended the one-day neglect training, the additional focus on neglect has been incorporated into the forthcoming annual safeguarding refresher course and the TIS training has already been completed.

13. AOB

Questionnaires for pupils, staff and parents are being distributed this week and once they have been received will be analysed and results fed back at the next meeting.

Mrs Bray is keen for St Marys to be part of the Cornwall Teaching Awards this year. Governors to investigate.

As part of the Forest School Grand Opening, Mrs Bray and Mrs Marples contacted some dignitaries about taking part in the event. Today, the school received a response from Kensington Palace on behalf of the Duke and Duchess of Cambridge. Although they are unable to attend, they sent a lovely message which will be posted on the Forest School page of the school website.

Part 2 Confidential Matters

None raised.

Item	Action	Person completing
6 II	To ask at the Parochial Church Council if there is any interest in becoming a Foundation Governor	Reverend Parsons
8	Training to be completed	Mrs Smith-Walker, Mrs Francis and Mrs Laity
8	Invite Governors to Mental Health and Wellbeing Workshop	Mrs Bray
9 I	Update on parking scheme required	Mrs Bray
10	Caretaker to remove waste from the kitchen area	Mrs Bray
10	School cloakrooms to be further organised	Mrs Bray
10	Drainage holes in external wall to be checked	Mrs Bray
10	Flu vaccinations for staff to be approved	Mrs Bray
11	All-weather trail around school perimeter to be investigated	Mrs Bray
11	Further maths mastery visit to be organised for KS2	Mr Robinson
11	E-safety report to be completed	Mrs Francis
11	Governors invited to visit Forest School sessions	Mrs Bray
11	Trauma-Informed Schools update for Governors	Mrs Bray
13	Cornwall Teaching Awards nominations to be investigated	All

Next Meeting: Wednesday 14th November 2018 at 3.30pm