

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

Minutes of the First Summer termly meeting of Governors held at the School  
on Wednesday 4<sup>th</sup> July 2018.

### PRESENT

GOVERNORS Mr W Robinson (Chair), Mrs N Bray (HT), Mrs A Laity, Mr A Marples,  
Mrs L Smith-Walker, Mrs L Stevenson, Mrs M Trethewey.

OTHERS Mrs S Harris (Clerk), Mr Pritchard and Mrs Rundle for item 3 and Miss Shelton for  
item 4

ABSENT Mrs J Cameron, Mrs P Francis, Rev'd C Parsons,

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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 at the meeting.

Item 4 was taken next.

- 4 Literacy update (Mrs Stevenson / Miss Shelton)  
Miss Shelton explained the literacy update. The staff and children have spent time learning their new texts. There is cross curriculum activity involved in the learning. A special montage is entered in the children's books. Staff have visited other schools and picked out the best ideas. Objectives have been outlined. The children have daily ladders of what they will be learning. At the end, children reflect on the objectives they have achieved and set themselves targets.  
Shared Writing: Children watch staff modelling their writing for children to copy. An intervention process has been developed with a series of steps to be followed. Miss Shelton talked about the data for the year.  
Reading is a priority for next year. There are new libraries and baskets of books around the school. Headstart and Fiction Express are being used. [A governor asked how the children reacted if their vote for the continuation of the story didn't win.](#) The children seem not to mind and the stories are very exciting. A governor asked if there were sufficient iPads for children to use for their reading. Children have the option to read a paper copy if they don't want to read from an iPad. Miss Shelton left the meeting.
3. Maths update (Mr Pritchard / Mrs Rundle)  
Mr Pritchard and Mrs Rundle have attended Mastery Approach workgroup training with Mrs Beckerleg from the Maths Hub. They have been feeding back to staff after training. The calculation policy was shared in an inset day. In the mastery approach all the children in a class have the same question sheets. Children are encouraged to work at greater depth. Mrs Rundle explained the mastery approach. Staff have been informed as to where they can obtain resources. If tasks for children are differentiated by ability then the gaps in ability get larger. The children are taught in small steps so they can understand and use their skills.

Consistency in the way of working throughout the school is key. A governor asked if all schools in the country are at the same level. Mrs Rundle said she thought the school was in advance of other schools. Inspectors will look for fluency, reasoning and problem solving. If these were not in evidence the class would be deemed not to be covering the national curriculum. [A governor asked if children had the opportunity to compare their work.](#) Children can work together. The calculation policy is on the website so parents can access it to help their children. [A governor asked about provision for the children who excel at maths.](#) Those children would progress further through the work sheet and there are more open-ended questions for them to complete. There are greater depth mastery questions. The marking sheets are consistent through the school as are the working walls. TT Rockstars is used to improve fluency. Times tables are still being used. The school has signed up to a Komodo maths scheme that can be accessed through the holiday. Mr Pritchard and Mrs Rundle left the meeting.

4. Literacy update (Mrs Stevenson / Miss Shelton)  
See above.
5. Minutes of the last meeting
  - i. Matters Arising
    - Item 4iii: Organisation of holiday clubs locally  
HT has emailed all primaries and has received some replies. Truro Nursery and Kea School run their holiday club using their own staff. Other schools use outside companies. She has had a meeting with the outside provider for further information. This year is their first where they have been providing to schools. She would like to wait until the company has had a season of involvement in schools before considering the question further.
    - Item 11: Governor induction checklist.  
This has been completed. A notes page will be added.
  - ii. Approval  
The minutes of the meeting held on 16<sup>th</sup> May were agreed to be a true record.
6. Committee and Working Party Reports
  - i. Curriculum and Review of School Policies Working Group  
There hasn't been a meeting but Staff Attendance , British Values, RE, Emergency Procedures and Behaviour policies have been reviewed by email.
  - ii. Premises  
There has been no meeting. A second quote has been received for the car park alterations of £6,780 including line markings.  
Cornwall Council is in consultation with the public about parking on the local roads. Higher Trehaverne is proposed as permit parking only. The plans were discussed. A letter will be sent to parents to ask them to contact the council with their views. **Action Point HT**
  - iii. Finance and Personnel Committee  
There hasn't been a meeting. HT suggested that due to the "over and above" effort by staff they should be rewarded. Governors agreed a £25 voucher would be given to staff. This will also be discussed at the next Finance and Personnel meeting.
7. Head teacher's report – document previously circulated.  
The Data Protection Officer will be Richard Morley not as stated in the report.  
[A governor asked about the changes to the EYFS area.](#) Additional resources are being investigated. The EYFS data actual is 90% working at the expected standard and 10% exceeding the expected standard. The number of children not achieving the expected standard has been reduced by interventions. The Phonics testing in Y1 is 97% achievement. Two TA's are becoming HLTA's so will be able to "act up" for teachers. Their pay will increase when they are signed off. This is a benefit to the school because the children know the staff.  
[A governor asked if the HLTA's receive extra support.](#) It was confirmed that another TA would be present in early years but was not always necessary in the other classes during afternoons. It is planned not to use supply teachers for core subjects where possible. [A governor asked](#)

whether the planned strategies to improve attendance had been successful. The school has worked with some families to improve poor attendance.

Work on the Forest School starts on Saturday and will launch early in September.

Balanceability is for YrR and Bikeability is for Yr5 & Yr6.

A governor asked if there was a set amount of CPD for staff. It is not set but is monitored depending on the school priorities. The school has introduced IRIS which is a self-review system.

8. General Data Protection Regulations

The current insurance covers Data Protection incidents. An encrypted USB stick will be obtained for the clerk. There are some biopics missing from the website and governors were asked to submit theirs if not already done.

9. Safeguarding

There was nothing to report.

10. Health and Safety

The fence brackets that hold the mesh to the posts are rusting. The playbus will be removed.

11. Governor Training

The Diocesan training programme has been issued. There will be a Governors' Conference. Mrs Smith-Walker has attended the monitoring training. Mr Robinson will attend the mental health first aid course.

12. Visiting Governors Reports

- Safeguarding 175 return (Mrs Smith-Walker)

The audit has been completed. It was a useful exercise with some changes and additions.

- E-safety (Mrs Francis/ Mrs Stevenson)

There hasn't been a meeting.

- Transition to secondary school (Mrs Trethewey, and Mrs Smith-Walker)

Mrs Smith-Walker and Mrs Trethewey attended the SPLAT meeting at Penair with Miss Ferris. Mrs Smith-Walker's report has been circulated. There were issues at lunchtime because the dining room process wasn't explained.

- New parent information session (Mrs Smith-Walker/Mrs Cameron)

Mrs Trethewey and Mrs Smith-Walker attended. Parents were positive and enthusiastic. Several new parents attended the school fayre. A governor asked if there should be a new parents page on social media. Messages are sent via Facebook and direct to school. It was asked if a governor could support the school council. Mr Robinson, Mrs Smith-Walker and Mr Marples volunteered to help.

Mr Robinson attended the awards ceremony in the cathedral.

13. Governor visits for next half term

A governor asked if there was a plan of visits. HT has the plan and a record of what has been covered. A governor asked if a maths visit could be made. This will be arranged. A visit will be made to discuss the new curriculum. Sport Premium will be discussed also. The HT will email some dates to governors.

## **PART 2 Confidential Matters**

There were no confidential matters for discussion.

The meeting closed at 17.45.

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

The next meeting will be held on 19<sup>th</sup> September 2018 at 3.30pm.

<b>Item</b>	<b>Action</b>	
6ii	Inform parents about parking consultation	Mrs Bray