



St Mary's Church of England School, Truro

**Full Governing Board
Wednesday 14th November 2018**

Minutes (Autumn Term 2)

GOVERNORS PRESENT	
NAME	ROLE
Mr William Robinson	Chair
Mrs Nicola Bray	Headteacher
Mrs Lisa Smith-Walker	Vice-Chair
Mrs Alison Laity	Governor
Mr Alex Marples	Governor
Mrs Penny Francis	Governor
Reverend Chris Parsons	Governor

OTHER ATTENDEES PRESENT	
Mrs Laura Read	Senior Leadership Team
Mrs Laura Calcraft	Clerk

APOLOGIES	
Mrs Mary-Ann Trethewey	Governor

COLOUR CODE	
BLUE	Governor Challenge Question
GREEN	Governor Comment
RED	Action

ACTION WORKSHEET				
NO	AGENDA ITEM DESCRIPTOR	ACTION	RESPONSIBLE PERSON	STATUS
Autumn Term 1	3. Pupil Premium Update	Data Protection Officer to be consulted regarding software compliance of utilising SIMS	Mrs Bray	Pending
Autumn Term 1	6. Committee /Working Groups	Reverend Parsons to take Foundation Governor vacancy to the Parochial Church Council Meeting	Reverend Parsons	Completed
Autumn Term 1	7. Annual Review	Birth date analysis to check spread of results.	Mrs Bray	Pending
Autumn Term 1	7. Annual Review	What Early Years data is shared with parents	Mrs Bray	Pending
Autumn Term 1	8. Governor Training	Attend Governor Network Training	Mrs Smith-Walker	Completed
Autumn Term 1	8. Governor Training	Attend GO2 Training	Mrs Laity and Mrs Francis	Mrs Laity – Completed Mrs Francis – Pending
Autumn Term 1	8. Governor Training	Attend a staff Mental Health and Wellbeing Workshop	All Governors invited	Completed
Summer Term 2	9. Minutes of the Last Meeting	Update on road parking alterations	Mrs Bray	Pending
Autumn Term 1	10. Health and Safety	A number of issues on site raised	Mrs Bray	Completed
Autumn Term 1	11. Visiting Governors	Curriculum Information Talk	Governors	Completed
Autumn Term 1	11. Visiting Governors	Feedback on Parent Information Sessions	Governors	Completed
Autumn Term 1	11. Visiting Governors	Sport Premium spending. Suggestions of netball, hockey and an all-weather perimeter trail	Mrs Bray	Pending
Autumn Term 1	11. Visiting Governors	Further Maths Mastery visit in KS2 to be made	Mr Robinson and Mr Marples	Completed
Autumn Term 1	11. Visiting Governors	Forest School visit	All Governors invited	Completed
Autumn Term 1	11. Visiting Governors	Trauma Informed Schools Update for Governors	Mrs Bray	Completed
Autumn Term 1	11. Visiting Governors	E-Safety report	Mrs Francis	Pending
Autumn Term 1	13. AOB	Cornwall Teaching Awards nominations	Governors	Pending
Autumn Term 2	6. Committee and Working Party Reports	Queries on car park barrier	Mrs Bray	Pending
Autumn Term 2	6. Committee and Working Party	Site Visit to see astroturf on sports field	Mrs Bray and Governors	Pending

	Reports			
Autumn Term 2	6. Committee and Working Party Reports	Spending recommendations	Governors	Pending
Autumn Term 2	7. Safeguarding	Review of Single Central Record	Mrs Smith-Walker	Pending
Autumn Term 2	8. Health and Safety	Request quote from Interserve for car park extension	Mrs Bray	Pending
Autumn Tern 2	13. Next term's Governor visits	Maths visit dates to be organised	Mrs Bray	Pending
Autumn Tern 2	13. Next term's Governor visits	Ideas for Early Years visit requested	Governors	Pending
Autumn Tern 2	13. Next term's Governor visits	Governor working group to look at the Self Evaluation Form and the School Development Plan requested	Governors	Pending
Autumn Tern 2	13. Next term's Governor visits	Autism Champion visit to be arranged	Mrs Francis	Pending
Autumn Tern 2	13. Next term's Governor visits	Training and support session on conducting Governor visits and how best to show impact to be arranged with Bex Couch	Mrs Bray	Pending

Part 1

1. Welcome

The Chair welcomed everyone to the meeting.

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 at the meeting.

4. Minutes of the last meeting

I) Matters Arising: At the last meeting, a Governor raised the issue of the amount of waste outside the kitchen. The caretaker has removed much of the waste. There are a couple of items left to remove but these do not cause a hazard.

A Governor had raised that the infant cloakrooms need to be further organised. The Governor reported that the cloakrooms were now looking much tidier. The caretaker had been requested to look into a different hook system, specifically for the Reception class and this will be actioned by Friday.

A Governor had raised that the boundary protection at the car park near the Year 1 outdoor area needed to be strengthened to protect users from accidents. Mrs Bray has contacted Interserve about installing additional bollards and is currently awaiting a quote for this work.

A Governor had raised that there did not appear to be any drainage holes in the new playground wall. Mrs Bray spoke to the building contractors who built the wall to the specification provided but were unable to answer the question. Interserve have been contacted about this query and this will be followed up.

II) Approval: The previous minutes were agreed and ratified.

5. Governor Vacancies

Work is in progress to transfer Mrs Smith-Walker to becoming a Local Authority Governor. School are currently looking into appointing a further Parent Governor. Two interested parents have been approached and a whole-school flyer has been distributed.

6. Committee and Working Party Reports

I) Curriculum and Review of School Policies Working Group: The group met on the 10th October 2018. Two policies were reviewed which were the Anti-Bullying Policy and the British Values policy and amendments have been made.

II) Premises: Mrs Bray has contacted Carl Winder at Interserve regarding the installation of a car park barrier. She read the reply from Mr Winder to the group. His plan states that the barrier will require a proximity reader at the entry point allowing staff to enter using a card or similar product. There will also need to be a communication box in order for visitors to contact the school office to gain entry into the car park. It will require a vehicle sensor for exit. There will be a cost to getting electric to the barrier site. A quote has not yet been received. There was then a discussion about whether lights would be required

on the barrier. **A Governor asked whether it would be possible to get additional electricity to the site in order to allow other articles to be safely attached to facilitate use of the far side of the field. These queries to be passed to Carl Winder.**

III) Finance and Personnel Committee: The Group met last week and the Bursar attended. The School Budget continues to be healthy. The Bursar referenced the school's ongoing reserves. The Group considered funding some larger projects and whether the school should consider investing in the car park barrier and sports.

At the previous meeting, a running track around the perimeter of the school was discussed along with landscaping some of the less used grounds of the school. Further to that discussion, one of the Sport Leaders suggested using astroturf on the school field to cover the football pitch and make it more useable throughout the year. This is something that Bosvigo School have recently installed. During the committee meeting, the pros and cons of astroturf were discussed. Initially it was felt to be a dramatic visual change but then they considered the amount of time that was lost due to inability to use the field. Mrs Bray raised that the field was not used in addition to the playgrounds at any time due to the staffing implications. **A Governor raised the environmental issues that astroturf brings. Another Governor had questioned how the astroturf would be cleaned following an accident.** Mrs Bray informed the meeting that she had spoken to the head teacher of Bosvigo School about the cost, the lifespan and the ongoing costs. There are different types of astroturf that have different levels of maintenance and also different footwear may be required for certain sports. **The head teacher has invited the group to visit and see their astroturf. A Governor asked if there could be additional drainage requirements.** Mrs Bray will look into this. **A Governor suggested that one of the tarmac playgrounds could be converted to astroturf which was considered but against this would be that it does not give additional space.** Further discussion was held on how this would affect how people view the school grounds as they are viewed as a strong selling point of the school. Prospective parents like the natural landscape down to the Forest School and like that children are able to be children. Mrs Bray added that we would be unable to use Sports Premium to fund this project. The school is compliant in the statutory physical education that we provide all children but that the school is in agreement that improving sports provision is always a good thing.

A Governor raised that further to the Bursar being present at this committee meeting, it is the intention to have the Bursar present at every meeting to get the most up-to-date budgetary information.

With regard to personnel recommendations, the committee were presented with some pay recommendations for approval. The analysis of each role was rigorous. Each recommendation was presented at today's meeting and all were approved unanimously. Further recommendations will be presented following job role appraisals.

Mrs Bray requested ideas for spending from the group and added that the introduction of the new curriculum in the Spring term might give further opportunity for this.

7. Safeguarding

Mrs Smith-Walker will be visiting the school next week to check the Single Central Record.

8. Health and Safety

The car park barrier, additional bollards, waste outside the kitchen and cloakrooms were discussed in matters arising.

Interserve to be requested to quote for an extension to the car parking area.

A Governor raised about the bollard lighting around the school grounds as several

had been taped up. Mrs Bray said that the problems with the lights had been reported to Interserve and they were all to be replaced for a different system. All staff attended a well-being training session on the inset day in October. It was really well received and was a good start for this busy half-term.

9. **Governor Training: Proposed Network meeting with Bex Couch on 15th November 2018**

Mrs Francis and Mrs Laity will be attending the second part of their Governor training on the 30th November 2018. Mrs Smith-Walker will be attending the Network Meeting with Bex Couch tomorrow and has also recently attended some GovSpace training. At the moment the head teachers of the Penair Partnership regularly meet and therefore it is felt to be good practice for the Chairs and Vice Chairs to meet regularly also. Mrs Laity will be attending a Business Managers Network Meeting for the Penair Partnership to promote close working partnerships. Mrs Bray informed the group that the TRLC network are starting a platform for schools within their partnerships. This will encourage shared training as the schools have different specialisms. **A governor asked if Cornwall Council needed to be informed.** Mrs Bray said that we will continue to sign up to services offered by the local authority, however the thinking behind the TRLC Partnership is to be able to access specialist services. Mrs Calcraft to participate in clerk training in December.

10. **Head Teacher's Report**

Mrs Bray had circulated her report prior to the meeting. She informed the group that the blank sections were due to the data being currently worked upon. **In regard to attendance, a Governor asked if the school were still considering using attendance awards.** Mrs Bray reported that the school meticulously tracks the attendance data every week. Currently the school calls the parents if their child is absent and they have not contacted the school with a reason, the school has letters that are sent to the parents if a child's attendance is a concern and, after three letters, the Education Welfare Officer is involved. Mrs Read informed the group that earlier in the term attendance clinics were held with the families with children who had lower attendance last year which has had a good impact. Therefore at this point, the attendance awards are not considered necessary. Mrs Bray informed the group about the Teaching Hub that has been formed by Truro Nursery as they are a Teaching School. There are lots of schools from Truro that are involved. It has been funded by the Government. As part of this, the school now had two teachers are qualified specialist leaders and are able to share their knowledge. This could lead to extra funding for specialist training. A Governor asked when the next SIAMs inspection will be. Mrs Bray informed the group that this would be conducted in 2020.

11. **Parent Questionnaire Results**

Fifty-four responses to the questionnaire were received. This is a good response considering the number of families with more than one child at the school. The overview of the responses was handed out to the group which were very positive. **A Governor asked what information would be contained on the Parent Voice area of the website.** Mrs Bray said that this would include responding to things raised by the questionnaire and the action taken, Parent Group meeting minutes, a link to Parent View and the 'Coffee and Cake' updates.

The results of the staff questionnaire were also handed out which were also very positive.

12. Visiting Governors

I) Curriculum (continued from the last meeting): Mrs Read informed the group that the school has another parent information session on the new curriculum plans next week. The school is very excited to share their plans that will be put into action in the Spring term. Lots of the fundamentals of the way the school teaches topics will stay the same such as the 'Dazzling Starts' and the trips (although termly these will now become one big trip and one free trip. The school will still be following the National Curriculum, however where previously they used the Inspire curriculum which prescribed how to organise the topics to meet the curriculum needs, now the teachers will be lead this themselves. In order to introduce topics that the children would be enthusiastic about, the children were asked what questions they want answered about the world. They came up with questions such as:

“What do animals do all day?”

“What does the world need from us?”

“Do all heroes wear capes?”

These are the questions that the topics will be based on. The children love that they have chosen it and the staff are excited about this new method, which in turn inspires the children. **A Governor asked how long each topic lasts for.** Each topic will last for one term. Mrs Bray added that the school had also come up with a 'St Mary's Bucket List'. This is to ensure that children have achieved certain things that are important to our ethos before they leave school for example, using Forest School to its fullest, going on camp and being sea safe. It is about creating an identity that is specific to St Mary's and preparing them for their next step in their education when they go to secondary school. There is lots of charity work involved as well as global issues and local heritage. All topic work will be produced in the child's Topic Book. **A Governor said that this sounds exciting and different.** The information from this parent session next week will be available on Facebook for those who are unable to come.

A Governor raised the topic of the letter that the school received from Nick Gibb, Minister for Education regarding the excellent Phonics Test results that the school achieved this year. St Mary's is in the top 6% of schools in the country. Mrs Bray said we are working towards improving this score again for next year. **A Governor asked whether other schools are interested in how we conduct our phonics lessons.** Mrs Bray informed the group that the school stringently follows the Read Write Inc programme and that other schools have already visited to see how the school implements their strategies. **A Governor asked whether the Phonics Test results impact the expectations at SATS.** Mrs Bray informed the group that the Core Statistics Team at Cornwall Council have just completed an analysis that correlates this data. They have reported that children who score between 38 and 40 in their Phonics Test should then achieve Greater Depth at both Key Stage 1 and Key Stage 2 SATS.

II) Information for Parents (Penair Visit, Phonics Information Session, Maths Revision Guidance): Mrs Smith-Walker informed the group that the presentation for the Year 5 and Year 6 parents by the Penair team was excellent but unfortunately it was not well attended despite being advertised. It was felt that this may have been due to having a high number of siblings already at secondary school and the timing as there were lots of after-school clubs at the same time. **A Governor suggested that this session might be better attended if it was held in the Summer term as currently it occurs at the same time as open evening sessions at the secondary schools and many people have already made their decision due to the short deadline for applications.** Mrs Bray to

pass on this suggestion to Penair School.

The Phonics Information Session was really well attended but there was significant noise in the classroom setting. It was suggested that a crèche facility be offered. Also that the laminated sound mat be available concurrently. The feedback was very positive otherwise and everyone spoken appreciated it.

The Maths Revision Guidance session held for Year 6 parents was well attended and there was lots of positive feedback. Mrs Read reported that the children are using the revision books every week and are making lots of use of them both at school and at home. She informed the group that the slides of the presentation are available on the school's Facebook page for those parents who were unable to attend. **A Governor asked whether there were any additional computer applications available to supplement the revision guides such as Maths Watch which is used by secondary schools.** It was noted that the school had previously provided access to Komodo maths over the summer holidays and that there was also access to TT Rockstars. Mrs Read said that previously online maths homework had not been so well received but that could have been due to the technology available at the time. **A Governor said that she likes the 'talk maths' sections in the revision book as it allows communication between the parent and the child about aspects of their maths work.** Mrs Read said that IXL is a great online resource as it covers hundreds of objectives and perhaps we could merge both approaches.

III) Mastery Maths session: Mr Robinson and Mr Marples had previously given feedback on this topic and had conducted a follow-up visit in October to the Year 4 class. As they had found in the session in the Year 2 class, Year 4 had two parallel techniques being taught simultaneously during the session. They liked the broadness of seeing the same problem in different ways. Mrs Bray added that this is the approach throughout the school so that all the children can gain a deeper understanding. As before in Year 2, the Year 4 children all worked on the same progressive worksheet. There was no elitism or 'bragging' and the extension questions were discretely put at the end. It was noticed in both classes that the methods seemed very natural and that the vocabulary was well embedded. It was noted that two members of the class were taught outside of the classroom by a maths specialist. Mrs Bray informed the group that some children work on a different curriculum so mastery for their cohort would not be appropriate for them. It was concluded that it was still a very inclusive way of teaching a subject. Mrs Bray said that it enables you to see all children working with no restriction and that it is raising standards. Mrs Francis requested a visit to a maths class in the infants. **A Governor asked if there would be another maths workshop for parents.** This is currently being arranged by Mr Pritchard.

IV) Forest School: Governors have attended Anti-bullying workshops and cooking sessions in the Forest School. This has been very well received by the parents involved and feedback is extremely positive. The children all know how to behave safely and the governors saw both structured play and free play. A Governor added that the Forest School has also been very well received by prospective parents visiting the school for tours. The photos that are being taken of the children when they are in Forest School are great and the parents love them. **A Governor asked if there is a Forest School budget.** Mrs Bray reported that there is a line in the budget for Forest School. It is currently overspent but the school are awaiting additional funds. As this is the set-up year this is to be expected as there has been a lot of initial expenditure. However the Forest School teacher has been amazing at sourcing free resources and the parent support has been great. **A Governor added that they raised this point to ensure that the Forest School was being allocated enough money. Another Governor suggested incorporating**

Forest School activities into the transition morning for the new intake of children for next September.

V) Trauma Informed Schools (TIS): Mrs Smith-Walker and Mrs Trethewey attended this training. Mrs Read and Mr Pritchard are now fully trained and achieved diplomas with merit. Mr Pritchard is doing lots of work with groups of children and they are both spreading their experience across this school. The local secondary schools also have trained staff in order to follow through the support for vulnerable children.

13. Next term's Governor visits

Mrs Bray to send out dates for the next maths visits.

Mrs Bray asked for ideas for an Early Years visit as Miss Rundle has changed how she communicates information with parents.

Mrs Bray informed the group that the SEN/PPM interventions have changed, as for some children one intervention session per week with the class teacher was not giving them enough consistency. The sessions are now held on three afternoons per week with a Higher Level Teaching Assistant. This is being run on trial basis at the moment but is showing to pick up issues much more quickly. This to be looked at by a Governor.

Mrs Bray requested a Governor working group to look at the Self Evaluation Form and the School Development Plan.

Mrs Bray will send out an email about all of the above suggestions to the Governors and they can inform her which sessions they would be interested in taking part in.

A Governor asked if it was too soon to do another RE visit. Mrs Bray suggested adding it to the next meeting.

A Governor asked if the school had an autism champion. Mrs Bray informed the group that Mrs Spencer is the qualified professional. **Mrs Francis expressed an interest in meeting with Mrs Spencer to look into her work.**

Mrs Bray to contact Bex Couch about running a training and support session on conducting Governor visits and how best to show impact. There was a discussion on how Governor visits were documented. It was decided that there would need to be a separate meeting to discuss this further.

14. Any Other Business: None

Part 2 Confidential Matters

None raised.

Next Meeting: Wednesday 30th January 2019 at 3.30pm