

**Minutes of a Full Governing Board meeting held at
Mylor Bridge CP School on Monday 20th May at 5.30 pm**



Names	Initial	Governor Category	Attendance
Mr Daniel Hadley	DH	Parent Governor	Late – arrived item 5
Mr James Prentice	JP	Parent Governor	Y
Mrs Polly Radford	PR	Parent Governor	Late – arrived item 6
Mr Paul Dale (Chair)	PD	Local Authority	Y
Mrs Vicky Sanderson	VS	Staff (Headteacher)	Y
Mrs Tracy Wilkes	TW	Staff (Elected by Staff)	Y
Miss Tamsin Gittins	TG	Co-opted	Y
Rev Jeffrey James	JJ	Co-opted	Y
Mrs Vanessa Kitts (Vice Chair)	VK	Co-opted	Y
Mrs Allison McGee-Harrison	AM-H	Co-opted	Y
Mrs Jane Stephens	JS	Co-opted	Y
Mr Christopher Gould	CG	Associate Member	Apologies
Alex Stainer	AS	Clerk to Governors	Y

Item	Details	Person Responsible
1	Absence and Apologies	
1.1	The absences listed above were shared with the governing board. Governors accepted the apologies for CG.	
1.2	This evening's meeting was chaired by PD.	
2	Opportunity to Declare a Pecuniary Interest	
2.1	None were declared.	
3	Approval of Minutes of the Previous Meeting	
3.1	The minutes from the Full Governing Board meeting held on 18/03/2019 were accepted as a true and accurate record by the full governing board and signed by the Chair.	
4	Matters Arising	
4.1	GAD forms had been received by AS from PR, JS and VK.	
4.2	A note had been included in the newsletter about Pupil Premium.	
4.3	ACTION 1 - VS to produce a governor file to highlight headline statements ready for September.	VS
4.4	Proposed changes to Ofsted framework had been shared.	
4.5	SEN meeting has not taken place due to busy calendars. PR was recommended to be the new SEN governor. ACTION 2 - TW and PR to arrange to meet to discuss SEN.	PR/TW
5	Statutory Policies Review and approval (DH arrived during this item at 17:41)	
5.1	The policies had been circulated prior to the meeting. VS explained they were Local Authority (LA) issued or, where not available, from the DfE.	
5.2	VS explained that due to previously looking into joining a MAT the general administration tasks had been put on hold to avoid duplication upon conversion. As the school is now not converting there are several policies that need to be updated.	

<p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p>	<p>The Charging Policy is the only policy not written by the LA. The font will be standardised. The approved and review dates will be updated.</p> <p>VS ran through the main points of each policy.</p> <p>Teacher Appraisal – agreed to be reviewed every 2 years. Policy was accepted.</p> <p>Support Staff Appraisal – VS explained that as there had been so many changes of hours for the support staff, only 2 have received appraisals. Next academic year the appraisal dates will be routinely set. Appraisals will become regular and staff should feel valued and accountable. The Green Book policy gives a 6% pay increase over 3 years and will also be in line with the living wage. Policy was accepted.</p> <p>Capability Policy – the language of the policy has been updated rather than the procedure. Policy was accepted.</p> <p>Governors’ Allowance Policy – VS explained that there must be a policy. Governor discussion points:</p> <ul style="list-style-type: none"> • There should be a nominal fee for lunch and a drink. • Most governors wouldn’t make a claim, but there must be an avenue for those that need it. • Include a financial limit or seek approval before spending, so it is controlled. • Need to ensure governor participation is not limited due to financial reasons. It should be for exceptional circumstances, on a case by case basis after a conversation with the Chair and Head. • Prior agreement on provision of a receipt. <p>It was agreed that a financial limit was not needed. Any allowances would be at the Chair’s discretion, agreed in advance of spending and reimbursed on provision of a receipt. Governor asked What budget would it come from? There isn’t a budget for it, but the school must have the policy. Policy was accepted with the amendments detailed above.</p> <p>ACTION 3 - VS to make the requested amendments to the Governors’ Allowance policy.</p> <p>Charging Policy – VS explained that as the annual budget is tight, if families don’t pay for trips and the trip is not breaking even financially then it will have to be cancelled. Governor discussion and questions:</p> <ul style="list-style-type: none"> • How many don’t pay? Not many. • Is it because of financial difficulties? Not necessarily financial difficulties, they could forget or it is a moral point. • Trips can now be paid for using the online Parent Pay. • Has anyone flatly refused to pay? Probably will be more that do refuse as families come through the school. • If a family can’t afford to pay do you add their cost onto the other parents’ contribution? Classes do hold fundraisers and Pupil Premium income is used to subsidise trips, up to £500 for the year. The use of the minibus is not charged for. • As a parent I would expect to be charged for transport. • Being transparent with parents and giving them a break-down of what the charge covers. Small classes mean the amount is spread between a smaller amount of children so it is more expensive than at a larger school. • About school fundraising? Fundraising will be for specific things, as 	<p style="text-align: center;">VS</p>
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	likely to raise more money when people know what they are giving for. Policy was accepted.	
5.11	Teacher's Pay Policy had been removed from the agenda for further updates. ACTION 4 – Teacher's Pay Policy to be included in a future agenda.	AS/VS
5.12	VS ran through the suggested review periods for each policy and amended to spread them over the next few years. All agreed the final review periods. VS updated the policy review spreadsheet. ACTION 5 - VS to circulate the amended policy review spreadsheet.	VS
5.13	Governor requested that the Mylor Bridge SEN Local Offer, policy and SEN report be added to the policy review list. Need to be amalgamated under another heading. ACTION 6 – TG to report to VS what the amalgamated document should be called. (SEN Information Report)	TG
5.14	Governor asked if there should be a separate child in care policy? This comes under Safeguarding and Whistleblowing.	
6	Financial Review	
6.1	VS tabled the 2019/20 Narrative to Support School Budget document. VS ran through the main points.	
6.2	Overspend of £38k with a Net surplus of £18k	
6.3	Expenditure down due to cuts and VS being used for teaching.	
6.4	In 2021-22 expenditure drops again.	
6.5	Governor asked when the new class will start? Not September 2019, but September 2020.	
6.6	VS reminded the board that at the previous meeting the budget had shown an increase, VS will look at the forecasted hours with the bursar. Significant changes in TA staffing are happening so VS would like to take specific staff names off the spreadsheet and just reflect numbers of hours. This has only been done in part, so hours are duplicated, and the expenditure is overstated.	
6.7	The original budget figures had morning-only TAs in KS2. Should be a happy medium between this and the Easter figures.	
6.8	Governor asked how many pupils are on role? 140, but this could go up. Budget is based on current Pupil Premium numbers. Two pupils are at risk of exclusion, so funding could be claimed for those. There are 2 full time TAs working as 1:1's with the children, but the school is receiving no funding for them.	
6.9	ACTION 7 - VS will bring the budget to the Finance Committee after meeting with the bursar and amending the TA figures.	VS
6.10	Governor commented that the figures don't have a lot of room for movement. VS agreed that the budget was cut to the bone and there was nothing else that can be cut. The difficulty was how much had to be paid for PFI, and there was still 13 years left to run. Governor asked if there was any chance of contract negotiations? If approached they would probably put the price up, the school has no bargaining power. The school rents the building, but it is maintained well. Governor asked if the contract could be renegotiated down, as the	

<p>6.11</p> <p>6.12</p> <p>6.13</p> <p>6.14</p> <p>6.15</p> <p>6.16</p> <p>6.17</p> <p>6.18</p>	<p>commercial property world is negotiating rent free deals, could the school do the same? This would probably cost more than the school would gain.</p> <p>Governor asked if the children at risk of exclusion could do 2 mornings elsewhere so the TAs can be used in the classroom? The school needs to be seen to be doing everything it can to keep those children in school, and it is being assessed at present. It does cost the school a lot of money and the 2 full time members of staff are draining the budget. Governors discussed the support given to the children without any extra funding. (PR joined the meeting at 18:30) The assessments take a long time and even if the child is issued an EHCP this doesn't guarantee extra top-up funding.</p> <p>VS reported that 2 more children had joined the school, they won't be included in the statistics. The children are unable to count and will need the phonics screening check. Governor recommended writing case studies for Ofsted to explain and justify the results. VS will produce 2 sets of data, one that removes the children that have joined the school part way through, and the full set.</p> <p>Governors discussed the year 6 SATs tests. 8/21 children had to have extra help. Some underperformed on the day. The school will put case studies together for the cohort. It is expected that the only dip should be in Maths. Governor commented that it is a positive thing that the school has recognised this and acted immediately.</p> <p>Governors praised Mr Collinge, class 6 teacher, on his hard work and knowing the children well.</p> <p>VS reported that the demographic in the school is changing, there are more diagnosis of autism, literacy and numeracy issues, mental health issues than ever before. Governors discussed trauma in children and the importance of knowing and understanding the children.</p> <p>Governor asked about comments on the SATs from other schools? The consensus from other schools was the text was easy to read but the questions were difficult. The text used was a book that some children had read. The largest issue was that children ran out of time as they struggled over early questions.</p> <p>Governor reported that 2 local schools are having Ofsted inspections at 4 years and 2.5 years since their last inspection.</p> <p>Governor asked when the SATs results are released? 20th July 2019. The school print them off and send home to parents. Governors confirmed they attended SATs week to check procedures and they were happy.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>Pupil Premium/Sports Premium update</p> <p>The Pupil Premium (PP) update will be written after the SATs results and the phonics screening. The amount will stay the same. A vast proportion is spent on Teaching Assistant's supporting in classes. £500 is allocated for school visits (as discussed in item 5.9). A small amount is used for breakfast clubs.</p> <p>Sports Premium – VS asked governors to decide the amount the school should term as capital. The Sport Premium funding cannot be spent on capital building, but it can be used to invest in playgrounds.</p>	

	<p>VS suggested the capital spend is £6-7k. Anything above £7k will be reviewed by the government as a capital spend. Governor asked why £7k as a capital spent is normally £5k. Governor asked what is the figure in total? £8k has been saved.</p> <p>(JS left the meeting at 18.51)</p> <p>7.3 VS proposed to use the £8k Sports Premium rolled over from last year and add £3k from this year, so the total so would be £11k, to spend on developing the playground space. All agreed.</p> <p>7.4 ACTION 8 - VS to meet with PR to discuss crowdfunding to see how much more can be raised. PR explained that any crowdfunding would need to state what the funds are being fundraised for - outside space, garden etc. VAT is not payable on crowd funded funds, but 1/3 on-costs will have to be paid due to PFI.</p> <p>7.5 Governor suggested that the safety of the playground items be paramount to ensure minimal costs in supervision of children and maintenance. VS will explain the restrictions to the suppliers.</p> <p>7.6 Governor reported their school had received funds from a community fund from Persimmon homes, due to a development in their area. Governor reported that if section 106 money isn't used during a certain time period it reverts back to the developer. ACTION 9 - PR to investigate funding options such as the parish council for s106 funding.</p>	<p>VS/PR</p> <p>PR</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Learning to Learn</p> <p>VS explained the concept of learning to learn e.g. metacognition. This is to teach children how they learn best and helping them take responsibility for their own learning and facilitating it.</p> <p>VS ran through the areas and related characters. The areas are resourcefulness, resilience, relationships and reflectiveness.</p> <p>Each area had traits of learning which are being introduced gradually in the weekly assembly. It has already had a major effect on the children. As this theme is developed the children will become reflective at the end of the lesson to talk about their different zones of learning.</p> <p>Governor asked how the school can measure the impact of this? A survey on 'how we feel about ourselves', will be used.</p>	
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Vision and Values</p> <p>The draft vision and values statement was circulated prior to the meeting. VS explained that it is currently being circulated to staff – they have been asked what they want the school to look like. Time has been spent in staff meetings looking at other schools' vision and values statements and extracting ideas that are relevant to Mylor.</p> <p>ACTION 10- Governors were asked to look at the statement and email VS with any comments or ideas to add by 21st June. VS to save the statement to the public drive.</p> <p>Governor asked what's the relationship between the 6 personal characteristics in the vision and the capacity to learning powers (discussed in item 8)? VS explained how they tied together.</p> <p>Governor asked are we saying as a school we want to be the best or the pupils? Both.</p>	<p>ALL/VS</p>

9.5	VS explained once the staff and governors have had input into the statement, there will be a consultation with parents. Once the vision statement is agreed the tag line will go onto the letterhead and be used in assembly etc.	
10 10.1 10.2 10.3 10.4 10.5 10.6	Attendance Review TG talked through the circulated attendance report it. The biggest area of focus is the number of holidays being taken. 6 children had over 10% absence, without this the attendance would be at 98%. (DH left the meeting at 19:21) Information about unauthorised absence has been included in the school newsletter. It will be made clear to parents that from September 2019 the school will be working with the Education Welfare Officer (EWO) to take further action where necessary. Governor questions and discussion: <ul style="list-style-type: none"> • How much is the fine? £60 per pupil per parent. • Is it possible to have a conversation with parents? This happens anyway but it is not a deterrent. • Is it definitely down as absence and not sickness? Have caught some parents out claiming sickness when they are on holiday. • What is the sequence of events? The fining is done through the LA. It is up to each school how it is done, as long as it is reflected in their Attendance policy. • Parents are fined, if they don't pay within a certain time, they can be prosecuted. • Need to start immediately to make parents aware that this will come in from September before they have booked holidays for next year. It has been an empty threat for a long time, or parents will just pay the fines as it is less than the difference in the cost of the holiday. Action 11 - VS to ensure parents are aware that the school intends on initiating the fining process for unauthorised absence via the LA EWO. VS suggested using inset days in 2020/21 to add on to half term holidays. Governor explained in the Penryn Partnership some schools have smaller summer holidays and tag the spare days onto half terms. This needs to be considered in line with what other local schools are doing so families with siblings at other schools can also benefit.	VS
11 11.1 11.2 11.3	Governor Monitoring and Committees Membership of Committees: Standards – TG, CG, DH, VK Finance – JJ, JP, PD H&S – JJ, JP, PD Pay, Appeals and Disciplinary Committees will be convened as needed. Governors discussed whether to have class-link governors or subject governors or both. There was no basis for comparison if monitoring was class based. It was useful to see the progression from EYFS to year 6. It was agreed to have both subject and class links. Governors would introduce themselves to their classes at the beginning of term. There would be termly visits for subject monitoring. TG - Class 6, safeguarding and attendance JP - Class 5, IT JJ - Class 4, pastoral and humanities	

	<p><u>school and it's pupils, and the performance management of staff</u> – the governing body raised questions on the achievement of pupils and the quality of teaching. Learning to Learn initiative was discussed including monitoring it's impact. Year 6 SATs were discussed, particularly highlighting concerns for Maths, this evidenced transparency and awareness. Case studies for potential fails would be created. Support staff appraisal policy was agreed. Attendance data was discussed and fining for unauthorized absence was agreed to be introduced. Governors agreed the membership of committees and link governors for classes and subjects for monitoring.</p> <p><u>Oversee the financial performance of the school, ensuring value for money</u> – the 3-year forecast had been reviewed, with a positive plan in place. PFI costs were discussed in relation to the overall budget. Fundraising avenues were discussed with a plan to explore further.</p>	
<p>16 16.1</p>	<p>Chair of Governor's Feedback Nothing additional to report.</p>	

Meeting ended at 20.00pm

Chairperson of Governing Body

Dated _____