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| **Minutes of a Full Governing Board meeting held at**  **Mylor Bridge CP School on Monday 21st May 2018 at 5.00 pm** |  |
| These minutes are in draft form until confirmed as a true and accurate record by the Chair of Governors. | |

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| **Names** | **Initial** | **Governor Category** | **Attendance** |
| Mrs Claire Eason-Bassett | CE-B | Parent Governor |  |
| Mr Daniel Hadley | DH | Parent Governor |  |
| Mr James Prentice | JP | Parent Governor |  |
| Mr Paul Dale (**Chair**) | PD | Local Authority |  |
| Mrs Victoria Sanderson | VS | Staff (Headteacher) |  |
| Mrs Tracy Wilkes | TW | Staff (Elected by Staff) |  |
| Miss Tamsin Gittins | TG | Co-opted |  |
| Rev Jeffrey James | JJ | Co-opted |  |
| Mrs Vanessa Kitts (**Vice Chair**) | VK | Co-opted |  |
| Mrs Allison McGee-Harrison | AM-H | Co-opted | Absent |
| Mrs Christine Roberts | CR | Co-opted |  |
| Mr Christopher Gould | CG | Associate Member |  |
| Miss Becky Phillips | BP | Clerk to Governors |  |

**Key**

\* These files have been shared on eSchools

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MBS Mylor Bridge School

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| **Item** | **Details** | **Person Responsible** |
| **1**  1.1  1.2 | **Absence and Apologies**  The absence that was listed above was shared with the Governing Board. The Governors accepted the apologies for AM-H.  This evening’s meeting was chaired by PD. |  |
| **2**  2.1 | **Opportunity to Declare a Pecuniary Interest**  None |  |
| **3**  3.1  3.2 | **Approval of Minutes of the Previous Meeting**  PD signed the minutes from the FGB on 29.01.2018.  The minutes from the FGB on 12.03.2018 (\*) were accepted as a true and accurate record by the Full Governing Board. PD signed them. | **BP** |
| **4**  4.1  4.2  4.3  4.4  4.5  4.6 | **Matters Arising**  **6.3.** TG to write up the minutes for the following committee meetings: Attendance (08.02.2018) and Safeguarding.  **Follow Up:** TG wrote up the reports and BP shared them on eSchools (\*).  **6.4.** TG to share upcoming training dates for Draw and Talk with VS.  **Follow Up:** Staff were booked onto a course for this afternoon.  **6.6.** VS to seek advice from the HR advisor at Cornwall Council.  **Follow Up:** Mrs Cottle has now left her role at MBS**.** Her replacement is Sophie McGannity and she has been employed through Penryn College. This prevents the need to TUPE across her contract when they become part of the Kemeneth MAT.  **7.4.** BP to liaise with Jackie Cottle about the SFVS return.  **Follow Up:** BP spoke to Jackie and she confirmed that the return was sent to Cornwall Council on 14.03.2018.  **9.2.** VS to think of new and creative ways to spend the grant for Sports Premium.  **Follow Up:** VS confirmed that this had been done.  **11.8.** VS to have a conversation with the current provider.  **Follow Up:** VS discussed the restrictions and the various charges for provision before and after school. He concluded that it would not be viable for him to provide his services at MBS. There is no further action at this time. |  |
| **5**  5.1 | **Correspondence**  Please refer to the confidential minutes for today’s FGB meeting. |  |
| **6**  6.1  6.2  6.3  6.4  6.5  6.6  6.7  6.8  6.9  6.10 | **Headteacher Report to Governors**  VS posed the following questions to governors: Does the format of the Headteacher Report work for you? Is there anything missing from it that you need to know? The governors confirmed that they were happy with the contents of the report.  VS discussed the need to reallocate Teaching Assistants to accommodate the needs of a child with an Education, Health and Care plan. They may join MBS. They are currently going through the appeals process.  Sue Frater is the new School Improvement Officer for MBS and the wider MAT. On 22.06.2018, Sue will be carrying out a learning walk and spending some time in the office with VS. They will be looking at data and trends in the data. VS explained that it is really good to have her on board.  The Calculation Policy has been completed. VS talked about the new display boards that have been designed to reflect what Maths looks like at MBS.  Three members of staff have spent some time at Roskear Primary. This visit was arranged to support the renewed focus on Behaviour for Learning. VS has recently attended Guy Claxton training and two members of the teaching staff will be attending his Learning Powers conference in June. This will build on the work that has already been done on Growth Mindset.  VS explained that their current system for tracking assessment data is inadequate. A new system (School Pupil Tracker) will be running and in place for September. It has been agreed that moderation will happen between the teacher that is passing on the class and the teacher that is receiving the next class. They will moderate together and agree the starting points for the children in their new classes.  The leader of Ofsted has made comments about schools being driven by data. One governor made the following comments: There is a big focus on our data and the new Maths curriculum. Do we need to show that we are also being creative?  VS talked about the enhanced music curriculum and the fact that only two of the display boards have changed to have a Maths focus. The PE curriculum remains as does the Art curriculum.  Another governor referenced ‘Bold beginnings: The Reception curriculum in a sample of good and outstanding primary schools’ (Ofsted - November 2014). It’s about making things as broad and as balanced as we can.  The governors discussed a recent book scrutiny. They did very well in Maths. The Associate Member was involved in the scrutiny and he said that the books were “outstanding”. |  |
| **7**  7.1  7.2  7.3  7.4  7.5  7.6  7.7  7.8  7.9 | **Finance Update (including Setting the Budget)**  School staff discussed the issue of a Key Stage 2 learner that is currently at Nine Maidens Alternative Provision Academy. The academy feels that the child has made progress and is now ready to re-integrate back into their mainstream setting. MBS have some concerns about this.  In addition, school staff discussed the issue of the learner that is currently going through the appeals process. Both learners have been budgeted for against the Teaching Assistant line and included in the recent budget.  There have been some savings in the costs for office staff.  Although there have been some savings with PPA cover, the teacher line will be ‘over’ again this year.  The governors felt that it was important to build a bit of a reserve. A strategic reserve. One governor explained that the recommend percentage is 5%.  With regards to the proposed budgets for 2019/20, the income line is flat. The pupil numbers are broadly stable. There was a 1% increase. One governor commented that this proposed budget gives a rather stark picture of the future.  Do the figures reflect an increase in Teaching Assistant and teacher salaries?  Yes. The recent budget was set with a 2% increase for these salaries.  The governors unanimously agreed to accept the budget for the next academic year. |  |
| **8**  8.1  8.2 | **Standards Committee Report and Curriculum Update**  The school will be investigating how English looks at MBS. Although the coverage is there, there needs to be a more consistent approach.  Maths is looking really strong at MBS. Staff have attended subject leader training and training for the Maths Hub. |  |
| **9**  9.1 | **Pupil Premium**  There have no major changes. |  |
| **10**  10.1  10.2  10.3  10.4  10.5  10.6  10.7  10.8  10.9  10.10 | **Health and Safety Update (including Accident Book)**  One governor had spent some time looking through the accident book. She noted that some children are more accident than others. There appears to be two ‘peaks’ of accidents: in Reception / Year 1 and Year 5 / 6.  When the governor looked at the accidents that are being reported in the Early Years Foundation Stage, most of the accidents involve children falling over in the playground. There is a random distribution of accidents that are happening across the school day. Very few accidents are happening inside the school building.  When the governor looked at the accidents that are being reported in Year 6, the accidents are more complex and they are happening in curriculum time.  Very few accidents occur in Year 2, 3 and 4.  The parent of one child has raised some concerns about the frequency of their child’s accidents. They fall over fairly frequently. The parent has approached the Headteacher and questioned the staff ratios.  The governing board discussed the nature of the playground at MBS. The lack of a soft play area and a sloping playground make for an unforgiving environment.  What risk assessments are in place?  VS explained that there is a standard route of risk assessments that are in place for the year. Exceptional risk assessments are added as a layer on top. There is not a separate document.  How often does the playground need resurfacing?  **ACTION 1:** CG to find out how often the playground will need to be resurfaced. | **CG** |
| **11**  11.1  11.2  11.3  11.4  11.5  11.6  11.7 | **Attendance and Safeguarding Review**  TG shared her reviews for attendance and safeguarding (\*).  TG talked about persistent absences. Persistent absentees make up 11% of the data. The governors discussed the impact of medical needs and holidays on attendance data.  There was a quite a lot of sickness in September.  Could we code our 4 year olds in a slightly different way?  **ACTION 2:** VS to find out about the coding for children that are below statutory school age.  TG said that our attendance was good and in line with national averages.  With regards to safeguarding and the Single Central Record (SCR), there appears to be one gap for ‘Open the Book’ (a church group). Although the visitors from this group are never on their own with the children, they are regular visitors to the school and will need to appear on the SCR. | **VS** |
| **12**  12.1  12.2  12.3 | **SEND Review**  TW talked about Tapestry. Tapestry is the new assessment tool that is being used in the Reception class. It is an online journal recording all the learning and fun of children's early years education. Staff have responded well to the change.  It’s not just about the assessment data. It’s about celebrating the achievements of the whole child.  It is very good for parental engagement and communication. |  |
| **13**  13.1  13.2  13.3 | **MAT Update**  PD discussed a meeting that he will be attending tomorrow. He wishes to discuss the issue of building a reserve and whether or not schools will be able to keep their own savings.  There is a delayed start date of conversion to the Kemeneth MAT. The new date is 01.09.2018. It is a complex process.  As we move through the process, all governors agreed that it is important to keep re-visiting the relationship between the school and Kemeneth MAT. |  |
| **14**  14.1  14.2  14.3  14.4  14.5  14.6  14.7 | **GDPR Update (including Governors’ Email Addresses)**  VS explained that governors will need to use Mylor Bridge email addresses for all contact and correspondence in their governor role.  **ACTION 3:** VS to send me the new Mylor Bridge email addresses for the governors.  At the recent staff meeting, staff were given encrypted memory sticks and training for how to access the secure server at home.  With regards to consent, we are asking parents to opt in rather than opt out. For example, we will help children to re-apply sun cream unless we are informed otherwise. This will apply for the new intake of Reception families.  **ACTION 4:** VS to consider the list for informed consent that would need to be shared with the families of the children that will be starting in Reception in September. For example, do you consent to your child eating an ice-cream? Do you consent to your child walking to the park?  We have a GDPR plan in place and we are showing progress towards being compliant.  The privacy notice has been shared with staff and it is available on the school website. | **VS** |
| **15**  15.1  15.2  15.3 | **Governors’ Week Details (including Date Setting)**  Governors’ Week will be taking place in the week beginning 02.07.2018. There is a staff meeting on the Monday for the School Development Plan.  Governors’ Week will follow the same format as the previous one that wa held in November.  Governors volunteered the days and times that they were available to complete their governor visit. VS updated the shared calendar. |  |
| **16** | **Date of Next Meeting and Committee Meeting Dates**   |  |  |  | | --- | --- | --- | | **Meeting Type** | **Date** | **Time** | | Full Governing Board | Monday 16th July 2018 | 5.15 pm | | Standards | TBC |  | | Finance | TBC |  | | Health and Safety | TBC |  | | Attendance | TBC |  | |  |
| **17**  17.1 | **What has this Meeting Achieved?**  Today’s meeting has achieved the following:   * We set the budget * We arranged dates for Governors’ Week * We reviewed the data * We made amendments to our practice in light of the GDPR guidelines * The governors were invited to the SDP meeting * The governors listened to an update from the Chair of Governors about the current MAT situation |  |
| **18**  18.1 | **Chair of Governor’s Feedback**  None |  |
| **19**  19.1 | **Confidential**  Please refer to the confidential minutes for today’s FGB meeting. |  |

Meeting closed at 7.30 pm