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| **Minutes of a Full Governing Board meeting held for**  **Mylor Bridge CP School on Monday 9th November 2020 at 5.00 pm**  Held virtually via Zoom | | | |  |
| **Names** | **Initial** | **Governor Category** | **Attendance** | |
| Mr Daniel Hadley | DH | Parent Governor | Y | |
| Mr Jon Pinkney | JP | Parent Governor | Y | |
| Mrs Polly Radford | PR | Parent Governor | Y | |
| Mr Paul Dale | PD | Local Authority | Y | |
| Mrs Vicky Sanderson | VS | Staff (Headteacher) | Y | |
| Matthew Collinge | MC | Staff (Elected by Staff) | Y until item 21 | |
| Miss Tamsin Gittins | TG | Co-opted | Y from item 4 | |
| Mr Christopher Gould | CG | Co-opted | Y until item 11 | |
| Mary Heard | MH | Co-opted | Apologies | |
| Donna Eddy | DE | Co-opted | Y | |
| Mrs Jane Stephens | JS | Co-opted | Y | |
| Alex Stainer | AS | Clerk to Governors | Y | |

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| **Item** | **Details** | **Action** |
| **1**  1.1  1.2 | **Apologies and Quorum**  Apologies were received from MH.  The meeting was quorate in line with regulation 14 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. |  |
| **2**  2.1 | **Election of Vice-Chair**  JS was elected vice-Chair for 2020/21. |  |
| **3**  3.1 | **Declaration of Business and Pecuniary Interest**  MC declared an interest in item 21 -confidential. |  |
| **4**  4.1  4.2  4.3  4.4  4.5  4.6  4.7 | **Governance Matters**  DoI Forms  Completed forms for 2020/21 were outstanding from PD, JP and DH.  Skills Audit  Completed skills audits were outstanding from PD, JP and DH.  Governors reported not having access to their school email accounts. AS to check accounts for DH, CG, JP and JS.  Keeping Children Safe in Education and Code of Conduct reply  Confirmation was given that all had read, understood the above documents.  Governor appointments – TG and DE  **The Board appointed** DE as a co-opted governor.  Term of office for TE ends on 01/03/2021, prior to the next Board meeting.  **The Board re-appointed** TG as a co-opted governor for another term.  Acceptable use policy for ICT  The policies that staff signed had been circulated prior to the meeting.  AS and VS to create a policy for governors and bring to the next meeting for approval.  Impact Statement 2019-20  The Board impact statement had been circulated prior to the meeting. The Impact of the Meeting statement from Full Board minutes had been used.  AS to add other Board information to complete the statement. | **PD, JP, DH**  **PD, JP, DH**  **AS**  **AS, VS**  **AS** |
| **5**  5.1  5.2 | **Approval of the minutes of the Full Board meeting held on 21st September 2020**  **It was agreed** that the minutes from the Full Governing Board meeting held on 21/09/20 were a true and accurate record subject to one change to item 5h.  The minutes will be signed by the Chair once social distancing measures have been lifted. |  |
| **6**  6.1  6.2  6.3  6.4  6.5  6.6  6.7  6.8  6.9  6.10  6.11  6.12  6.13 | **Matters Arising from those minutes** *(Updates in italics)*  All to complete and email DoI forms to AS for recording and publishing on the website. *Update in item 4.1*  AS to email governors requesting confirmation by reply, that they have read and understood KCSIE 2020 and their obligations. *Update in item 4.4.*  AS to email governors requesting confirmation by reply, that they have read and agree to abide by the Code of Conduct. *Update in item 4.4.*  AS to send PR Wellbeing governor resources. *Actioned.*  VS to add governor links to the school monitoring timetable and circulate. *Actioned. VS to circulate the proforma for meeting notes.*  Completed Skills Audits to be returned to AS for collating. *Update in item 4.2.*  AS and PD to complete the application process for approval by the LA. *Ongoing.*  VS to report back to Board on the solution to the chemical storage issue. *This has been resolved safely.*  HSE was cold-calling schools to ask about their processes. DH to send VS the list of questions asked. *Actioned.*  PR to work with school on expediting the mural. *Ongoing.*  VS to circulate updated budget when it has been received from the Technician. *Update in item 9.*  VS to circulate an Acceptable Use Policy for ICT for governors to agree to. *Update in item 4.6.*  VS to circulate Committee meeting dates. *Actioned.*  Board discussed access to meeting folders and the most appropriate platform to use, eSchools or MS365. VS and AS to discuss and decide. | **VS**  **AS**  **VS, AS** |
| **7**  7.1  7.2  7.3  7.4  7.5  7.6  7.7  7.8  7.9  7.10 | **Headteacher’s report to governors**  The report had been circulated prior to the meeting.  Points highlighted were:   * NoR 142. Years 3 and 5 have spaces. * Reception is 1 over PAN, but there are 60 children in KS1. * There are no FSM children in Reception. * ESL – 1 in year 6, and 1 child being queried. * 14 children have medical needs * 8 children are from service families. * 22 children have SEND needs. * 4 children have EHCPs. This has increased from 1 in a year. * 6 children have joined the school and 2 have left since the last meeting.   The SIP report was circulated prior to the meeting from a March 2020 visits by other Headteachers and the SIP. A deep dive had taken place for Science. The report was complimentary of MC, the year 6 teacher and Science lead.  Phonics leadership report was shared with the Board. VS to circulate a copy.  The following points were noted:   * Consistency in teaching and leadership of the subject was needed. * Twinkl is being used as a resource and books have been ordered that link with the phonics sound. * The report contains a list of areas for development. * A staff training schedule is in place.   Remote Learning Plan  The government has stipulated that a remote learning plan must be in place and ready to provide learning immediately if a child is absent for Covid related reasons e.g. waiting for test results, self-isolation.  Activities will be accessed via the school website within 24 hours. The resources will have the same learning objectives as the teaching taking place in school.  The learning consists of maths and English and an activity in the afternoon.  If access to technology is an issue, families will be offered the loan of a school laptop, supplies permitting.  Governors were impressed with the robustness of the plan and the work provided.  **Governor noted** that the school was intending on providing a broad and balanced curriculum even though it could have a slimmer offer.  **Governor asked** If the bespoke remote learning resources are going to take 24 hours to be available, what immediate access to resources is available? Oak Academy resources are available for access by all families.  **Governor asked** Regarding pastoral resources, what direct contact with the teacher will take place if it is individual children that are absent and not a full bubble closure? The teacher and TA will call every other day and the families can email the class teacher.  **Governors discussed** the pros and cons of making videos or using Zoom for children to maintain the relationship with the teacher.  Governor asked What will happen if it is the teacher that is absent and not the pupils? The teacher could Zoom in to the class for the start of the day to set the work. **Governors discussed** safeguarding issues for live Zoom from homes.  Staff are adaptable and the plan will be amended to suit individual family circumstances. | **VS** |
| **8**  8.1  8.2 | **SEN, Safeguarding and Wellbeing update**  The Headteacher’s report gave the following details**:**   * 1 x children with a Special Guardianship Order * 1x children with active court order. * 1x child is currently working with social care * 1x TAC plan in place * 2x EHH referral since the last HT’s report * 1x School nursing referral * 1x SALT referral * 1 child working with CAMHS * 1x ASD referral made to CC * There have been no Incidences of team teach physical intervention this half term.   Jigsaw scheme of work is being used to support PSHE and wellbeing.  **Governor asked** How did the back-to-school resources work for the children? The resources were used by TAs on 8 children who were identified as anxious to come back to school. The anxiety of most of those children has been eased. Other anxiety was not due to the return to school.  Governors discussed the approaches and results of other local schools. |  |
| **9**  9.1  9.2  9.3  9.4  9.5 | **Finance Committee Update & Budget Report**  Finance Committee met on 15th October 2020.  It was confirmed that the teacher appraisals and pay review had taken place.  October management accounts had been circulated prior to the meeting.  The following points were noted:   * The supply sickness line balances out the teacher line * Covid Catch-up funding is £6,534, this is against the TA cost centre * Budget line has been added to track Covid spending * Overspend on the General Curriculum line is due to the purchase of the Jigsaw resource and books to support * SEN audit fund is for the first £6k of SEN support prior to gaining an EHCP * Carry forward from last year was £86k * Carry forward for this year is expected to be £38k, based on predicted spending * It is not known at this stage how much the government will reimburse for Covid expenses.   **Governor asked** Is the Covid catch-up fund pro-rata’d for the year? Yes, the total should be £11,200, the budget has received £6k.  **Governor asked** Are there any figures that are greater than expected?  The overspend on TAs and LTS.  The first £6k towards the EHCP costs has added up £18k this year due to having 3 children with needs. However, this line has only been overspent by £6k due to using the class TA to deliver one-to-one support.  The teaching staff line has increased spending, but the funds are coming back into the supply line.  **Governor asked** Do some lines have zeros against them because there are no funds to allocate to them or they are not needed? There are no funds.  An overhaul of the EYFS outside space is needed, but there are no funds.  There is £2k for spend on library resources, but this is being saved until the children can pick the books to purchase. |  |
| **10**  10.1  10.2  10.3  10.4  10.5  10.6 | **Standards Committee update**  The committee has not met due to technical difficulties.  VS shared the predicted results for July 2021 year 2 and year 6 SATs.   |  |  |  | | --- | --- | --- | | **Subject** | **Predicted** | **2019 National Average** | | KS1 Reading | 80% | 72% | | KS1 Reading GDS | 15% | 25% | | KS1 Writing | 70% | 70% | | KS1 Writing GDS |  |  | | KS1 Maths | 75% | 72% | | KS2 Reading | 85% | 73% | | KS2 Reading GDS | 50% | 26% | | KS2 Writing | 75% | 78% | | KS2 Writing GDS | 20% | 19% | | KS2 Maths | 75% | 79% | | KS2 Maths GDS | 20% | 21% | | KS2 SPAG | 84% | 78% | | KS2 SPAG GDS | 20% | 24% |   **Governor asked** What have you based the predictions on? SATs papers completed this year and work in class prior to half-term.  Governors commended the results, especially after the gap in learning.  Writing and spelling was noted as a potential issue.  VS to send message to parents on the impact of their home learning during lock-down, as their support will be crucial if there is another lock-down.  **Governor asked** Has there been any feedback from parents on the home learning? Feedback has been invited twice via the school newsletters. None was received. DH to share parent questionnaire with VS.  The results can be used as evidence of what worked well if there is a second closure.  Year 2 phonics assessments take place in December. The predicted results are 70% pass, 14/20 children. With the June retake achieving an 85% pass, 17/20 children.  **Governor asked** Are the children concerned about the assessment? Is it not a full pass rate due to lockdown or would the cohort have struggled to pass anyway? December is too early to give them chance to catch-up. If the initial assessment was delayed to February, there would have been a pass rate of 85% by then.  **Governor asked** Is there any way of knowing if parents are engaged with the learning? Would it be appropriate to send information to parents about normal home learning expectations? The school needs parents to work with the children. Knowing who was struggling would help target and assess the impact later.  **Governor asked** Are there parents that aren’t going to support home learning? Question to be added to the parent survey.  Governors noted that the issues with home learning were not just technology related; space, environment, adult with knowledge and support also impact.  (CG left the meeting at 6.45pm – the meeting remained quorate) | **DH** |
| **11** | **H&S Update**  Minutes of the Health and Safety meeting to be circulated by VS.  It was confirmed that the hand sanitiser had been locked away. | **VS** |
| **12** | **Sports Premium update**  No change from last meeting. |  |
| **13** | **Pupil Premium update**  No change from last meeting. |  |
| **14** | **Catch-up Funding**  The Catch-up funding strategy had been circulated prior to the meeting.  The school will receive £11k. The strategy details how the funds will be used. |  |
| **15** | **Attendance Review**  Attendance year to date is 97.8%. This does not include Covid related absence, which has a different absence code. |  |
| **16**  16.1 | **Policies to approve**  Computing Policy - Non-statutory policy, circulated for information. |  |
| **17** | **Correspondence**  None received. |  |
| **18** | **Date of next meeting and Committee meeting dates**   |  |  |  | | --- | --- | --- | | **Meeting Type** | **Date** | **Time** | | Standards Committee | VS to circulate date |  | | FGB | Monday 15th March 2020 | 5.00pm | | FGB | Monday 14th June 2020 | 5.00pm | | FGB | Monday 19th July 2020 | 5.00pm | |  |
| **19** | **What has this meeting achieved?**  Financial status was discussed and challenged.  Feedback from lock-down received.  Remote learning plans were in place.  Data projections were positive.  School team was praised for continuing as normal whilst dealing with the impact of Covid.  It was evident the wellbeing of the children was being looked after. |  |
| **20** | **Chair of Governor’s Feedback**  Nothing additional to report. |  |
| **21** | **Confidential – item moved to part 2 minutes.**  MC left the meeting due to an interest in the next item. The meeting remained quorate.  VS reported on the staff member who had been on long term absence.  The staff contract had ended on 31st October 2020.  Union had requested 6 months full pay, an agreed reference and £200 towards legal fees.  HR had negotiated to 2 months full pay, an agreed reference, and legal fees. This was agreed by both parties prior to half-term and signed off today.  The legal stipulations are that no-one is aware of the settlement agreement or the agreed reference.  The vacancy for a permanent year 1 and 2 teacher will be publicised internally for 1 week.  The vacancy for a year 4 teacher on a temporary contract for 1 year will also be advertised internally. |  |

The meeting ended at 7.20pm