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| **Minutes of a Full Governing Board meeting held at Mylor Bridge CP School on Monday 27th November 2017 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 | Absent |
| Mr Daniel Hadley | DH | Parent Governor |  |
| Mr James Prentice | JP | Parent Governor |  |
| Mr Paul Dale (**Chair**) | PD | Local Authority | Absent (Holiday) |
| Mrs Victoria Sanderson | VS | Staff (Headteacher) |  |
| Mrs Tracy Wilkes | TW | Staff (Elected by Staff) | Absent (Appointed 27.11) |
| 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 |  |
| Mrs Christine Roberts | CR | Co-opted | Absent (Family Illness) |
| Mr Christopher Gould | CG | Associate Member |  |
| Miss Becky Phillips | BP | Clerk to Governors |  |

**Key**

\* These files have been shared on eSchools

**Red Font** Challenging questions

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| **Item** | **Details** | **Person Responsible** |
| 1 | **Absent/Apologies**  The absences that are listed above were shared with the Governing Board. The Governors accepted the apologies for CE-B, PD, TW and CR.  In the absence of PD, this evening’s meeting was chaired by VK. She is the Vice Chair.  The Governing Board formally welcomed Becky Phillips in her new role as Clerk to Governors. Chris Gould was welcomed as a new Associate Member to the board. |  |
| 2 | **Opportunity to Declare a Pecuniary Interest**  BP gave a ‘Declaration of Business, Pecuniary and Other Interests’ form to CG. This was completed and returned to BP at the end of the meeting. |  |
| 3 | **Approval of Minutes of the Previous Meeting**  The minutes from the FGB on 25.09.2017 (\*) were accepted as a true and accurate record by the Full Governing Board.  **ACTION:** BP to ask VK to sign a copy of the minutes for the Governor folder | BP |
| 4 | **Matters Arising**  Agenda Item 7 (Policy Update) from the previous minutes:   * VS confirmed that the Performance Management cycles had now be completed for all staff. This will feature on today’s agenda (Agenda Item 11 - Confidential).   It was noted that Rev Jeffrey James’s governor appointment had ended. BP gave a GAD form to JJ. This was completed and returned to BP at the end of the meeting.    It was noted that Tania Lang had resigned as Staff Governor. Tracy Wilkes was elected at the Staff Meeting (prior to today’s FGB) and she has been asked to complete a GAD form. |  |
| 5 | **Correspondence**  VS shared a letter from Richard Belling on behalf of The Belling Charitable Settlement (\*). The letter was dated 10.11.2017. Mr Belling said that the trustees have agreed to fund our IT request in 2018 and the funds will be released in January. Everyone agreed that this was very positive news. |  |
| 6 | **HT Report to Governors**  VS talked through the Headteacher’s Report to the Governors (\*).  Context of the School  VS said that there had been some slight changes to the covering of Class 1 and Class 3. Miss Amy Revel has been placed as the TA in Class 1. Although this move ensures that there is sufficient cover in the class with our youngest children, it does mean that Mrs Thomas is without a TA in Class 3. On the afternoon when there is not a TA in Class 3, the children are taught Music and PE. Mrs Thomas feels well placed to teach on a Friday. VS will continue to monitor the deployment of TAs.  VS explained that the context of the school had changed since the last FGB meeting. 7% are eligible for FSM.  The group discussed the attendance of pupils at Mylor Bridge. VS said that they were encouraging parents to take medical appointments outside of the school day. There was a discussion about the coding of absence and the ’48 hour rule’ for sickness bugs.  There has been some in-year movement. 1 boy was de-registered.  Maths and Writing assessments are gaining consistency. VS talked about the new 6 weekly programme for book scrutinies. Once Mylor Bridge have joined the MAT, they will be able to engage with external moderations for writing.  Pupil Progress Meetings have been formalised. They have given teaching staff the opportunity to talk with clarity and focus about their children.  The ‘Awards for All’ grant was initially refused. VS recently found out that they can apply. The money from this grant will go towards funds for the playground.  The group discussed Mylor sessions. As well as supporting the school to pay for piano lessons, they will pay for the associated paraphernalia. This is hugely beneficial for our children. It is important that the plan has longevity and it’s not a one-off.  Increased funding for PE has been allocated to the development of an adventure playground.  Parents Evenings are now running differently for staff and parents at Mylor. The recent one started at 1.15 pm and all of the meetings happened on the same night (until 5.45 pm). They all took place in the main hall. There has been positive feedback and it worked from a parent perspective. Staff felt supported.  **What about those parents that might need a longer and more difficult conversation?** The group concluded that Mylor staff know their parents very well. Staff would anticipate a difficult conversation and they would invite those parents to come in earlier or at a separate time. VS confirmed that Parent Evenings will happen twice a year in this format (October and April). Formal reports will go out in June and an Open Evening will be offered to parents.  With regards to KS1 attainment. 5% was compared to a national percentage of 21%. **What was the Foundation Stage performance for these children?** VS discussed the data with the group. When you look at the Year 3 data and the pattern with this cohort, there doesn’t appear to be a trend in KS1. It was concluded that this data is cohort-specific.  There have been staffing changes, the introduction of a job share and lots of conversation about what the mastery curriculum actually looks like in Maths. Staff have recently engaged with training from the Maths Hub. VS pointed out that it is not a quick fix. Rather than taking everything on board, it is important that staff focus on one thing at a time and do it well. The group discussed the importance of slowing down in the curriculum.  **My child has talked about having ‘double maths’. What is being subsidised to accommodate for this?** VS explained that there is a clear expectation for staff to teach Maths and English every day. Some teachers are choosing to mark Maths books alongside the children or during their lunch break. This enables the children to do their purple polishing in the afternoon. They get a ‘second hit’.  The job share - **Do both teachers teach exactly the same throughout the week?** VS was keen to point out that the job share is in its very early stages and has been in place for less than 12 months. Arithmetic and problem-solving is taught at the beginning of the week. Shape, Space and Measures is taught at the end of the week. After some reflective practice, the decision was made to teach Maths on a Friday too.  VS highlighted the need to find a tracking system that works. The Jason Hurr one is not working and there are no exemplification materials.  **ACTION**: Vicky to explore options for a better assessment system.  VS would like to introduce Shared Best Practice in January 2018. This is a great learning opportunity and fantastic CPD for all staff. It’s about learning from each other. We are all on the road to improvement.  The group talked about purple polishing. Teachers are being encouraged to talk about polishing in a positive way and to keep it high profile in their classrooms.  VS talked about persistent names that are appearing in the Behaviour Logs. Different techniques and behaviour strategies were discussed.  **ACTION**: Vicky to make contact with the Social Workers.  Sport in the school is strong. How can we engage the other children? The group discussed non-competitive sports and the sports that make you feel good. E.g. Surfing, sailing and Zumba. | VS  VS |
| 7 | **MAT Update**  Mat consultations to governors, parents and staff will finish on 14th December. One parent attended a recent engagement session and asked well-considered questions.  VS talked about due diligence. Do we all convert together? It was agreed that creating a new MAT will enable us to have more say and greater choice. We need to make sure that the right questions are being asked at the right time.  There are additional costs and complications for other primary schools that are joining the new MAT. It is important for Mylor that the primary schools join the MAT and that there are equal partners. This is especially important for school improvement and CPD for the staff.  The proposed date for the conversion to academy status is 1st April 2018.  **18.28 – TG arrived late and joined the meeting**  No definite decisions were made. It is hoped that there will be a renewed focus and that questions will answered in the near future. |  |
| 8 | **Sports Premium and Pupil Premium Update**  VS discussed the Pupil Premium Report to Governors (\*). The quiet room is being used for social stories that help children to manage their anger and heightened emotions.  It was noted that FSM and Ever6 do not do as well our service children. We do not receive as much money for our service children.  The Sports Premium money will be used to buy play equipment for the outside area. |  |
| 9 | **Governors’ Reports and Governors’ Week Feedback**  Governors took it in turns to share feedback (\*) about Governors’ Week:   * TG talked about SEN and a positive conversation that she had had about the current picture of data. * JP talked about e-safety and the importance of flagging privacy settings in the newsletter. He noted that we must upgrade the old laptops. They are very slow and not fit for purpose. * VK was given a tour of the outside of the school and the playground. The pupils spoke with enthusiasm and explained that they preferred outside play. They talked about English lessons and new reading materials. * JJ talked about resources and the PSHE curriculum.   **ACTION:** Vicky to arrange for a group of reluctant writers to contribute to the Mylor and Flushing parish magazine. The deadline is the 10th of every month. | VS |
| 10 | **Finance Committee Minutes**  VS: You asked why the SEND money had been so unclear. It was explained that the cut to the high needs wasn’t a cut. Due to the fact that their PP number had increased, the money was balanced out and taken from the high needs funding.  The good news is that the bottom line figure is looking significantly better. Significant costs are included within this. E.g. Fundraising money and the money from Tesco.  When the budget was set for this year, it was decided that Mylor Bridge would not renew the SLA with the Education Library Service. They had previously paid into the service for 12 years. As a result, they took the books away and requested that fees were paid for the books that are not returned. VS explained that they had asked parents to kindly donate books to the library. In addition, she had written to a charity to help them replenish the school library.  **ACTION:** Chris Gould to give Vicky information about the Sponsored Read at Chacewater School.  VS: Do you think that we should go back to the library service? The governors unanimously decided that we should not renew the SLA.  **ACTION:** Vicky Sanderson to consider other options for replenishing the school library. Governor suggested the following:   * Exploring contacts in the village * Publicising the issue in the local parish magazine * Organising a reverse advent calendar | CG  VS |
| 11 | **Pay Committee Minutes and Recommendations**  Please refer to the confidential minutes for today’s FGB meeting. |  |
| 12 | **Standards Update**  The first data drop occurred when the teachers had known their children for 6 weeks. They were loose predictions. It was a snapshot of where the children were at that time.  Reading is strong.  Writing is an absolute focus. VS would like to focus her attention on Greater Depth. Writing for boys continues to be an issue. Teachers are making sure to plan and prepare real writing experiences for them.  The group discussed Maths and the importance of the lower year groups building the foundations for Year 6 and the SATs year. If everyone contributes and ‘does their bit’, then this will lead to progress over time. They concluded that Year 6 is a very focussed year. It is also a lot of fun. |  |
| 13 | **Attendance Report**  On 8th February, VS, AM-H and TG met for an attendance meeting (\*). It was noted that attendance is strong. There was a discussion about flexi schooling and unauthorised holidays.  The group felt that it was important to unpick the key trends and break down the attendance data for year groups, class groups and vulnerable groups. It is important to follow a year group through. |  |
| 14 | **Date of Next Meeting and Committee Meeting Dates**   |  |  |  |  | | --- | --- | --- | --- | | **Meeting Type** | **Date** | **Day** | **Time** | | Full Governing Board | 29th February 2018 | Monday | 5.00 pm | | Standards | 25th January 2018 | Thursday | 9.00 am | | Finance | TBC |  |  | |  |
| 15 | **Confidential Matters**  Please refer to the confidential minutes for today’s FGB meeting. |  |

Meeting closed at 8.10 pm

**Signed ………………………………………….**

**Date ………………………………………….**