

**Minutes of a Full Governing Board meeting held at
Mylor Bridge CP School on Monday 21st January 2019 at 5.00 pm**



Names	Initial	Governor Category	Attendance
Mr Daniel Hadley	DH	Parent Governor	✓
Mr James Prentice	JP	Parent Governor	Absent
VACANCY		Parent Governor	
Mr Paul Dale (Chair)	PD	Local Authority	✓
Mr Andrew Martin Andrew is the Acting Headteacher for Mylor Bridge School. This is because Vicky Sanderson is on a secondment at another primary school in Cornwall.	AM	Staff (Headteacher)	✓
Mrs Tracy Wilkes	TW	Staff (Elected by Staff)	✓
Miss Tamsin Gittins	TG	Co-opted	✓
Rev Jeffrey James	JJ	Co-opted	Absent
Mrs Vanessa Kitts (Vice Chair)	VK	Co-opted	✓
Mrs Allison McGee-Harrison	AM-H	Co-opted	Absent
VACANCY		Co-opted	
Mr Christopher Gould	CG	Associate Member	Absent
Miss Becky Phillips	BP	Clerk to Governors	✓

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 JP, JJ, AM-H and CG.	
1.2	This evening's meeting was chaired by PD.	
2	Opportunity to Declare a Pecuniary Interest	
2.1	Please note that AM and TW are members of staff at Mylor Bridge School.	
3	Approval of Minutes of the Previous Meeting	
3.1	The minutes from the FGB on 19/11/2018 were accepted as a true and accurate record by the full governing board. PD signed them.	
4	Matters Arising	
4.1	None.	
5	Safeguarding Policy and Managing Allegations Against Other People Update	
5.1	AM explained that the updates highlighted in blue in the Safeguarding Policy had been added by CAPH (the Cornwall Association of Primary Heads).	
5.2	Governors unanimously adopted the revised version of the policy.	
6	Finance Report and Finance Minutes	
6.1	Governors discussed the minutes that were taken at the recent Finance Committee meeting. In addition to the £22,870 (bottom line), the school	

<p>6.2</p> <p>6.3</p>	<p>have set aside £11,000 for the playground.</p> <p>TW raised the point that the PTFA (Parent Teachers and Friends Association) have raised some money. They would like to see an end product and a physical difference to the outside environment. A governor made the point that it should be the school that decides how best to spend the school's money.</p> <p>Governors discussed staff sickness. The recent spending on supply will come back through the insurance. With regards to one specific member of staff that is absent, AM expressed the importance of them returning to work when they are ready.</p>	
<p>7</p> <p>7.1</p>	<p>Pupil Premium Statement</p> <p>The Pupil Premium statement remains the same and there has been no change since April 2018.</p>	
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>Health and Safety Update</p> <p>AM explained that the school has done lots of the things that were asked of them in the recent health and safety inspection. For example, the inspector queried whether there should be a glass mirror in the boys' toilets. What would happen if a bag hit the mirror and it shattered the glass? There was a query over the height of the mirror.</p> <p>The school were also asked to look at the slippery manhole covers.</p> <p>Sophie McGannity (School Secretary) has chased Interserve about the window for the 'zen den'. It is taped up at the moment. It is a specialised window.</p> <p>Governors discussed the ongoing issue of parking outside of Mylor Bridge School. AM ensures that he is visible in the mornings and after school too. Two messages have been put into the weekly newsletter.</p> <p>A governor suggested making use of the Year 6 children. The impact of them approaching a driver and asking them why they are parked on the zig-zag lines might have a greater impact. Of course the Year 6 children would wear a hi-vis vest and they would be supervised by an adult.</p>	
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>ICT Governor Report</p> <p>JP wrote a report about online safety. He considered what the children knew about keeping safe. Each year group has completed a unit of work on online safety. JP felt that the children were knowledgeable and that they had a good understanding.</p> <p>TW reminded governors of a recent case whereby students in Bodmin had been targeted through the messaging service on 'Fortnite' (an online video game).</p> <p>It is important that teachers teach the children at Mylor Bridge to be aware of the dangers of online messaging to each other too. It can be very easy to type horrible things into a message box. Would we be brave enough to say the same thing to someone's face? It has opened up discussion in PSHE (Personal, social, health and economic education) lessons.</p>	
<p>10</p> <p>10.1</p>	<p>Wellbeing Governor Report</p> <p>JJ has not had the opportunity to complete his governor report.</p>	

11	Student Voice Governor Report	
11.1	TG met with the Pupil Council (Years 3 to 6) and she asked them some of the questions from the Ofsted pupil questionnaire.	
11.2	1 Year 6 pupil said that she didn't enjoy school. However, this was contradicted when she gave a positive answer to a question later on in the session.	
11.3	The playground is an area that the Pupil Council would like to develop.	
11.4	TG would like to capture the pupil voice for the Reception and Key Stage One children.	
11.5	When the children suggested things that would make Mylor Bridge a better school, TG commented that lots of these were either things that were happening already or that they were soon to be re-introduced.	
11.6	TG commented that our children feel listened to and they feel important.	
12	Recent School Updates	
12.1	AM commented that tonight was his first governor meeting. He expressed his sincere thanks to the Mylor Bridge staff for supporting him. TG has been especially helpful.	
12.2	Mr Collinge (Year 6 teacher) led the Christmas performances for Key Stage 2.	
12.3	The Christmas Fayre raised £408.	
12.4	With regards to school improvement, the first wave of pupil progress meetings has taken place. A book scrutiny has been booked for staff to work more closely with schools at Mawnan Primary School, Flushing Primary School and Penryn College.	
12.5	The school feel that staff are at capacity with regards to the number of extra-curricular clubs that they can offer. AM explained that the school are considering asking an external person to run a Yoga class for pupils after school on a Friday. A governor explained the importance of requesting a DBS check (Disclosure and Barring Service) from the Yoga teacher and adding them to the SCR (Single Central Record).	
12.6	Another governor asked if the Yoga teacher had given an indication to the school about her costs. She has suggested that she would charge £3 per child. Her maximum number of pupils would be 20.	
12.7	Governors agreed that it was a positive thing that we are offering something different to our children.	
13	School Development Plan	
13.1	AM explained that the staff had recently looked very closely at the objectives in the SDP (School Development Plan). AM has colour-coded them in the following way: <ul style="list-style-type: none"> • Blue – The objective has been achieved. It is done. • Red – The objective has not been started. • Green – An ongoing objective • Amber – Staff have made a start and they need to do more. 	
13.2	A governor questioned whether this document had been written with the support of Marie Hunter. It had been. Marie had wanted boys' writing to be a	

	<p>focus across all schools in Kemeneth Multi Academy Trust (MAT). She felt that it was important to show writing progression from Reception to Year 6. Maths is a key area too.</p>	
13.3	The school is working hard to embed the mastery curriculum across Key Stage 1. Key Stage 1 staff have been booked onto the relevant course at the Maths Hub.	
13.4	AM is leading Talk for Writing in place of a teacher that is absent.	
13.5	The SDP shows a lot of green and governors commented that the staff have made a good start. AM commented that the one 'red' is Building Learning Power (BLP). This is an initiative that needs a lot of time and attention. It is not something that you can dip in and out of. The priorities for Mylor Bridge are to establish the maths, then the Talk for Writing, then BLP.	
13.6	AM plans to carry out pupil conferencing this term and to carry out lesson drop-ins. There is a planned book scrutiny for maths and English.	
13.7	It was noted that our children need more time to make their corrections in books.	
14	Data	
14.1	AM confirmed that the current data had been taken from the end of term tests. There has been some triangulation from Student Tracker and teacher assessments. AM anticipates that these percentages will be higher by the end of the year.	
14.2	Last year's cohort achieved 70% in the Phonics Screening Check. This is below the Cornish average of 82% and the national average (83%).	
14.3	The children that are currently in Year 1 are receiving 20 minutes of Phonics teaching in the morning and in the afternoons too. In addition, a Phonics workshop has been scheduled to support parents to help their children at home.	
14.4	AM commented that staff are still learning to use the new tracking system for their assessments. They are using this information to locate the gaps in the learning for their pupils.	
14.5	Year 1 is a very vulnerable cohort. There are a number of children in this year group with complex learning needs. Writing at age-related expectations or above by the end of the year is 45%. However, it was noted that the Year 1 children have not covered everything in their curriculum at this point in the school year.	
14.6	All of the year groups will be doing end of term assessments for maths.	
14.7	The Year 5 cohort of children are on track.	
14.8	Maths at age-related expectations or above for Year 6 by the end of the year is 47%. This is likely to go up as the year progresses and the children make progress.	
14.9	A governor questioned what the school were doing to support children that are scoring just below the threshold in their maths test. AM explained that the Year 6 children are spending time on getting used to the routines and the timings for the arithmetic paper. The practice papers have highlighted gaps in knowledge and with technique too. For example, there are some questions that need to be worked out in your head.	

14.10	A governor questioned whether staff had gone through the test paper to see if there is anything that is mirrored from the previous year's test. Are there any fundamental weaknesses? Are we teaching our children that some questions carry more points than others?	
14.11	AM confirmed that the progress for this year's Year 6 is good.	
14.12	A governor commented on an ASP (Analyse School Performance) tool and the ability to take out the children that have migrated into Year 6. This is a useful tool.	
15	MAT Update	
15.1	Marie Hunter has chosen not to renew her contract as CEO (Chief Executive Officer) of Kemeneth MAT. At a recent meeting, the governors at Penryn College said that they do not believe that the size of the MAT can justify the cost of an external CEO. There is the option of the Roseland model. Perhaps an existing Headteacher could take on the role of CEO? Could it be a shared responsibility?	
15.2	Mawnan Primary School is not in a position to join the MAT at this time. This is because of ongoing legal issues. Flushing have an issue with their lease.	
15.3	Governors feel very strongly that we would not wish to convert to academy status at different times. The MAT is much too small.	
15.4	Governors discussed the pros and cons of becoming an academy and joining Kemeneth MAT in light of the recent news. No definite decisions were made at this stage.	
16	SEND Update	
16.1	TW shared her SEND update with governors. Please refer to her notes.	
17	Attendance Report	
17.1	The current attendance figure is 96.3%. This is in line with the national average and there are no concerns.	
17.2	There were 9 pupils with an attendance figure below 90%. None of these pupils are Pupil Premium.	
17.3	One family has received a first warning letter about their child's attendance.	
17.4	The level of current persistent absences is 7%. This is well below the national average of 12%.	
17.5	<u>ACTION 1:</u> AM to put a reminder about family holidays and the impact on their child's attendance in the school newsletter	AM
18	AOB (Any Other Business)	
18.1	Governors discussed the recent advert for the wraparound care at Mylor Bridge.	
18.2	<u>ACTION 2:</u> AM to have a conversation with Vicky Sanderson about the possibility of an advert going out in April	AM

19	Dates of Future Meetings													
19.1	<table> <tr> <th>Meeting Type</th><th>Date</th><th>Time</th></tr> <tr> <td>Full Governing Board</td><td>Monday 18th March 2019</td><td>5.00 pm</td></tr> <tr> <td>Full Governing Board</td><td>Monday 20th May 2019</td><td>5.00 pm</td></tr> <tr> <td>Full Governing Board</td><td>Monday 15th July 2019</td><td>5.00 pm</td></tr> </table>	Meeting Type	Date	Time	Full Governing Board	Monday 18 th March 2019	5.00 pm	Full Governing Board	Monday 20 th May 2019	5.00 pm	Full Governing Board	Monday 15 th July 2019	5.00 pm	
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20	What has this Meeting Achieved?													
20.1	<ul style="list-style-type: none"> • The minutes from the previous meeting were discussed and approved by the Chair of Governors. • Governors unanimously adopted the revised version of the Safeguarding Policy. • Governors discussed the budget and minutes that were taken at the recent Finance Committee meeting. • Governor reports were shared with the whole governing board. • We discussed data and the School Development Plan. • Governors discussed the future of the Kemeneth MAT and Mylor Bridge's place within it. 													
21	Chair of Governor's Feedback													
21.1	None.													

Meeting closed at 7.30 pm