**MYLOR BRIDGE CP SCHOOL**



**MINUTES OF FULL GOVERNING BOARD MEETING**

**HELD AT THE SCHOOL ON TUESDAY, 12 JUNE 2017 AT 5.00 PM**

**PRESENT**: Mr P Dale (Chair), Mrs V Sanderson (Headteacher), Mrs V Kitts (Vice Chair), Mrs C Roberts, Mr J. Prentice, Mrs A McGee-Harrison, Ms T Gittins, Rev J James, Mr D Hadley, Mrs C Eason-Bassett.

**ABSENT:** - Mrs A McGee-Harrison, Ms T Gittins (arrived during meeting).

**APOLOGIES:**  Mrs T Lang (family commitment).

In attendance – Mrs J Cottle, Clerk to Governors.

Reports and appendices referred to in these minutes are attached to the original minutes and are available from the school office. Policies are available from the Policy folder in the Headteacher’s office.

The Chair welcomed Mrs Claire Eason-Bassett (elected parent/governor) to the meeting.

**PART A**

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| **AGENDA ITEM**  {Appendix 1} | **KEY POINTS** | **ACTION** |
| 2. Opportunity to declare pecuniary interest | Headteacher and C.E-B asked to complete the pecuniary interest forms. |  |
| 3.Approval of Minutes | Minutes circulated prior to meeting | Signed and dated as approved by Chair |
| 4. Matters Arising | * IP has now officially resigned and JT now in post as Class 3 teacher, commencing after the half-term holiday. * Ofsted Action Plan – British Values – is included in assembly time and curriculum time. |  |
| 5. Correspondence  {Appendix 2} | A letter was sent by H/T to Mr Belling requesting additional funding for the purchase of ipads and laptops. Mr Belling replied stating, that although our school had already received funding previously, our school would be added to the list with NCI as the preferred providers. School to use £5,000 from DFC funding to match some of the costs incurred to purchase staff laptops, ipads.  H/T also informed the meeting that the school had been included in the Tesco Bags for Help green token scheme which would entitle the school from £1,000 up to £4,000 which would be allocated towards the playground equipment. Also H/T had had a meeting with School Scapes to prepare a quote for the playground equipment. Also H/T suggested that the governors consider bid writing which if bid successful would incur a cost of £500.00. |  |
| 6. Academy Update  {appendix 3} | A Kemeneth newsletter had been received from David Cunningham sent on behalf of Colin Bridges. CEO still off on long-term sick, due to her husband’s ill health and it is unlikely to move forward in November 2017 and will be deferred until 1 January 2018.  PD concerns re due diligence. There was a lengthy general discussion regarding the necessary funding required to join the Academy and our school budget and the Chair was concerned about the 5% slice which seem very high and it is usually approximately 3%. £35,000 would be required, even with SLAs (approximately £10,000) and a c/f of £4,500 as a school we still could not fund this. There was no business plan in place and it seems that the fundamental issues have not been addressed. We need to consider this for the good of the children. Need to raise the question of MH returning.  Ms Gittins entered the meeting at 5.45 pm. |  |
| 7.Pupil Premium/Sports Premium  {Appendix 4} | Report circulated prior to the meeting by H/T.  Penryn College spend a lot of money for Sport and Inclusion Festivals for those children who are not so keen to take part. VC covers sporting events and taking the children out of school to these events.  TG – asked the question ‘Do some children slip through the net?’  It is important that the children win these sporting achievements, in competitive sport to win, but there are many opportunities such as the Inclusion Festivals for those children to take part in.  Pupil Premium – H/T - at the present time we are very lucky to allocate a T.A. to every class all day, every day. Teaching Assistants in all the classes 1:1 – for 25 hours will need a review for next year with the small class sizes. There are a lot of contact hours and TAS.  TG – asked the question what the impact will be on the TA’s at the school?  H/T – there will be a natural wastage – Jess F finishing at the end of July to attend University. MB finished in Class 1 not reducing any TA hours. CR felt that the Early Years require that additional help with the new intake in September. H/T – those hours will be covered by existing staff. |  |
| 8. Budget Monitoring | There is a general reserve of £10,000. The living wage and LG Pension Scheme has had a big impact on TA hours. With KH 32½ , MB reduction of 25 hours and Jess F leaving 25 hours; a saving of about 10 hours per week. An additional saving of H/T but not significant. There is a c/f of £4,653. Capital Reserve - £9,643. It was agreed that this funding will be ring-fenced for the Belling project. |  |
| 9. Committee Organisation | H/T stated that a decision should be made to form committees and the governors’ individual roles. 3 or 5 needed for each committee.  Health and Safety Committee/PFI Monitoring, Standards and Attainment (Curriculum), Pay, Personnel.  TG – to remain with 3 areas – Safeguarding/Attendance/SEN.  VK – Student Voice/English  CR – EYFS  CEB – Maths  JP – H/S/B&S/ICT  PD – Whistleblowing  DH – PP  **Committees:**  H&S – CEB/JP/PD  Standards and Attainment: - CR, DH, TG, VK, AMCG  Finance – PD, Rev. J, CEB, JP  Pay – Rev J, CR, PD  Personnel – VK, Rev J, AcMcG  H/T wished to invite Mr Chris Gould, Headteacher at Chacewater School, to the Board as an Associate Member to work with Standards Committee – Maths advisor, There was a general discussion regarding this appointment.  CR asked the question of why this appointment was necessary as Maths results have been good.  H/T - and useful to have on board, has a wealth of experience.  Agreed to carry out appointment for 1 years and then to be re-assessed in 12 months’ time. | H/T to approach Mr Gould |
| 10. Governor Week Visit Date | Governors to make appointments in October and at Easter during one week, to visit school. Important that governors are in school so that the children know who they are.  Week commencing 30 October to 3 November to meet with link person/staff, probably an afternoon. |  |
| 11. Adoption of Policies  {Appendix 5-15} | Policies circulated prior to meeting: Complaints, Data Protection, Freedom of Information, Grievance, H&S, Teachers Pay 2016, Code of Conduct June 2017, Behaviour May 2017. Pay for Support Staff, Rewards and Sanctions, Safeguarding and Child Protection, November 2016.  Behaviour - VK – asked the question regarding the Golden Ticket reward, what are they awarded for?  Can be awarded for pulling out a chair, standing back for an adult in the doorway, in the playground – to make a more friendly place.  TG – asked the question – has there been a shift in behaviour?  H/T Expectations high, walking into assembly etc.  There was then a lengthy discussion regarding positive praise and rewards and sanctions. There is a need for consistency throughout the school from staff.  SRE Policy – H/T informed governors that at present the school was using Walk Tall programme and would be moving towards the Christopher Winters programme. General discussion regarding the language used, ie Year 1 – families, Y2, cat that gives birth, Y3 – correct language etc.  CR – this was the programme that we used to use in school and were told with the new curriculum to move away from that.  Agreed by governors – to adopt the Christopher Winters programme.  VK – asked the question regarding Code of Conduct – and the guidance for staff – did this apply to external staff?  Also there was a general discussion regarding monitoring staff using social media, professional standard, parents as friends.  TG –Safeguarding policy – asked the question regarding parent helpers required on recent newsletters?  H/T – parents in school on half-termly basis, DBS check, to help with reading, ICT, any skills they may bring to the school. General discussion regarding parent volunteers in school.  Agreed to adopt these policies. |  |
| 12. Children in Care and Safeguarding | 2 children LAC, 2 safeguarding. TG been made aware of S.175 document.  Flexi-schooling -2 children in school, safeguarding issue. Also received a request for 2 Reception children in September 2017. Can defer place until Year 1, H/T has spoken to parents regarding this matter.  There was then a discussion regarding flexi-schooling, at the discretion of the school. H/T to check guidelines.  It was agreed at the meeting that there would be no flexi-schooling from September, but the Year 4 child to continue to end of Primary school. |  |
| 13. H&S | Mr John Walker from Pyramid, Interserve visited site. To add catches to windows in Class 3. H/T has meeting with School Scapes to develop play area around tree in front playground. Class 5 very dark and hot during the summer. H/T received quote from NCI to move routers at a cost of £2,000. Also looking into the idea of adding a window on the end wall, fundraising contributions?  Also looking into the idea of lottery funding for a Year 1 space where the mini bus space is at present. There was then a discussion regarding the removal of the memorial boat in the car park area. Discussion regarding the tree being taken down in the front playground. |  |
| 14. Date and time  of next meeting | Monday, 17 July 2017, 5.00 pm.  Chair thanked everyone for attending the meeting. |  |
| **PART B**  15. Confidential Matters | Clerk asked to leave the room to discuss this agenda item. |  |
|  | The meeting closed at 8.10 pm. |  |