

**Minutes of a Full Governing Board meeting held at  
Mylor Bridge CP School on Wednesday 10<sup>th</sup> July at 5.00 pm**



Names	Initial	Governor Category	Attendance
Mr Daniel Hadley	DH	Parent Governor	Y
Mr James Prentice	JP	Parent Governor	N
Mrs Polly Radford	PR	Parent Governor	Y
Mr Paul Dale ( <b>Chair</b> )	PD	Local Authority	Apologies
Mrs Vicky Sanderson	VS	Staff (Headteacher)	Y
Mrs Tracy Wilkes	TW	Staff (Elected by Staff)	Y
Miss Tamsin Gittins	TG	Co-opted	Arrived during item5
Rev Jeffrey James	JJ	Co-opted	N
Mrs Vanessa Kitts ( <b>Vice Chair</b> )	VK	Co-opted	Apologies
VACANCY		Co-opted	VACANCY
Mrs Jane Stephens	JS	Co-opted	Y
Mr Christopher Gould	CG	Associate Member	Apologies
Alex Stainer	AS	Clerk to Governors	Y

Item	Details	Person Responsible
<b>1</b>	<b>Absence and Apologies</b>	
1.1	The absences listed above were shared with the governing board. Governors accepted the apologies for PD, CG and VK.	
1.2	This evening's meeting was chaired by JS as elected by the attendees, as PD had sent his apologies.	
1.3	The meeting was quorate in line with regulation 14 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.	
<b>2</b>	<b>Governor to Complete Business and Pecuniary Interest Form 2018/19</b>	
2.1	AS forms for 2018/19 were completed by VS and PR.	
2.2	JJ, VK and CG still to complete a form. <b>ACTION 1</b> - AS to chase.	<b>AS</b>
<b>3</b>	<b>Opportunity to Declare a Pecuniary Interest</b>	
3.1	None were declared.	
<b>4</b>	<b>Approval of Minutes of the Previous Meeting</b>	
4.1	The minutes from the Full Governing Board meeting held on 20/05/19 were accepted by the full governing board and signed by JS as a true and accurate record.	
4.2	The Confidential minutes from the Full Governing Board meeting held on 20/05/19 were accepted and signed by JS as a true and accurate record of the meeting.	
<b>5</b>	<b>Matters Arising</b>	
5.1	<u>Action 1</u> - VS to produce a governor file to highlight headline statements ready for September. Update: this will be ready for September 2019.	
5.2	<u>Action 2</u> - TW and PR to arrange to meet to discuss SEN. Update: The meeting took place where PR learnt more about the SEN link-governor role. PR stressed she had no prior SEN knowledge but it was an area she was interested in. <b>ACTION 2</b> - Clerk to provide guidance on the SEN link-governor role to PR.	<b>AS</b>

	<p><b>ACTION 3</b> - VS to send the pro-forma governor monitoring report to PR to complete.  PR expressed surprised at such a rapid increase in SEN numbers.  The children's IEP's are now going to be held with the class teachers as the SENCo did not have time to manage these.  <b>Governor asked</b> who is going to be supporting them after the TA cuts?  VS explained that in Key Stage 2 there will be a dedicated intervention TA in the afternoons.  <b>Governor asked</b> how this picture differed to other schools? It is exactly the same in all schools.  <b>Governor reinforced</b> that there was no funding anywhere. EHCPs are time consuming to apply for and there may not be top-up funding attached to them if they are approved.  <b>Governor requested</b> the SENCo role be looked at to ensure time is spent in the right way managing the processes.  Increasing parental involvement and knowledge is a priority for next year.  The SENCo is undertaking Trauma Informed Schools (TIS) and needs to have SIMs database training.  The SEN governor will be looking at the Motional tool in September and will attend the TIS staff training.</p>	<b>VS</b>
5.3	<p><u>Action 3</u> - VS to make the requested amendments to the Governors' Allowance policy.  Update: Amended and should available on the website</p>	
5.4	<p><u>Action 4</u> – Teacher's Pay Policy to be included in a future agenda.  Update: This will be brought to the next meeting on 11<sup>th</sup> November 2019.</p>	
5.5	<p><u>Action 5</u> - VS to circulate the amended policy review spreadsheet.  Update: Outstanding. <b>ACTION 4</b></p>	<b>VS</b>
5.6	<p><u>Action 6</u>– TG to report to VS what the amalgamated document should be called. (SEN Information Report)</p>	
5.7	<p><u>Action 7</u> - VS will bring the budget to the Finance Committee after meeting with the bursar and amending the TA figures.  Update: VS reported she had met with the bursar and they were happy with the budget. All the costs for the Service Level Agreements for things such as the Educational Psychologist, insurance etc. had been allocated.  Approval had been received for the purchase of 2 interactive boards.  <b>VS sought governor approval to bring an intervention TA in. Governors agreed.</b></p>	
5.8	<p>VS gave a staffing update at this point:  An experienced full time 121 TA full time was appointed to EYFS – class 1.  <b>Governor asked</b> was that a specific SEN support? Yes.  <b>Governor asked</b> was there specific funding? No, but they will have to be accommodated within the budget. The child is having separate lessons but is attempting to integrate.</p>	
5.9	<p>Two more TA's are being recruited, there are some possible candidates from the interviews.  <b>Governor asked</b> who is the interview panel? VS, Chair and a 3<sup>rd</sup> person in case of disagreements.</p>	
5.10	<p><u>Action 8</u> - VS to meet with PR to discuss crowdfunding to see how much can be raised.  Update: PR reported that the crowdfunding page had been set up and the current total was £660. Further fundraising efforts were planned.  <b>Governor asked</b> how have the Church responded to it? PR hadn't received a response from the Church yet.</p>	

5.11	<p><u>Action 9</u> - PR to investigate funding options, such as the parish council for s106 funding. Update: PR had spoken to Cornwall Council, completed the forms and had been informed that the s106 funding can't be accessed by the school, as any area benefiting from the funding had to be accessible to everyone at all times. There is still £10k s106 funds in the parish council that is unspent.</p> <p>(TG joined meeting at 5.45pm)</p>	
5.12	<p><u>Action 10</u> - Governors were asked to look at the statement and email VS with any comments or ideas to add by 21<sup>st</sup> June. VS to save the statement to the public drive. Update: No feedback had been submitted to VS. VS to send out to parents and bring feedback to the next meeting on 11<sup>th</sup> November 2019.</p>	
5.13	<p><u>Action 11</u> - VS to ensure parents are aware that the school intends to initiate the fining process for unauthorised absence via the LA EWO. Update: VS has sent the letter out. Feedback had been received from parent who were not happy about it. <b>Governor asked</b> if the school sits down and has a conversation with parent before fining them. VS confirmed that the EWO does do this.</p>	
5.14	<p><u>Action 12</u> - VS to email the STEM Project document to governors, the project focuses on career aspirations. Update: Outstanding. <b>ACTION 5</b> VS to circulate.</p>	<b>VS</b>
5.15	<p><u>Action 13</u> - AS to circulate a list of governor training opportunities. Update: Actioned.</p>	
<b>6</b>	<b>Correspondence</b>	
6.1	An item of correspondence was discussed after item 15.	
<b>7</b>	<b>Headteacher's Report to Governors incl Current Data Review Summer 2019</b>	
7.1	The report was circulated prior to the meeting. VS ran through the main points.	
7.2	Writing in Key Stage 1 and EYFS was lower than National. This will be tracked from EYFS to year 6.	
7.3	The issues in Key Stage 1 are down to the inconsistency of year 2 teaching staff, due to sickness and a staff member leaving who was difficult to replace. There is now a replacement.	
7.4	VS highlighted the new Ofsted criteria is about breadth of curriculum as well as keeping standards up. Page 4-5 lists the access students have had to cultural capital.	
7.5	Action points will feed into the School Development Plan which will be presented at the next meeting on 11 <sup>th</sup> November 2019.	
7.6	VS explained that there was a potential for poor results but the students had 'worked their socks off'.	
7.7	<p>Key Stage 2 outcomes were:</p> <p>Reading Exp:81%(National 75%) GDS: 33% (National 28%)  Writing Exp: 81% (National 78%) GDS: 20% (National 20%)  Maths Exp: 71% (National 76%) GDS: 19% (National 24%)  SPAG Exp: 76% (National 78%) GDS: 38% (National 34%)  Combined: R/W/M: 67% (National 64%)</p>	

7.8	This is the first year the school has fallen below National in Maths. One child made the difference, but it is better than predicted.	
7.9	<b>Governors discussed</b> future exam practice to ensure a real experience for the child on the day and results not effected by change of environment.	
7.10	Progress Scores were above or inline with National Reading: 0.21 (National 0.03) Writing: 1.09 (National 0.03) Maths: 0.47(National 0.03)	
7.11	<b>Governor expressed</b> how amazing the children had dealt with the exams, particularly considering the amount of SEN children involved.	
7.12	<b>Governor asked</b> if the children all had the same issues on the same paper in maths? VS explained it was the 1 <sup>st</sup> paper. There will be a breakdown and analysis in the autumn to give an idea of the key areas to focus on. VS pointed out that in Maths three children achieved a score of 109, they would have achieved greater depth if they had a score of 110.	
7.13	<b>Governors commended</b> the year 6 teacher on his hard work.	
<b>8</b>	<b>Sports Premium Review</b>	
8.1	The Primary PE and Sports Premium Statement had been circulated prior to the meeting.	
8.2	VS ran through the statement commenting on key areas.	
8.3	Key Stage 1 healthy cooking – VS would like a cookery club to come into the school to deliver this. They would have to bring the cooking facilities with them as the school doesn't have any. The cost of this is not know until a provider has been sourced so the statement is showing '???' next to cost.	
8.4	Mindfulness for Key Stage 2 is a new addition. This will take place for 40 minutes per week for 6 weeks. The exact dates are still to be confirmed.	
8.5	VS would like to pay for a TA to deliver Fun Fit with the SEND children. This could be run before or after school.	
<b>9</b>	<b>Pupil Premium Update</b>	
9.1	No update for this meeting. It will be brought to the next meeting on 11 <sup>th</sup> November 2019.	
<b>10</b>	<b>Health and Safety Update</b>	
10.1	VS reported that the PFI Health & Safety check had taken place. The report had not been received as yet.	
<b>11</b>	<b>Attendance Review</b>	
11.1	Attendance review did not take place.	
11.2	The following items were added to the agenda at this point.	
11.3	School Improvement Partner Record of Support letter dated 2 <sup>nd</sup> May 2019 was circulated alongside a Review of Mylor Community Primary School from HMI. VS confirmed they didn't contain anything new and all the points made were being worked on. VS also confirmed that teacher assessments had been moderated and were at the right level.	
11.4	<b>Governor asked</b> what the term 'Fundamental British Values' referred to, in the letter. VS explained the values referred to were democracy; the rule of	

	law; individual liberty; mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Every school must promote the values and Ofsted check this is being done as part of their inspection.																
11.5	<b>Governor recommended</b> an online resource called "No Outsiders", which was a programme of study around diversity created by a Deputy Head in Birmingham.																
11.6	<p><b>Wider Curriculum</b></p> <p>VS explained that a lot of work had been done on auditing the current curriculum and asking parents what they would like to see included. There is now a curriculum map for each year group which will tracks skills progressions from year 1 to year 6. It had become apparent that the school hadn't been passing on the skills of the subjects, for example the skills of a historian or a geographer. There is now a plan and expectation to do this.</p> <p><b>Governor clarified</b> that it is a more consistent path.</p> <p>The feedback from parents asked for more languages, more outside learning and using spaces in the village.</p> <p><b>Governor asked</b> will the skills progression get fed back to staff and parents? Yes, staff and governors and as part of the School Development Plan in September.</p>																
11.7	<p><b>Lock Down Policy</b></p> <p>VS explained that the policy was in case of a terrorist attack.</p> <p><b>Governor raised concerns</b> that even though the front door is secure anyone can walk around the side of the building. VS agreed more security was needed on the side gate.</p> <p>Governor asked if there was a specific noise to indicate the policy should be enacted? The bell could be used.</p> <p><b>Governor asked</b> if the school had a Bomb Threat Policy? VS confirmed they did.</p>																
11.8	<b>Governor asked</b> if the car-park gate should be shut to prevent children leaving? VS confirmed it was a priority to get a higher gate the other side, which should avoid this need.																
<b>12</b>	<p><b>Date of Next Meeting and Committee Meeting Dates</b></p> <table border="1"> <thead> <tr> <th>Meeting Type</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td>FGB</td><td>Monday 11<sup>th</sup> November 2019</td><td>5.00pm</td></tr> <tr> <td>FGB</td><td>Monday 9<sup>th</sup> March 2020</td><td>5.00pm</td></tr> <tr> <td>FGB</td><td>Monday 8<sup>th</sup> June 2020</td><td>5.00pm</td></tr> <tr> <td>FGB</td><td>Tuesday 14<sup>th</sup> July 2020</td><td>5.00pm</td></tr> </tbody> </table> <p>VS to email out to the committees to arranged meeting dates.</p>	Meeting Type	Date	Time	FGB	Monday 11 <sup>th</sup> November 2019	5.00pm	FGB	Monday 9 <sup>th</sup> March 2020	5.00pm	FGB	Monday 8 <sup>th</sup> June 2020	5.00pm	FGB	Tuesday 14 <sup>th</sup> July 2020	5.00pm	
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<b>13</b>	<p><b>What has this Meeting Achieved?</b></p> <p>The Governing Body has helped move the school forward in this meeting by fulfilling its core strategic functions as defined by the DfE:</p> <p>Ensure clarity of vision, ethos and strategic direction – the governing body asked relevant questions throughout the meeting where they required additional details to those provided by reports. Reports from SIP and HMI would influence future development plans.</p> <p>Hold the Headteacher to account for the educational performance of the school and it's pupils, and the performance management of staff – The</p>																

	<p>governors clarified the SENCo role and the support for SEN children along with challenging TA levels. SATs results were scrutinised and the Head teacher held to account. The broader curriculum arrangements were discussed.</p> <p>Oversee the financial performance of the school, ensuring value for money – Governors received the sports premium report. Fundraising efforts were discussed and further planned.</p>	
<b>14</b>	<b>Chair of Governor's Feedback</b> None.	
<b>15</b>	<b>Confidential</b> None.	
<b>6</b> 6.1	<p><b>Correspondence</b></p> <p>VS had received correspondence from a parent expressing their views on the unfairness of fining for unauthorised absence from school. VS asked how the governors would like her to respond.</p> <p><b>Governors agreed</b> that she should quote the official guidance/legislation emphasising that it wasn't a specific policy for Mylor Bridge School, plus the school will be judged by Ofsted for the pupil attendance. The Education Welfare Officer would be asked for the appropriate working regarding the legislation.</p>	

The meeting ended at 6.55pm

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Dated \_\_\_\_\_

Chairperson of Governing Body