

**Minutes of a Full Governing Board meeting held at
Mylor Bridge CP School on Monday 11th November at 5.00 pm**



Names	Initial	Governor Category	Attendance
Mr Daniel Hadley	DH	Parent Governor	Absent
VACANCY		Parent Governor	VACANCY
Mrs Polly Radford	PR	Parent Governor	Y
Mr Paul Dale (Chair)	PD	Local Authority	Apologies
Mrs Vicky Sanderson	VS	Staff (Headteacher)	Y
Mrs Tracy Wilkes	TW	Staff (Elected by Staff)	Apologies
Miss Tamsin Gittins	TG	Co-opted	Y
Rev Jeffrey James	JJ	Co-opted	Y
VACANCY		Co-opted	VACANCY
VACANCY		Co-opted	VACANCY
Mrs Jane Stephens	JS	Co-opted	Y
Mr Christopher Gould	CG	Associate Member	Absent
Alex Stainer	AS	Clerk to Governors	Y
Mary Heard	MH	Observer	Y
Matthew Collinge	MC	Staff Observer	Y joined in item 2

Item	Details	Action
1	Absence and Apologies	
1.1	The absences listed above were shared with the governing board. Governors accepted the apologies for PD and TW.	
1.2	James Prentice and Vanessa Kitts have both resigned their governor positions. There are now vacancies for a parent governor and 2 co-opted governors.	
1.3	The meeting was chaired by TG as elected by the attendees. PD had sent his apologies.	
1.4	The meeting was quorate in line with regulation 14 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.	
22	Confidential	
	This item was dealt with out of numerical order.	
22.1	Item removed to confidential part 2 minutes.	
22.2	Item removed to confidential part 2 minutes.	
22.3	ACTIONS 1-3 in confidential part 2 minutes.	
2	Election of Chair and Vice-Chair for 2019/20	
2.1	Matthew Collinge, year 6 teacher, joined the meeting as an observer.	
2.2	JJ reported that he may be retiring from his role as Priest in Charge of St Mylor Church by the summer term. He will inform governors once it has been confirmed.	
2.3	AS to email governors information about being a co-opted governor. ACTION 4	AS
2.4	PD had expressed an interest in being elected for either Chair or Vice-Chair for this academic year.	
2.5	It was agreed that as there were a number of vacancies on the board and absences from the meeting the election of Chair and Vice-Chair would be postponed until the next meeting. The role of Chair would continue to be held by PD until the next meeting. There is currently no Vice-Chair.	

	accepted by the full governing board and signed by JS as a true and accurate record.	
7	Matters Arising	
7.1	ACTION 1 - AS to chase, JJ, VK and CG to complete a Declaration of Interests form for 2018/19. Update: Circulated in item 3. VK has resigned and CG did not attend the meeting. CG is still outstanding. ACTION 8	AS
7.2	ACTION 2 - Clerk to provide guidance on the SEN link-governor role to PR. Update: Actioned. As new SEN governor TG requested the information. AS to send to TG. ACTION 9	AS
7.3	ACTION 3 - VS to send the pro-forma governor monitoring report to PR to complete. Update: in forms for meeting.	
7.4	ACTION 4 - VS to circulate the amended policy review spreadsheet. Update 10.07.19: Outstanding. Update 11.11.19: VS to put on VLE. ACTION 10	VS
7.5	ACTION 5 - VS to email the STEM Project document to governors, the project focuses on career aspirations. Update 10.07.19: Outstanding. Update 11.11.19: VS gave an update. Raising aspirations will start on 18 th November 2019 when 3 volunteers will come to school. They will be a Production Assistant for channel 4, an NHS worker and a third occupation. The pupils will have to guess what their career is from objects they provide. Year 5 will take part in speed dating for careers. At the end of term pupils will do work about a career they didn't know existed but now they do.	
7.6	PR confirmed the Crowdfunding total for the school was currently at £7500.	
8	Safeguarding update	
8.1	VS gave the update. The information was provided in the Headteacher's report.	
8.2	There were currently no children in care. Three children are working with social care under Child in Need status. Working with a sibling at another school. Suicide prevention from County is involved. One child has a special guardianship order. Two children have court orders. Two children are working with social care. There have been two Early Help Hub requests. There has been one referral to Penhaligon's Friends. One child is attending on a reduced timetable, arranged through the Local Authority. One EHCP request been made this half term, and goes to panel on 23 rd November. One EHCP will be submitted by the end of December. One child is working with the Child and Adult Mental Health Service (CAHMS). One is waiting assessment at the Lorna Wing, an ADHD assessment team in Essex. There has been one Team Teach incident.	
8.3	Governor asked if the reduced timetable has had an impact on the child? The child now manages to make it through the morning without an issue. Governor asked why the child was at Mylor and not a school more local to where they live? The parents want the child to attend a more local school to them but the school keep giving excuses not to take them, such as not having the appropriate resources.	
9	Staffing Update Covered in confidential item 22.	

10	Feedback from Finance Committee held 24th September 2019	
10.1	The September financial statement had been circulated prior to the meeting. The committee reported that it was a tight budget.	
10.2	Payroll was on target. Administration staff had a surplus. This was due to the TUPE not coming through from Penryn College when the school didn't convert to an academy. The School Administrator didn't receive a pay rise. There is an overspent in SEN due to buying in behavioural support and Educational Psychologist hours. In the Delegated Fund the government has given more than was expected. School Income is from VS's interim Headteacher period at Marlborough School.	
10.3	Reserves are £18k, with an £50k in-year deficit, but there is money in the bank.	
10.4	Governor asked would you consider looking at donations of items like pens etc from other parties? Yes, the school would be happy to accept donations of equipment. PR will approach teachers for a wish-lists of equipment and approach local businesses. (JS left the meeting at 7pm.)	
10.5	VS advised that the column for % to date is the most relevant one and there is nothing over budget.	
11	H&S update and feedback from Committee held 24th September 2019	
11.1	VS reported that the H&S Audit took place last week and went well. PFI were great. The audit identified that First Aid at work training was needed.	
12	Confirm HTPR and Staff Pay Review has taken place	
12.1	It was confirmed that the Headteacher's Performance Review was set for 3 rd December 2019.	
12.2	The staff pay review had taken place for all staff that were here at the time and had been ratified by governors.	
13	Correspondence	
13.1	VS reported an email request from a parent asking governors to reconsider closing the school earlier at the end of Christmas and summer terms. The parent does not think this takes into account working parents that can't pick their children up early. Governor asked how much notice do parents get of the early closure days? More notice has been given this year so parents can plan. Governors expressed that more parents seemed concerned that children have to be dropped off at locations other than school for 9.30am with less notice. This had been an issue with attending Creative Art Primary Academy at Penryn College. It was too short a turn-around and caused disruption. In future it was requested that pupils could be dropped at 9am into the care of a member of staff. Governors agreed that they were satisfied that if events such as the harvest festival finished at 2.45pm then pupils can leave early with parents. Governors agreed that the school could continue to close early on the last day of term at Christmas and Summer if parents are given enough notice.	
13.2	Fining for Unauthorised Absence Governors had agreed that communication to parents about fining should go ahead. Conversations should be had with parents before fines are issued. This was raised again and discussed by governors who decided that the stance	

	taken at the last meeting was the correct one and should be followed.	
14	HT's report to Governors + Governor's files	
14.1	Governor folders were issued to all present. These would contain the school report from each meeting.	
14.2	Currently Number On Roll (NOR) is 134, which is down from 140. Parents have moved out of the village for 5 children. Three left to go to other schools. One child was a surprise leaver last week, with no notice. VS spoke to parents about their reasons behind it. They denied it was a bullying issue or anything the school could address.	
14.3	In every class room there will now be a box for "I wish my teacher knew". There has been lots of change, which needs support. Change has created particular dynamics which need careful handling. Governors discussed the resilience of the different classes and age groups and impact of staff changes.	
14.4	School Development Plan, Self Evaluation Form, Pupil Premium and other data. The importance of governors reading the information provided in these documents was stressed. The Headteacher's report and updates regularly added to the files was crucial to ensure Ofsted readiness.	
15	Sport Premium review and update	
15.1	The Sports Premium review had been added to the website. This was discussed at the last meeting.	
16	Pupil Premium report from 2018/19 and update	
16.1	Pupil Premium report was on the website.	
16.2	Governor asked are the children doing enough PE, it should be 30 minutes per day? The 30 minutes includes activity at break times and health and well-being. The pupils have 1 hour per week of taught PE. Afternoon sailing sessions which take place over a number of hours so will also be included in this target.	
17	Attendance review	
17.1	The attendance review is taking place tomorrow with the Education Welfare Officer (EWO). A report will be brought to the next board meeting.	Agenda item
18	Policies to approve: Safeguarding / Behaviour/ Medical conditions	
18.1	Policies had been circulated prior to the meeting.	
18.2	Governors agreed to adopt the Safeguarding Policy which had been updated from September 2019.	
18.3	Medical Conditions Policy will be updated and brought to the next meeting.	
18.4	Behaviour Policy Governor requested that kindness to others should be included. Governor sought clarity on fidgeting being a bad behaviour? Banging and being distracting would fall under self-awareness about disturbing others. It is not treated naughty behaviour, as long as it is not disruptive or distracting to others. The pupil can still fidget, but techniques to keep it under the table and quiet are being used. VS confirmed that children are not being told off for being anxious or unsettled. The Board approved the Behaviour Policy and sent it to Student Council for comment.	Agenda item
19	Date of Next Meeting and Committee Meeting Dates	

	<table border="1"> <thead> <tr> <th>Meeting Type</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td>FGB</td><td>Monday 9th March 2020</td><td>5.00pm</td></tr> <tr> <td>FGB</td><td>Monday 8th June 2020</td><td>5.00pm</td></tr> <tr> <td>FGB</td><td>Tuesday 14th July 2020</td><td>5.00pm</td></tr> </tbody> </table> <p>Governors meet with Class teachers and subject links - 9th December 2019 at 3.30pm – 4.30pm. Standards Committee - 1st October cancelled – rescheduled for 9th December 2019 - 4.30pm-5.30pm. (MH and MC left the meeting at 7.35pm.)</p>	Meeting Type	Date	Time	FGB	Monday 9 th March 2020	5.00pm	FGB	Monday 8 th June 2020	5.00pm	FGB	Tuesday 14 th July 2020	5.00pm	
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20	<p>What has this Meeting Achieved? 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. Policies for Behaviour and Safeguarding were adopted. Governor monitoring roles were clarified and dates set. The school's stance on unauthorised absence was firmed up. Support for children's welfare and the impact on staff and pupil changes was discussed.</p> <p>Hold the Headteacher to account for the educational performance of the school and it's pupils, and the performance management of staff – Confidential items addressed staff issues. Staff pay review has taken place.</p> <p>Oversee the financial performance of the school, ensuring value for money – Feedback from the Finance Committee was received with the budget statement, Plans for donations to the school were made and results from fundraising were discussed.</p>													
21	<p>Chair of Governor's Feedback None to report.</p>													
	<p>AOB Election of Co-opted Governor Governors elected Mary Heard to the Board as a co-opted governor.</p>													

The meeting ended at 7.40pm

Dated _____

Chairperson of Governing Body