

**Minutes of a Full Governing Board meeting held at
Mylor Bridge CP School on Monday 12th March 2018 at 5.00 pm**



These minutes are in draft form until confirmed as a true and accurate record by the Chair of Governors.

Names	Initial	Governor Category	Attendance
Mrs Claire Eason-Bassett	CE-B	Parent Governor	✓
Mr Daniel Hadley	DH	Parent Governor	Absent (Medical)
Mr James Prentice	JP	Parent Governor	Absent
Mr Paul Dale (Chair)	PD	Local Authority	✓
Mrs Victoria Sanderson	VS	Staff (Headteacher)	✓
Mrs Tracy Wilkes	TW	Staff (Elected by Staff)	Absent (Unwell)
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	Absent
Mrs Christine Roberts	CR	Co-opted	✓
Mr Christopher Gould	CG	Associate Member	Absent
Miss Becky Phillips	BP	Clerk to Governors	✓

Key

* These files have been shared on eSchools
 Challenge
 MBS Mylor Bridge School

Item	Details	Person Responsible				
1	Absence and Apologies					
1.1	The absences that are listed above were shared with the Governing Board. The Governors accepted the apologies for DH, JP, TW, AM-H and CG.					
1.2	This evening’s meeting was chaired by PD.					
2	Opportunity to Declare a Pecuniary Interest					
2.1	None					
3	Approval of Minutes of the Previous Meeting	BP				
3.1	<u>ACTION 1:</u> VS asked BP to amend Section 10.4. It was agreed that the following amendments would be made: National Age-Related Expectation (NARE) <table border="1"><tr><td>Year 5</td><td>3 out of 5 will achieve NARE for R and W 2 out of 5 will achieve NARE for M</td></tr><tr><td>Year 6</td><td>8 out of 9 will achieve NARE for R, W and M</td></tr></table>		Year 5	3 out of 5 will achieve NARE for R and W 2 out of 5 will achieve NARE for M	Year 6	8 out of 9 will achieve NARE for R, W and M
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3.2	PD will sign the minutes from the FGB on 29.01.2017 (*) at the next Local Governing Body meeting.					

<p>4</p> <p>4.1</p> <p>4.2</p>	<p>Matters Arising</p> <p>10.5. VS to gather GD evidence for disadvantaged and non-PP pupils. This will be discussed at the next Full Governing Board meeting.</p> <p>Follow Up: The following documents were circulated prior to the meeting (*):</p> <ul style="list-style-type: none"> • Underachieving Boys - Sept 17 • Underachieving Boys - Feb 18 • Underachieving Girls - Sept 17 • Underachieving Girls - Feb 18 <p>VS explained that she had looked at the information for disadvantaged pupils with Andrew Martin (Assistant Headteacher / Class 6 Teacher). The predictions remain the same. VS added that the school are slightly lower than they should be for Greater Depth. This has now been identified and it is linked to the current School Development Plan.</p> <p>Disadvantaged children. Who does that include?</p> <p>For the purposes of the Pupil Premium statement, VS explained that it included Ever 6, Children in Care, those with Special Guardianship, FSM and Services children.</p> <p>For the purposes of SATs, it includes Ever 6, Children in Care and post-looked After Children.</p>	
<p>5</p> <p>5.1</p>	<p>Correspondence</p> <p>None</p>	
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Headteacher Report to Governors</p> <p>VS explained that the context of the school is stable. There are very few changes. One child has been de-registered. This was a parental decision to move their child to Truro School. Three girls have joined Year 2, Year 3 and Year 4. One child is co-registered at Nine Maidens APA.</p> <p>Is the percentage for Free Schools Meals really low?</p> <p>VS explained that there is a prompt on SIMS and you are able to scan pupils' NI numbers. Staff have questioned whether there are adopted children at MBS that they do not know about. We rely on parents telling us. It's about knowing our families really well and feeling able to approach them.</p> <p>ACTION 2: TG to write up the minutes for the following committee meetings: Attendance (08.02.2018) and Safeguarding. TG to email copies to BP.</p> <p>The second round of Pupil Progress Meetings have taken place with all teaching staff. 7 children have been identified as needing support for their social, emotional and mental health (SEMH). In order to meet their SEMH needs, the children are having some nurture time and making use of social stories.</p> <p>Have you considered using the Drawing and Talking strategy?</p>	<p>TG / BP</p>

	<p>The adult that is leading the nurture sessions has completed her training for Emotional First Aid. As part of this training, she learnt about Draw and Talk.</p> <p><u>ACTION 3:</u> TG to share upcoming training dates for Draw and Talk with VS</p>	TG
6.5	<p>Governors have unanimously agreed to move forwards to become part of Kemeneth MAT. The proposed date for conversion has been delayed until 1st May 2018.</p> <p>There are some issues arising. The Senior Leadership Teams met from the joining schools and they had some concerns about finance. It is hoped that MBS will find the majority of upfront costs from the government grant of £25,000. The upfront cost for the individual SIMS licence is particularly expensive (£5,500).</p> <p>PD explained that upfront costs are very real for schools with smaller numbers on roll. Further down the line, the MAT hopes to be cost neutral. There are some cost savings anticipated with staffing. SLAs will become cheaper too.</p>	
6.6	<p>Mrs Cottle has resigned from her role as School Administrator. In total, there have been 5 applicants. VS explained that it would not be possible to have someone in place by 29th March.</p> <p>Governors discussed a number of different options. Could we offer someone a short-term casual contract from March and until the start date of the Kemeneth MAT? It is important that the process is fair and in line with HR guidance. Could we borrow a member of staff from Penryn College on a temporary basis?</p> <p><u>ACTION 4:</u> VS to seek advice from the HR advisor at Cornwall Council</p> <p><u>ACTION 5:</u> VS to have a conversation with Dave Cunningham at Penryn College</p>	VS VS
6.7	At the recent Pupil Progress Meetings, teachers discussed the children that they are worried about and they cross-referenced this with the information that was given at the first meeting. It was noted by VS that all of these children have made progress in at least one area.	
6.8	The school have had a times tables focus.	
6.9	Performance Management sessions have taken place in line with county terms and conditions.	
6.10	The Awards for All grant application has been placed for large playground equipment.	
6.11	There was a discussion about the Early Years data and the possible impact of there not being statutory SATs tests in the future.	
6.12	<p>What are the concerns that you have with your data?</p> <p>VS explained that the school's focus is around Greater Depth in Key Stage 1. The predictions for Key Stage 2 are very positive. All of the KS2 children are on track to get their predicted progress scores.</p> <p>One of the governors pointed out that the KS2 data for Mylor Bridge is phenomenal. Especially when you are comparing like-for-like with other schools in the area.</p>	

6.13	<p>How can we share this data with parents?</p> <p>VS said that they plan to celebrate this when the SATs results are in. We do not meet any of the criteria for a coasting school. We should all feel very proud.</p>	
6.14	VS wished to draw the governors' attention to Page 5. Our children are participating in some really wonderful learning experiences.	
6.15	Staff CPD is very high profile at the moment. Staff are visiting other schools and attending relevant training sessions. Governors were in agreement that seeing and doing and meeting are all very powerful ways of improving your practice.	
7	Finance Report	
7.1	VS shared the committee minutes from the recent Finance meeting.	
7.2	The end of the financial year is a month before Mylor Bridge joins Kemeneth MAT. We will continue as a maintained school for one month and then convert to academy status. As the figures stand at the moment, we are in an unsustainable situation. The MAT figures are unknown territory.	
7.3	The governors discussed overtime claims for staff. Please refer to the confidential minutes for today's FGB meeting.	
7.4	The Schools Financial Value Standard (SFVS) is due to be submitted to county at the end of the month. The document was shared with governors and it was signed by PD.	
	ACTION 6: BP to liaise with Jackie Cottle about the SFVS return (Subsequent to the meeting, BP spoke to Jackie and she confirmed that the return was sent to Cornwall Council on 14.03.2018)	BP
7.5	ACTION 7: BP to add the following to the agenda for the next meeting: Update the List for Governor Roles and Responsibilities	BP
8	Standards Report	
8.1	<p>VS shared the following:</p> <ul style="list-style-type: none"> 33% of our boys are underachieving In September, Reading was 28%, Writing was 40% and Maths was 21% Now, Reading is 19%, Writing is 23% and Maths is 18% <p>Greater consistency across the school has led to improvements in this data.</p>	
8.2	It is important that Mylor pupils are on-task and demonstrate good learning behaviour in their lessons. This is an ongoing focus for drop-in observations.	
8.3	ACTION 8: VS to send BP a copy of the minutes for the Standards meeting. BP to upload the document to eSchools.	VS / BP
9	Sports Premium	
9.1	After looking at the criteria for spending the Sports Premium money, VS shared the following:	

	<p>You should not use your funding to:</p> <ul style="list-style-type: none"> employ coaches or specialist teachers to cover planning preparation and assessment (PPA) arrangements - these should come out of your core staffing budgets teach the minimum requirements of the national curriculum - including those specified for swimming (or, in the case of academies and free schools, to teach your existing PE curriculum) <p>https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools#how-to-use-the-pe-and-sport-premium</p>	
9.2	ACTION 9: VS to think of new and creative ways to spend the grant for Sports Premium	VS
9.3	The deadline for submitting the Sports Premium report is 04.04.2018.	
10	MAT Update	
10.1	Please refer to 6.5.	
10.2	The conversion to Kemeneth MAT has been delayed by one month. Delays have been caused by Flushing and the fact that their building is owned by a local landowner. There are some legalities that need to be sorted out prior to the conversion.	
10.3	PD confirmed that additional legal fees have been ringfenced by the school. There is no impact for Mylor Bridge School.	
11	After School Provision Update	
11.1	VS gathered the views of other Headteachers in the area. The majority of these schools provide after school care for their pupils.	
11.2	VS proposed to the governors that they could offer the library space from 7.30 am. As part of the contract with the current provider, we would expect that the children are always supervised by two adults. Are we happy that this service is run in the school building?	
11.3	Governors agreed that it was important that we limit the numbers for the after-school provision. The library is a small space. We could have a 'First come, first served' arrangement. What is a sensible limit?	
11.4	In addition, there must be the expectation that the area is kept clear and tidy. Toys for the after-school provision must be boxed up and kept separate from our school resources.	
11.5	Governors considered the possibility of this contract being broken. We would essentially have to step in and provide this service ourselves.	
11.6	<p>What is the nature of the current provider's contractual relationship with the chapel?</p> <p>VK confirmed that it was a verbal agreement. All governors were in agreement that we must have something more concrete. We must have a written agreement with the sub-contractor.</p>	
11.7	Who would clean the toilets for the next day?	

11.8	VS explained that she would ask the cleaning staff to amend their hours. <u>ACTION 10:</u> VS to have a conversation with the current provider	VS																		
12	SEND Update																			
12.1	VS shared TW's SEND report (*). It has been identified that some of our children's spelling (encoding) is not as good as it could be. This is because some children are not able to decode all of the sounds in a word.																			
12.2	VS explained that the gap is apparent because some of our children are not experiencing nursery rhymes at home. This has a direct impact on a child's working memory and overall Phonics ability.																			
12.3	14 children across the school have been identified for the Phonological Awareness intervention. The majority of these children are in Key Stage 1. It is working well in Year 3 and Year 4.																			
12.4	VS is proud of the progress that all of these children have made. In particular, one child has made exceptional progress. Child A is making phonetically plausible attempts in their writing and they are beginning to write their whole name. This is wonderful progress!																			
12.5	The intervention programme lasts for 6 weeks. The decision was made to go back to the beginning and repeat the programme for a second time. This has served to increase the confidence of both staff and learners. TW is keen to ensure that the impact of this intervention is explicit and measurable.																			
12.6	TW reported that there was a gap in provision between Phonological Awareness and Doorway Online (a spelling programme). Staff are looking into Phonics Play as a possible next step.																			
13	Governors' Week Details																			
13.1	Governors agreed that these weeks will happen twice a year.																			
13.2	<u>ACTION 11:</u> VS to consider some dates for the next Governors' Week	VS																		
14	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>Local Governing Body (LGB)</td><td>Monday 21st May 2018</td><td>5.00 pm</td></tr> <tr> <td>Standards</td><td>Thursday 3rd May</td><td>9.00 am</td></tr> <tr> <td>Finance</td><td>Friday 4th May</td><td>9.00 am</td></tr> <tr> <td>Health and Safety</td><td>Wednesday 14th March</td><td>3.00 pm</td></tr> <tr> <td>Attendance</td><td>Thursday 10th May</td><td>9.15 am</td></tr> </tbody> </table>			Meeting Type	Date	Time	Local Governing Body (LGB)	Monday 21 st May 2018	5.00 pm	Standards	Thursday 3 rd May	9.00 am	Finance	Friday 4 th May	9.00 am	Health and Safety	Wednesday 14 th March	3.00 pm	Attendance	Thursday 10 th May	9.15 am
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Meeting closed at 7.05 pm