

**Minutes of a Full Governing Board meeting held for
Mylor Bridge CP School on Monday 19th July 2021 at 5.00 pm**
Held virtually via Zoom



Names	Initial	Governor Category	Attendance
Ruth Green	RG	Parent Governor	Y
Mr Jon Pinkney	JP	Parent Governor	Y
Gemma Thompson	GT	Parent Governor	Y
Mr Paul Dale (Chair)	PD	Local Authority	Y
Mrs Vicky Sanderson	VS	Staff (Headteacher)	Y
Matthew Collinge	MC	Staff (Elected by Staff)	Y
Miss Tamsin Gittins	TG	Co-opted	Apologies
Mr Christopher Gould	CG	Co-opted	Y
Mary Heard	MH	Co-opted	Apologies
Donna Eddy	DE	Co-opted	Apologies
Mrs Jane Stephens (Vice-Chair)	JS	Co-opted	Y
Alex Stainer	AS	Clerk to Governors	Y
Dan Hadley	DH	Associate Member	Absent

Item	Details	Action
1	Apologies and Quorum	
1.1	Apologies were received and accepted from MH, DE and TG. DH did not attend the meeting.	
1.2	The meeting was quorate in line with regulation 14 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.	
2	Declaration of Business and Pecuniary Interest None were declared in addition to those published on the website.	
3	Approval of Minutes of the Previous Meeting held 14th June 2021 It was agreed that the minutes from the Full Governing Board meeting held on 14/06/21 were a true and accurate record of the meeting. The minutes will be signed by the Chair once social distancing measures have been lifted.	
4	Matters Arising (<i>update in italics</i>)	
4.1	DH to complete a DoI form for 20/21. <i>Outstanding. DoI forms would be completed for 21/22 at the next meeting.</i>	Agenda item
4.2	Completed skills audits were outstanding from PD and DH. <i>Outstanding. Skills Audits would be completed for 21/22 at the next meeting.</i>	Agenda item
4.3	AS to complete the LA governor application process. <i>Ongoing.</i>	Clerk
4.4	AS to support DH, CG, JP with access to MS365 and eSchools. <i>Access had been requested. Clerk waiting for confirmation from governors that they have access.</i>	Clerk
4.5	CG and VS to research the implications of the current phonics resources being removed from the DfE approved list. <i>Due to the school having good phonics attainment no action is required yet. The final list of approved resources will be available next year. Investigation into alternative resources will take place.</i>	
4.6	VS to investigate the reported £16.50 per PP child to help with uniform. <i>VS had found no further information on this. VS to pursue.</i>	VS
4.7	TG to share Safeguarding report template with VS. <i>Ongoing.</i>	TG

<p>5</p>	<p>Headteacher’s verbal update The Board noted the following:</p> <ul style="list-style-type: none"> • Attendance was 96.4% which was above national average. • EWO had written to 4 families, 2 with significant attended difficulties. • 1 child had a social worker. • 1 child was post looked-after due to a special guardianship order which was in place until September. • The school was no longer under Covid restrictions, and masks were no longer required to be worn. The school had requested parents to wear masks when in school if attending close-up meetings. The school was still maintaining social distancing and track and trace was in place. • Leavers assembly would take place on Friday, if held inside social distancing would be in place. The Covid guidance for performing arts in school does not change until 16th August. • TA in foundation stage will have full time hours from September to support an EHCP. • Quality of education monitoring had taken place and would continue into the new academic year. <p>Previous governor joined meeting briefly to say goodbye.</p>	
<p>6 6.1 6.2 6.3 6.4 6.5 6.6</p>	<p>End of year data</p> <p>The data report had been circulated prior to the meeting. The data was non-standardised and would not be used by Ofsted. Results would be sent to the LA, comparison data would be received.</p> <p>VS ran through the main headlines: <u>Reception</u> – no previous data to compare this year group to. Usually results are at 70%+. This year had low scores Boys reading –50%, no Greater Depth (GDS). Boys writing - 20% No FSM children and half of the SEND children met expectations. Maths – low, boys marginally better than girls.</p> <p><u>Year 1</u> – comparison to previous assessment from September 2021 was made. No in-year progress for reading, writing or maths was a concern. Reading - 100% of girls were at expected and 75% boys. Writing - 100% of girls were at expected and 33% of boys. Maths – 86% of girls were at expected and 58% of boys.</p> <p><u>Year 2</u> – Reception data for this cohort was available. EYFS data generally should not be compared to Key Stage 1 data as the curriculum is so different, but as there was no other data available the comparison was useful. Below NA for reading writing and maths. GDS in reading and maths is higher than NA due to one-to-one engagement with parents in home learning. Reading and writing – girls were stronger at Expected and GDS standards. Maths only 50% of boys were at Expected.</p> <p><u>Year 3</u> – maths has dropped in Expected due to 2 children. Boys are a focus for the whole school across all subjects.</p> <p><u>Year 4</u> - Reading - Drop in GDS but increase in overall attainment. Maths - GDS dropped from 25% to 0% due to the teacher not being happy making a judgement yet. VS reassured governors that at least 2 boys were at GDS. Girls were better at reading and writing. Boys were better at maths. Writing was a focus for the year group.</p>	

6.7	<u>Year 5</u> – increase in attainment across the board. Boys maths was good, girls were better at the other subjects.	
6.8	<u>Year 6</u> – results were from sitting the 2019 SATs paper. At expected and above = Reading 80%, Writing 75%, Maths 70%. Governors congratulated the class teacher on the results.	
6.9	Governor asked Boys reading was constantly down across the school – was the school still using the Accelerated Reading programme? Yes. Governor asked What can be done to increase this data? It was expected that pupils will bounce back. Reading will happen, but writing was the with little input during lockdown. Girls generally liked writing and the freedom to write what they wanted during lockdown helped their progress. There are strategies in place – “Talk 4 Writing” will be used with a more evolved strategy as it had been noticed that the explicit modelling technique had slipped, and boys didn’t know what they were supposed to be writing. The English curriculum had been remapped to focus on writing and to make topics more interesting and aspirational.	
6.10	Governor asked Were the patterns seen in these results generalised across other schools, due to Covid? Yes. Another primary Headteacher at the meeting confirmed the same. EYFS and Key Stage 1 had been hit the hardest. Lesser impact on Key Stage 2. Foundation stage teachers were being cautious in their judgments.	
7	SEF & School Development Plan 2021/22	
7.1	The SEF and SDP had been circulated prior to the meeting.	
7.2	SEF highlights were: <ul style="list-style-type: none"> • Children had settled quickly back into school. • Writing was an issue across the school, • Oracy in foundation stage was a focus and the school was part of the NELI project. • Building the curriculum. 	
7.3	SEF was not a requirement for Ofsted anymore, but was a useful exercise to pull the Headteacher’s thoughts together to write the SDP.	
7.4	The SDP was arranged into the Ofsted inspection criteria headings. The overview was the focus and learning powers. VS will add this to a vision and values document. It was agreed that the explanation of what the learning powers mean to the pupils would remain in the document. Ofsted would expect to the subject leads to apply the statements to their subjects under the 3I’s of the curriculum – Intent, Implementation and Impact. Governors may also be questioned on this.	
7.5	Governor asked Were the learning powers evident in the school? They were in the classroom and referred to in assemblies. VS to add to the SDP.	
7.6	VS to present the vision and values and 3I’s document for governors, which triangulated to what would be evidenced at school and for the children. Governors to constitute a working party in September to focus on the “what, how and evidence” to prepare for Ofsted.	VS ALL
7.7	It was agreed to have an open forum afternoon for governors to talk through the SDP, all governors were invited to attend in school.	ALL
7.8	Governors ask for more information and understanding on metacognition. MC to circulate.	MC

7.9	Governors will be involved in the monitoring at least twice per year, the dates the school subject leads were available for governor meetings were circulated in the monitoring plan.	
8 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8	Finance Committee update and receive latest management report The monthly Financial Statement for July was circulated on the day of the meeting. VS ran through the main points: <ul style="list-style-type: none"> • It was a healthy budget. • Covid catchup had a £151 overspend, but there was more income to come into the line so it will balance. • PFI costs had an additional charge for taking a small part of the garden off the cleaning rota, which had not been budgeted for. • Educational visits – some trip costs had not yet been paid for by parents. These will be chased in September. Governor asked What happens if they don't pay? Parents are generally good at paying, there are 3 families that usually need chasing. The outstanding amounts are probably due to the short amount of time parents were given to pay. The maximum amount asked for was under £40 and some parents are paying in instalments. If the payments remain outstanding the sports premium fund could be used to cover them. <ul style="list-style-type: none"> • General curriculum overspend was due to placing a large book order for exercise books. • DfE took Pupil Premium (PP) numbers from the October census, which meant a loss of funding for 2 children. There are 3 more PP children this year, which will impact the 22/23 budget. • Capital expenditure was spent on purchasing Chromebooks, with Board approval. • Top up fund income from the Culture Secretary was used to provide cable to the school. NCI have quoted to move internal internet access hardware from a classroom to the staffroom, which will be funded by the DfE. Governor asked Will the school be out of pocket for the cost of additional sinks and cleaning for Covid? The cost, of about £8k, had been absorbed into last year's budget. No refund is expected from the Government. <ul style="list-style-type: none"> • Covid catch-up fund was used for Key Stage 2 interventions. • Government funded a national tutoring programme which they had opened up for schools to decide how the tutoring would take place. The funding was based on 60% of the school's PP numbers (60% of 16 children x approx. £350 per child). A tutor would be working with children every morning between 8-9am. Governor asked Was the tutoring open to all children? It is at the schools' discretion but would be predominately PP children as they were the cohort that needed help. <ul style="list-style-type: none"> • The budget did not include Sports Premium of £17k. There would be £9k to add to the current budget and £8k to next years. The actual figure had not been confirmed but assumptions were made that it would be the same as the previous 10 years. • The budget did not include EHCP cover. There would be an additional child with EHCP needs requiring a full-time TA to come out of the budget. 	

8.9	Governor asked Would there be any additional funding to support the EHCP? The school pay the first £6k, and top-up units are provided by the LA to fund to full-time support.	
9	H+S Committee update Extra clearing and handwashing were still required in school From September there would not be a requirement for class bubbles. There would be a gentle return to whole school assemblies, as there would be 3 years of children who had never attended one. The school would support staff who chose to continue to wear facemasks, but it was personal choice.	
10	Funding updates: Sport Premium (SP), Pupil Premium (PP) and Catch-up Funding	Agenda
10.1	SP plan to be brought to board in September.	
10.2	PP statement for 21/22 had been circulated prior to the meeting. VS ran through plan. £18.5k had been allocated for 21/22. PP children were making negative progress, this was based on 3 children, 2 with SEND. The Board approved the PP statement for publishing on the website.	
10.3	Governor asked Were there enough resource to support the plan? VS agreed that a barrier might be a lack of resources, but there was £2.5k to mitigate the barrier.	
10.4	VS to circulate to Board the review of last year's PP plan, which was at the end of last year's statement document.	
10.5	Catch-up funding had been discussed in item 8.6.	VS
11	Policies to Approve	
11.1	The Governor Acceptable use policy for ICT was circulated prior to the meeting. The Board approved the policy.	
11.2	It was noted (Item 4.4) there were issues with some governors' access to emails – to be addressed by Clerk and at the start of the next meeting – see item 13. [JS left meeting 6.30pm – the meeting was still quorate.]	
12	Agree Governor monitoring roles for 21/22 The following link roles were agreed: PD -class 4, science JS – class 2, IT, English DH/ DE – class 1, EYFS CG – Maths JP - humanities MH – pe class 5 TG – safeguarding, attendance, pastoral GT – class 3, music RG – SEND, Art & DT	
13	Demonstration of eSchools and MS365	
13.1	AS screen shared and demonstrated both systems.	
13.2	It was agreed the Board would have time directly before the next meeting in September to rectify any technical issues and ask questions about each system. The Board would then decide which system to use going forward. A preference was emerging for MS365.	
13.3	The Board noted that due to some governors having ongoing issues accessing either MS365 or eSchools they were not compliant with the newly approved	

	Acceptable Use Policy for IT. They had a plan in place to become compliant at the start of next term.																						
14	Correspondence																						
14.1	VS shared the responses from the Parent end of year feedback. The responses were generally positive.																						
14.2	The following areas were noted: <ul style="list-style-type: none"> • 3 felt their child did not made good progress. • 3 were not satisfied with the schools handling of bullying issues. TG had investigated further. Children had felt there was teasing and sometimes people were unkind, but it wasn't bullying. Children all said it had been sorted. There would be a focus in September on being kind to each other. 																						
14,3	Governor asked Were the negative responses from a particular year group? Predominantly year 3, but there had been a negative response in all classes.																						
14.4	<ul style="list-style-type: none"> • 1 parent felt their concerns were not dealt with efficiently. Governors discussed the reasons for this response, which were based on one incident of ineffective communication. 																						
15	Confidential - None																						
16	Date of next meeting and Committee meeting dates																						
16.1	The meeting dates below were proposed.																						
	<table border="1"> <thead> <tr> <th>Meeting Type</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>FGB</td> <td>20th September 2021</td> <td>5.00pm</td> </tr> <tr> <td>FGB</td> <td>22nd November 2021</td> <td>5.00pm</td> </tr> <tr> <td>FGB</td> <td>17th January 2022</td> <td>5.00pm</td> </tr> <tr> <td>FGB</td> <td>21st March 2022</td> <td>5.00pm</td> </tr> <tr> <td>FGB</td> <td>16th May 2022</td> <td>5.00pm</td> </tr> <tr> <td>FGB</td> <td>18th July 2022</td> <td>5.00pm</td> </tr> </tbody> </table>	Meeting Type	Date	Time	FGB	20th September 2021	5.00pm	FGB	22 nd November 2021	5.00pm	FGB	17 th January 2022	5.00pm	FGB	21 st March 2022	5.00pm	FGB	16 th May 2022	5.00pm	FGB	18 th July 2022	5.00pm	
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16.2	The Board approved the September date. The other dates would be considered for approval at the September meeting, depending on Clerk availability.																						
16.3	The Board would have a new Clerk working for them in September, Julie Tayler. VS would check Clerk availability for 20 th September and notify Board if this meeting needed rearranging.																						
16.4	Committee dates to be arranged by VS.																						
17	What has this meeting achieved? Data review and Ofsted planning for school and governors. Approval of PP plan and ICT policy. Budget was scrutinised.																						
18	Chair of Governor's Feedback – none The meeting ended at 6.50pm.																						

Action	Lead
AS to complete the LA governor application process. <i>Ongoing.</i>	Clerk

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Agenda items DoI forms Skills Audit Constitute a working party to focus on the "what, how and evidence" to prepare for Ofsted.	
Prior to next meeting – opportunity to "play" with MS365 and eSchools and sort access.	