

<b>Mullion Primary School</b> <b>Local Governing Body meeting</b>
<b>Monday 3rd October 2022 from 5.00pm</b>
<b>at School</b>

<b>1.</b>	<b><u>ATTENDING :</u></b>  John Eddy (joined the meeting at 5.40pm) Kerensa Jones Louise Jarrett Rebecca Pascoe (Chair) Alexi Read (Head teacher) Jane Whaley (Vice Chair)  In Attendance – Pat Nicholas (Clerk) Paul Cook, prospective governor	
	<b><u>APOLOGIES :</u></b> Received and accepted from Sam Hill.	
		<b><u>ACTION</u></b>
<b>2.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	Staff governors declared an interest as members of staff. New forms were completed by the governors present.	
<b>3.</b>	<b><u>ELECTION OF CHAIR &amp; VICE CHAIR</u></b>	
	RP was nominated as Chair; the nomination was accepted, seconded and the vote was unanimous.  JW was nominated as Vice Chair; the nomination was accepted, seconded and the vote was unanimous.	
<b>4.</b>	<b><u>MINUTES FROM 7.3.22 AND MATTERS ARISING</u></b>	
	The minutes of the meeting held on 7.3.22 were agreed as an accurate record and signed by the Chair.	
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	<i>'The question of whether CCTV can be installed at the front entrance to the school will be raised with the Trust Board.'</i>	

	There had been no response to this from SPCMAT Trustees; governors agreed to leave the matter in the hands of TPAT (Truro & Penwith Academy Trust).	
<b>6.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	There had been no Forum since the last meeting.	
<b>7.</b>	<b><u>NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u></b>	
	<ul style="list-style-type: none"> <li>● KW has resigned.</li> <li>● JW has joined the governors as a parent governor.</li> <li>● PC has submitted his pen portrait.</li> <li>● The staff governor vacancy produced two nominations and has gone to an election. The result is not yet known as there are still ballot papers to be returned.</li> </ul>	
<b>8.</b>	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>AR circulated her report to governors in advance of the meeting.</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> <li>● AR will be head teacher for the autumn term; there is no news as yet beyond this time.</li> <li>● The school mission and key aims are now in place.</li> <li>● The responsibility for quality of education now sits with TPAT; the school's SIP (School Improvement Partner) is the head at Newlyn Primary.</li> </ul> <p>Q: Why this particular SIP?</p> <p>A: Newlyn is an improving school, and has worked extensively on its own school improvement, working with other schools, and under the guidance of TPAT's Director of Education.</p> <p>Q: Will the same support apply to Landewednack?</p> <p>A: Yes, it is the same for all schools, with support tailored to the individual schools' needs, and identified by judgements from TPAT, Ofsted and the priorities in the SDP (School Development Plan).</p> <p>Q: How do staff feel about all the school improvement visits?</p> <p>A: They largely see this as a positive, and very different to SPCMAT. Some concerns have been raised but most feel genuinely that this is a supportive process.</p> <p>Q: Can the subject leads meet with the SIPs without the head?</p> <p>A: Yes, staff are able to work effectively with SIPs, as the majority of the SI team are head teachers in schools. As a school in 'requires improvement' there is lots of work to do, and it is vital that we get this support.</p> <ul style="list-style-type: none"> <li>● The SDP is quite weighty, but has formed part of the SEF. Staff will write action plans to share with subject leads, and the curriculum intent may need unpicking.</li> </ul> <p>Q: Will there be someone to take on the English lead from AR?</p> <p>A: Not at this point; AR has considered succession planning, but feels the need for English to be well established at this point so retains the responsibility.</p> <p>Q: Given the poor results, shouldn't there be a higher focus on maths?</p> <p>A: It is in the SDP, but reading must take precedence to ensure that the children have a level of comprehension to support the actual maths skills required. Governors were assured that there is a rigorous action plan being developed by the maths lead.</p>	

Q: Is there a lack of understanding among the staff about 'MyConcern'?

A: Yes, as staff tend to report their concerns verbally. The purpose of MyConcern is to report concerns, (staff can't see what other staff report), so that the DSLs can identify patterns. The school SIP has advised a culture of 'over reporting', including low level concerns and behavioural issues.

Q: Do the staff have training on Prevent or FGM?

A: Yes staff usually have an update on these issues mid year; all staff meetings start with conversations to encourage a culture of safeguarding.

- The school has a higher than average number of children with SEND. AR explained that the school was looking at the needs of the children on the record of need, to ascertain if there are any children with purely behavioural issues.

Q: Is 1.5 hrs of SENDCo support usual for a school of this size?

A: Yes, unfortunately the budget does not allow for more. Often a lot of time is spent completing paperwork and preparing referrals. Governors asked if someone else could help with the paperwork; it was explained that this was not really practicable.

(JE joined the meeting at 5.40pm)

- The behaviour policy is in the process of being rewritten, and should be ready to bring to the next LGB meeting for governors approval.

Q: Will the policy be implemented in time for the next round of governor monitoring visits?

A: No, probably not. Staff training will be carried out for the new policy before it is implemented in January.

Q: Does the school receive a service premium?

A: Yes, this forms part of the overall pupil premium funding, albeit a smaller amount. The school has a TA allocated to service families, to forge links with families and offer pastoral support.

- Health and safety due diligence will be carried out ahead of the move to TPAT. Some of the school's risk assessments need to be updated.

Q: Are there still issues with the intruder alarm?

A: There are a number of issues around school security that need to be addressed.

Q: Do Ofsted have any issues with schools that have a mainly female staff?

A: This is the case for the majority of primary schools, and can cause issues for residential visits and swimming, where a male is required for changing rooms and toilets. Mullion has been able to call on male members of the lunchtime staff or parents on these occasions. Ofsted would not have an issue as the school's recruitment procedures are robust and equitable.

- Three staff have applied for National Professional Qualifications, which are free of charge at the moment, to help them gain a wider understanding of their roles as subject leaders.

Q: Can the school look at improving its communication with parents?

A: AR was happy to look into finding a parent to administer the school Facebook page, and advertise in the newsletter for parents to take on the admin of the class pages.

Q: Can governors attend the open evening on the 12th October?

A: Governors would be welcomed. AR will use the event to launch the new school vision, and give parents the opportunity to look at the school as a whole, rather than just their own child's class.

	RP thanked AR for her report.	
<b>9.</b>	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	<p>There was no report for this meeting.</p> <p>Covered under item 8: head teacher's report.</p> <p>Governors had received the updated information for September 2022 regarding the 'Keeping Children Safe in Education' document. 'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees' and governors had signed the declaration to state that they had read the information.</p>	
<b>9.</b>	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>There was no update for this meeting.</p> <p>Covered under item 8: head teacher's report.</p>	
<b>10.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	Covered under item 8: head teacher's report.	
<b>11.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>There had been no monitoring visits since the last meeting. Governors were encouraged to book their visits in as soon as possible.</p> <p>AR offered governors an opportunity to walk around the school before the open evening.</p>	
<b>12.</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<ul style="list-style-type: none"> <li>Operational risk register - no further updates</li> </ul>	
<b>13.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>Ensuring effectiveness through successful governor recruitment, and succession planning with the new Chair and Vice Chair.</li> <li>Monitoring staff wellbeing by keeping in touch with the new head teacher.</li> <li>Improving skills and knowledge by attending relevant training.</li> </ul>	
<b>14.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	None.	
<b>15.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	<p>Why were the agreed capital works on the roof not completed as planned in the summer break?</p> <p>Governors would like a definite decision on staffing at the school from January 2023, particularly for the Headteacher and the SENDCo roles.</p>	
<b>16.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	

	<p>Monday 7th November 2022 5pm- <b>informal</b> (BH will lead a presentation on the curriculum)</p> <p>Monday 28th November 2022 5pm - <b>formal</b></p> <p>The meeting concluded at 6.40pm.</p>	
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<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_