

Mullion Primary School
Local Governing Body meeting
Monday 10th June 2019 from 6.15pm
at Mullion Primary School

<p>1. <u>ATTENDING</u> : Kate Wilson, Duncan Ratcliffe, Sam Hill, Alexi Read, Melanie Mitchell, John Eddy</p> <p><u>NOT ATTENDING:</u> Silvia Causo-Garbutt</p> <p>In Attendance: Sarah Bayes (clerk)</p>		
<p>2. <u>APOLOGIES</u> : Apologies were received and accepted from Sylvia Causo-Garbutt.</p>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	There were no new declarations of business or pecuniary interests.	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
4.1	The minutes of the meeting on Monday 11 th February were signed as a true and accurate record.	
4.2	5.1 The Chair had recruited a new governor from the community.	
4.3	6.8 Governors had read all the policies on the VLE.	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
5.1	<p>Due to the resignation of the Estates Manager, the Parago system is now monitored by the finance team in the MAT office. A roving caretaker has been appointed who visits schools for a whole day on a 3 week rota. <u>How is that working?</u> He has not visited yet. Richard Coode from HCC is dropping in regularly. Work on the toilets will be happening in the summer as will the fencing for carpark. <u>If you came in and there was water coming through the ceiling what would happen?</u> I would ring the MAT office or Richard at HCC. <u>Do you have a list of things that need doing?</u> Yes, they are logged on Parago for when the roving caretaker comes. Some of the extra capacity from HCC and Porthleven can be utilised by other MAT schools. The Head is happy with the current system. <u>When the car park is changed are the trees at the top staying?</u> Currently yes, but some of the branches are rotten and could be a H&S risk. It was agreed that this would be added to Parago for the tree surgeon to look at.</p> <p>Action: DR to add state of trees on perimeter of car park to Parago</p>	DR

6.	<u>FEEDBACK FROM THE FORUM</u>	
6.1	The Head will organise the forum meeting to take place at the same time as when he talks to parents about year class changes.	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
7.1	The Chair welcomed Sam Hill, the new Community governor, to the meeting.	
8.	<u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u>	
8.1	The Head went over the main points of his report. The Yr 6 teacher needed for 1 day a week is just for one year and will be used to help with streamlining the approach to SATS.	
8.2	Wraparound care is hoping to start in September.	
8.3	A timetable will be published for using a new online tool; the head would like governors to attend curriculum training.	
8.4	The QA from the S157 was very positive. The new governor Sam Hill agreed to take over the role of Safeguarding Governor, with the Chair continuing to monitor the SCR.	
8.5	The school secretary and another member of staff need to be trained as fire wardens.	
8.6	Data is now looking very positive. Yr 3 boys writing still needs a push. Yr 3 has always been tricky as the support in Yr 2 is removed, but TA support is now in place to alleviate this.	
8.7	There are 2 elements to data – attainment and progress. Historically attainment has been high but progress has been low. Progress is the priority, and would we would expect children to make 2 points of progress each term. The students are more secure than they were. Reception has been moderated recently so attainment and progress throughout the school can be tracked accurately.	
8.8	The school is now part of the Kernow English Hub pilot scheme – will share training with Porthleven. This will secure a coherent approach to phonics and literacy. The Head wants phonics taught differently so there will be a specialist phonics TA. There will also be an autism champion and a TA specialising in emotional first aid etc, so there will be TA development and training.	
8.9	The SENCO has lots of ideas so TAs will be a good resource. Historically if a child is failing they have just been tested again at the same thing but now the school will look at different ways and methods to help. Will identify specific needs in individual children and then target those needs with support.	
8.10	Funfit is being reintroduced and will be available to the children on a rolling rota.	
8.11	The Chair was impressed by how positive and solution-focused the report was. <u>Is there anything that you need help with?</u> The school has many children joining the school throughout the academic year so class sizes will remain large, and the mixed year classes will stay. Governors can help by being positive about this. <u>What do we say to a parent who says my child is being held back?</u> Say they are not. Sometimes they stay because of social grouping, but siblings will be separated if possible. The head will tell parents this term that mixed year classes are continuing for financial reasons. <u>Would it not be better to inform parents of the educational benefit, not just tell them there are financial constraints?</u>	

8.12	<p>Governors will attend the meeting to support.</p> <p>What about support for SEN? The school is gathering information at the moment to apply for two EHCPs.</p> <p>When Childline is coming in can you please let parents know, so parents can be prepared? Yes</p>	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
	The head had covered safeguarding in his report.	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
10.1	<p>John Eddy will be sent the information by the Head. The fire safety officer has recently done an inspection and the H&S governor will look at it.</p> <p>Action: H&S governor to read fire inspection report</p>	JE
10.2	There was discussion on school security, as at present it is fairly easy to access the school from Reception. It would be useful to have key fobs for staff.	
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	There were no selected topics.	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
12.1	<p>Reports had been received from John Eddy and Sam Hill, who had visited on 3 April to look at assessment pieces. They wish to return to scrutinise exercise books so will organise a date. Cursive writing is now the norm. Mel Mitchell will audit the website. DR will send her a list of what should be on to be Ofsted compliant. The Chair will come in to look at SCR and walk through looking at safeguarding as an Ofsted inspector. Silvia Causo-Garbutt is to look at Student Voice after liaising with the Head.</p> <p>Action: JE and SH to scrutinise exercise books</p> <p>Action: DR to send MM list of what should be on website and MM to audit</p> <p>Action: SCG to liaise with DR and look at Student Voice</p>	<p>JE/SH</p> <p>DR/MM</p> <p>DR/SCG</p>
13.	<u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u>	
13.1	Finance reports are now coming through. The MAT is currently being audited by once that is over a finance office will come to the school to go through next year's budget. DR happy with reports coming through from MAT office.	
13.2	There was discussion on the sports day schedule, as if parents have more than one child it is difficult to know where they are. Some structure is needed. It was agreed that some sort of commentary or tannoy system would be useful. This could be something the Forum could look at.	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
14.1	Monitoring visits. It was agreed that governors need to be talking to other members of staff as well as the Head, so two governors would come in to walk round with a member of staff to talk to different people and children and concentrate on their own responsibilities. This would be separate from the	

	specific monitoring visits. JE and KW 5 th July 9am SH and MM 15 th July 9am	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	There were no matters to be raised.	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	The dates of future meetings would be agreed once the Trustee board schedule has been published.	

Chair's Signature _____ **Date** _____