

Mullion Primary School
Local Governing Body meeting
Monday 21st September 2020 from 6pm
Via Google Meet

1.	<u>ATTENDING :</u> John Eddy Louise Jarrett Kerensa Jones Duncan Ratcliffe, (Executive head teacher) Alexi Read Kate Wilson, (Chair of Governors) In Attendance: Pat Nicholas (Clerk)	
	2. <u>APOLOGIES:</u> Received and accepted from Melanie Mitchell and Sam Hill.	
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	Mrs Wilson welcomed governors to the meeting. Staff governors declared an interest as members of staff. The forms for the new academic year had been circulated by email.	
4.	<u>ELECTION OF CHAIR & VICE CHAIR</u>	
	Mrs Wilson was nominated to continue as Chair of Governors; this nomination was seconded and the vote was unanimous. Mr Eddy was nominated as Vice Chair; this nomination was seconded and the vote was unanimous.	
5.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING (not on this agenda)</u>	
	The minutes of the meeting held on Monday 22 nd June 2020 were agreed as a true and accurate record and would be signed (at the earliest opportunity) by the Chair.	

6.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	None.	
7.	<u>FEEDBACK FROM THE FORUM</u>	
	N/A	
8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	There had been no resignations or newly appointed governors since the last meeting. Mr Eddy informed the governors of a potential community governor.	
9.	<u>HEADTEACHER'S REPORT</u>	
	<p>Mr Ratcliffe's report was circulated with the agenda before the meeting. The main points discussed were;</p> <ul style="list-style-type: none"> • This term would normally involve an update to the School Development Plan (SDP) based on the summer term outcomes. Staff were in the process of carrying out baseline assessments. The draft SDP will be a live document on the Google governors' site; governors were invited to add their comments. There was not expected to be a lot of change, but an ongoing focus on the action points from the Ofsted inspection. <p>Q: What are Ofsted planning to do about inspections?</p> <p>A: Ofsted have suspended inspections until 2021, however, schools could still have a visit. Regular inspections were thought to be 6-9 months behind; Mr Ratcliffe explained that this gives school time to develop their plans and complete the fine tuning. It was suggested that a working party of governors and SLT be formed.</p> <p>Q: Was the school able to use supply staff?</p> <p>A: Yes, but only where absolutely necessary. There are enough staff currently, but if a teacher were ill or isolating, this would have an impact. Governors were reminded that this was a stressful time for school staff.</p> <ul style="list-style-type: none"> • Many children had made progress during lockdown, but some are further behind and this will take time to address. Younger pupils who have lost their school readiness will take time to recover. • Funding had been promised for catch up programmes. The school would need to look at how this will be spent when, and if, it is confirmed. The focus would first be on Y6 ensuring they are ready for Y7, then Y1 and Y2 readiness for phonics screening. • Teachers' performance management will go ahead, despite the lack of data to support target setting. It would likely focus on what was provided during school closure and the plans for catch up. • The number on roll (NOR) was a little down on last year, however numbers were more stable. Class sizes in KS2 were smaller, and it was hoped the numbers stay that way for the rest of the year. Parent questionnaires would be sent out; the outcome would be reported to governors at the next meeting. • Safeguarding training for the whole staff was planned. The school would look at the online options, to take place in January 2021. • The new fire alert system was working well. The school had a new phone system, a new ventilation system and a new school sign. 	

	<ul style="list-style-type: none"> The Covid19 risk assessment was updated weekly by Mr Ratcliffe, and reviewed weekly by the Linked Trustees and the Executive leader. Governors discussed the protocol for the reporting of suspected and confirmed cases. Parent meetings were planned. It was felt that these meetings were better held in person; Mr Ratcliffe was confident that these meetings could be held to keep within the guidance of no more than 6 at a gathering. <p>Mrs Wilson thanked Mr Ratcliffe for his report.</p>	
10.	<u>SAFEGUARDING (GOVERNOR'S) REPORT</u>	
	<p>There was no report available for this meeting.</p> <p>Mrs Wilson would liaise with Mrs Morgans to arrange a visit to monitor the Single Central Record (SCR).</p>	
11.	<u>HEALTH AND SAFETY UPDATE</u>	
	Covered under item 9 – Head teacher's report.	
12.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	Covered under item 9 – Head teacher's report.	
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>Governors discussed and agreed a working party to meet with subject leads as follows;</p> <p>Mr Eddy and Mr Hill to meet with Mrs Read, English lead.</p> <p>Mrs Mitchell and Mrs Jarrett to meet with Mrs McKellar-Savage, Maths lead.</p> <p>Mrs Wilson and Mrs Jones to meet with Miss Hayhurst, AHT, to discuss the curriculum overview.</p> <p>It was agreed to use the governor monitoring pro forma with some of the structured questions included, and arrange the meetings for after the half term break.</p>	
14.	<u>FOCUS ITEMS AND UPDATES</u>	
	<p><u>Operational risk register (Covid19)</u></p> <p>Copies of the up to date register were available on the Google Drive.</p> <p><u>Governor Responsibilities</u></p> <p>These will remain the same as follows;</p> <p>SEND – Mrs Wilson LAC - Mrs Wilson Safeguarding - Mrs Wilson /Mr Hill Whistleblowing - Mrs Wilson Pupil premium - Mrs Mitchell H&S named governor - Mr Eddy</p>	
15.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> Mr Eddy's detailed report to the Trust on the deficiencies in the previous fire system had led to a new system being installed. 	

	<ul style="list-style-type: none"> Mr Ratcliffe wished to record his thanks to the governors for the support that they had provided to the school over the past 6 months. 	
16.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None.	
17.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	
18.	<p><u>DATES OF FUTURE MEETINGS</u></p> <ul style="list-style-type: none"> Monday 25th January 2021 6pm <p>Trust Board meetings for 2020 – 2021</p> <ul style="list-style-type: none"> 22nd October 2020 28th January 2021 (AGM followed by Trust Board) 18th March 2021 13th May 2021 8th July 2021 	
	The meeting concluded at 6.50pm	

Chair's Signature _____ **Date** _____