

**Mullion Primary School**  
**Local Governing Body meeting**  
**Monday 27<sup>th</sup> September 21 from 5.00pm**  
**at school**

<p><b>1. <u>ATTENDING</u> : J Eddy – Chair</b>  <b>K Wilson – Vice Chair</b>  <b>D Ratcliffe – Head</b>  <b>A Read</b>  <b>K Jones</b>  <b>L Jarrett</b>  <b>K Thomas (Link Trustee)</b></p> <p><b>In Attendance J Law (Clerk)</b></p>		
<p><b>2. <u>APOLOGIES</u> : S Hill</b></p>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS, ELECTION OF CHAIR/VICE-CHAIR</u></b>	
	KT introduced himself to all. New declaration of interest forms were completed to ensure records are kept up-to-date. The chair (JE) and vice-chair (KW) were elected unopposed and will continue in their roles.	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	Approved and signed.	
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	<p>A Governance event was held on Wednesday 20<sup>th</sup> where the findings of an external review by the National Governance Association were presented. Largely, Governance within SPCMAT schools is strong, with some exceptions where numbers are small and governance is not effective (<u>not</u> Mullion Primary). There was discussion at the event around sharing skill sets for those schools struggling.</p> <p>Mullion is also impacted by the decision to close KS2 provision at Cury and the inclusion of this cohort of children was discussed. A suggestion was made to approach a former Cury parent with an invitation to join the LGB.</p>	<b>JE/KW</b>
<b>6.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	No forum has been held over the last year and is still suspended due to COVID. It was suggested that the forum is an off-putting term and ways to generate informal chat	

	and ideas from parents were explored. A parent survey may be a good way to draw out ideas and then invite parents into school to address any issues which come out.	DR
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	MM has resigned with immediate effect. KW will change from parent Governor to community Governor with immediate effect as her daughter is now at secondary school. A potential new parent Governor has been identified and will be approached.	JE/KW
8.	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>DR's report had been circulated and read beforehand. Salient points were covered as follows.</p> <p>COVID - The only changes since the summer are some changes to bubbles. Parents are asked to make appointments if they need to visit, though don't have to wear a mask when in school. Caution is still at the heart of the approach in order to protect staff, for whom the last 18 months have been very arduous.</p> <p>Staffing – there have been significant changes, which are working well, though it should be noted that there have been difficulties recruiting for TA posts due to the remoteness of Mullion. An advertisement is currently out for the maternity cover post. Governors are invited to take part in the interview process.</p> <p><b><u>Q: How does admission to Reception from Flying Gulls (attached nursery) work?</u></b></p> <p>A: Virtually all the Flying Gulls children join Reception as a matter of course. The current Reception class is now full and there is no space to create a new class, which would be an issue for any children wishing to join now.</p> <p>Buildings/Health &amp; Safety – much work has been done in school and has gone very smoothly, funded and managed by the Trust, which has all gone well and makes a huge difference. JE and KW were invited to see the works at the end of the meeting.</p> <p>An invitation was extended to Governors to attend KCSIE training on 5<sup>th</sup> October. Updated KCSIE forms should be completed by all Governors. Any PREVENT and KCSIE certificates should be forwarded to school without delay, and those without relevant training were strongly encouraged to attend.</p> <p>Single Central record checks need to be made in person.</p> <p>Attendance and progress data is broadly in line with expectation. Year 1 phonics screening has just been completed, which was also very positive. Strategies to speed up areas of relative weakness in learning were described.</p> <p><b><u>Q: If phonics in yr 1 is a success, why is reading less strong?</u></b></p> <p>A: Phonics is a process whereby children learn to decode words phonetically, whereas reading has a comprehension element, making it a different skill. School hopes to build on the positive phonics screening to now improve reading.</p> <p>Although attainment in July 2021 is better than previously, there is still room for improvement. Support from parents has been fantastic, with staff sending home effective, well designed tasks, and that is reflected in attainment figures. Pupils are also happy to be back in school, which further boosts their learning.</p> <p>The school development plan is on Google Drive. Governors will confirm that they can access their Drive and work together to monitor with more rigour. There are two key and distinct areas: subject area monitoring, and monitoring the school development plan. Governors will meet on Monday 18<sup>th</sup> October to examine at the SDP with a view to understanding and agreeing that the traffic light system accurately reflects the situation as they see it. After discussion, a monitoring week after half-term would be the ideal way for subject Governors to reconnect with staff and get more hands-on after a difficult period over the pandemic.</p>	<p>All Govs</p> <p>All Govs</p> <p>KW</p> <p>All Govs</p>

	<p><b><u>Q: Does the school have a COVID outbreak plan?</u></b></p> <p>School has a risk assessment plan which is updated weekly. DR will contact DfE to establish whether a separate plan is required. JE agreed to send an example to DR.</p>	DR/JE
9.	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	KW will visit and produce a report for next term now parents are allowed into school.	KW
10.	<p><b><u>HEALTH AND SAFETY UPATE</u></b></p> <p>JE visited school to see the works during summer. A full visit and report will now be undertaken. No significant issues have arisen as a result of the works, but JE would like to do a full work round.</p>	
11.	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	None.	
12.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>It was felt that staff were under pressure during COVID and the LGB had decided not to pursue staff with significant extra work at that time.</p> <p>As we move forward, Governors were reminded that they should be using the School Development Plan (SDP) and evidence of SIPs visits to talk to teachers and ensure they know what is expected of them in the SDP. A more formal visit should then seek to verify what is expected in the SDP and whether it can be physically evidenced.</p> <p>Governor monitoring can be brief and informal, but needs to be evidenced in order to demonstrate good Governance. Teachers, who are generally enthused by their areas, will be happy to talk, so there was strong encouragement for Governors to resume monitoring visits.</p>	
13.	<b><u>WELL-BEING</u></b>	
	Not discussed at length, but all children and staff are happy to be back in school, which feels positive in comparison with last year.	
14.	<b><u>MONITORING OF PROVISION FOR ECHP, KEY WORKER CHILDREN</u></b>	
	School is struggling to get ECHPs and access the EP at the moment due to disruption to some services (autism, speech and language). DR has contacted the service and county to press for better responses.	
15.	<b><u>RECOVERY PLANNING REPORT</u></b>	
	Covered in Head's report and not discussed separately.	
16.	<p><b><u>FOCUS ITEMS AND UPDATES</u></b></p> <p>Monitoring is the main focus and will be picked up going forward.</p> <p>The wind farm will be offering an education grant and JE will pursue the possibility when it goes live for this year.</p>	

<b>17.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	Limited due to lack of monitoring. Raising the profile of the LGB was discussed, and Governors will be introduced on a school newsletter or in a parent Governor survey.	
<b>18.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	Ali Broome is likely to step back as SENDCo at Mullion due to being overwhelmed by workload across two schools. This could be a tricky post to fill.	
<b>19.</b>	<b><u>MATTERS TO BE RAISED WITH TRUST BOARD</u></b>	
	The LGB wished to note a formal thank you to the Trust Board for the work to buildings, which has been successfully undertaken.	
<b>20.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	Monday 7 <sup>th</sup> March 2022 at 5.00pm.	

<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>
<b>1. Former Cury parent to be invited to join LGB.</b>	<b>KW/JE</b>	<b>22.10.21</b>
<b>2. Parent survey to be sent out by half -term.</b>	<b>DR</b>	<b>22.10.21</b>
<b>3. New Governor to be approached.</b>	<b>JE/KW</b>	<b>22.10.21</b>
<b>4. Governors to take part in TA interview process – DR to circulate dates.</b>	<b>All Govs</b>	<b>As needed</b>
<b>5. KCSIE papers to be submitted</b>	<b>All Govs</b>	<b>ASAP</b>
<b>6. Single Central Record to be checked and Safeguarding visit to be conducted, with written report to follow.</b>	<b>KW</b>	<b>End of term</b>
<b>7. Governors to ensure they can access Google Drive and all the documents they need to see.</b>	<b>All Govs</b>	<b>18.10.21</b>
<b>8. Governors to meet on 18.10 to look at SDP and urgently conduct monitoring visits to look at curriculum areas.</b>	<b>All Govs</b>	<b>18.10.21 and end of term</b>
<b>9. COVID outbreak plan to be put in place if required.</b>	<b>DR</b>	<b>ASAP</b>

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

