

Mullion Primary School
Local Governing Body meeting
Wednesday 4th March 2020 from 6pm
at Mullion Primary School

1. <u>ATTENDING</u> :		
<p>John Eddy Sam Hill Louise Jarrett Kerensa Jones Melanie Mitchell Duncan Ratcliffe, Executive head teacher Kate Wilson, Chair of Governors</p> <p>In Attendance: Pat Nicholas (clerk)</p>		
2. <u>APOLOGIES:</u> Received and accepted from Alexi Read.		
		<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.	
5.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the meeting held on Monday 30th September 2019 were signed as a true and accurate record.</p> <p>The confidential minutes of the meeting held on Monday 10th February 2020 were signed as a true and accurate record.</p>	
6.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	There was no feedback from the Trust board for this meeting.	
7.	<u>FEEDBACK FROM THE FORUM</u>	
	There had been no Forum meeting since the last LGB meeting. Mr Ratcliffe will book the next Forum meeting in before half term.	

8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>There had been no resignations since the last meeting.</p> <p>Louise Jarrett and Kerensa Jones were welcomed as newly appointed parent governors.</p>	
9.	<u>HEADTEACHER'S REPORT</u>	
	Please see Item 14.	
11	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	<p>There had been no report since the last meeting.</p> <p>Mr Ratcliffe and Mrs Hayhurst had completed online safeguarding training.</p> <p>All teaching and support staff were scheduled to complete Prevent training.</p> <p>Ofsted inspectors were happy with the school's safeguarding procedures and the broader view of safeguarding across the school.</p> <p>Training for new governors was discussed; both ladies had completed training in their professional capacity, and would provide certificates for the record.</p>	
10	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>Play Equipment - Mr Eddy informed the meeting that the existing play equipment was looking tired, and the quantity was diminishing as the broken and unsafe equipment was being removed.</p> <p>Mr Eddy presented governors with information regarding new play equipment. Play equipment companies had been approached, and some suggestions for a trim trail and a 'running mile' track were circulated for consideration.</p> <p>The cost was likely to be around £75,000. Some of this could come from the school's capital budget, some items could be paid for with Sport Premium funding, but most would need to be grant funding from sources such as the National Lottery, Sport England and Mullion Parish Council. There were also plans to develop the EYFS free flow area, and grant funding for this could prove easier to find.</p> <p>Some companies would pay for the groundworks/hard core in exchange for publicity or if school named the equipment after them. Bid writing could also be done free of charge with some companies.</p> <p>There was a suggestion that a local company may be willing to donate the gravel free of charge.</p> <p>The meeting agreed to form a working party made up of governors, staff and pupils.</p> <p>H&S Audit - Mr Eddy carried out a full H&S audit on the 3rd February. This audit had highlighted serious concerns with the condition of the fire doors and the fire detection equipment. There were no issues identified with Asbestos and Legionella checks.</p> <p>It was obvious during the visit that staff needed to be made aware of the potential dangers; Mr Eddy observed books stored on top of heaters and fire panels covered by children's work. That said, most of the findings were</p>	

	<p>satisfactory, but there were issues that needed addressing. Mr Eddy will share his report with staff before arranging class visits. Mrs Nicholas would circulate the report to governors.</p> <p>Action: Mr Eddy to read the fire inspection report (to be carried over to the next meeting)</p> <p>Action: Mr Ratcliffe to provide Mr Eddy with copies of external risk assessments, and a copy of the latest tree survey. (to be carried over to the next meeting)</p>	<p>JE</p> <p>DR</p>
12.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	Deferred to the next meeting.	
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>A monitoring plan would be arranged.</p> <p>Mr Eddy would arrange a monitoring visit to look at Read, Write Inc.</p> <p>Mrs Mitchell would arrange a Maths monitoring visit following KS2 SATS, when the Maths curriculum changes would be implemented.</p> <p>Ms Jones would complete a new governor walk round with Mr Ratcliffe on the 16th March.</p>	
14.	<u>FOCUS ITEMS AND UPDATES</u>	
	<p><u>Operational risk register</u></p> <p>Copies of the register were available on the Google Drive – some small changes but the same overall.</p> <p><u>Ofsted Report</u></p> <p>The Ofsted report from the inspection held on 4th and 5th February was circulated. This would be shared with parents on the 5th March over two meetings at 9am and 6pm. This was a Section 5 inspection over two days with two inspectors.</p> <p>The main points discussed were:</p> <ul style="list-style-type: none"> • There were no surprises overall, senior leaders were aware that the new curriculum was not quite embedded across the school. The overall plan should show how things tie together. • Governance was identified as a strength. • EYFS provision was judged as good. • Inspectors were happy that the school was doing all it could about attendance; Mrs Wilson agreed to find out more about the proposed Trust wide policy on attendance. • It would be important for parents to understand that leadership was not just about the executive head teacher. • Subject leaders were still on their journey with subject knowledge and this would take time. Governors would invite subject leaders to attend their meetings. • There were frustrations about behaviour and learning, as some of comments about behaviour in the report appeared to be contradictory. • Read, Write Inc. was, as yet, not fully embedded. Training was ongoing. 	

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"> • Meet and greet with staff Thursday 19th March 3.30pm • Wednesday 22nd April 2020 (informal) 4pm • Monday 15th June 2020 (formal) 6pm <p>Trust Board meetings for 2019 – 2020</p> <ul style="list-style-type: none"> • Thursday 31 October 2019 • Thursday 19 March 2020 • Thursday 09 July 2020 	
	The meeting concluded at 7.45pm	

Chair's Signature _____ Date _____