



<p>Mullion Primary School Local Governing Board meeting</p>
<p>Monday 23rd January 2023 from 5.00pm</p>
<p>at School</p>

	<p>1. <u>ATTENDING</u> :</p> <p>Paul Cook Rebecca Pascoe (Chair) Alexi Read (Head teacher) Rachel Thomas Jane Whaley (Vice Chair)</p> <p>In Attendance – Pat Nicholas (Clerk) John Mitchell - TPAT management accountant</p>	
	<p><u>APOLOGIES</u> : Received and accepted from Kerensa Jones and John Eddy.</p> <p>ABSENT: Sam Hill.</p> <p>PN will check with Bex Couch about governance training. PN explained that the terms of office for governors will continue, and once renewed will begin again as a 4-year term..</p>	
		<u>ACTION</u>
2.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Staff governors declared an interest as members of staff. No new interests were declared.</p> <p>RP welcomed John Mitchell to the meeting.</p> <p>JM gave an overview of school budgets and the financial responsibilities of governors. The main points discussed were;</p> <ul style="list-style-type: none"> ● Governors were advised to read the SoDA and the financial handbook, to familiarise themselves with academy procedures. ● Budget setting is carried out with the head teacher and the chair of governors annually. School funding is based on the October census, so effectively there is a 12 month lag, i.e. the October 2022 census determines the September 2023 budget. ● SPCMAT has arranged a very good energy deal for its schools, so this will continue to the end of the year. The costs will rise from September 2023, but hopefully not as high as they have been. 	

	<ul style="list-style-type: none"> • JM will be supporting the governors for at least for this academic year. Monthly management accounts will be available by the third week of every month. • JM is happy to attend informal meetings to support and update governors with financial matters. Governor training will be forthcoming. • SPCMAT funds are not likely to be shared among the schools until March 2023 as there are invoices and other costs still to be processed. • DFC capital grants and the SCA (School Condition Allowance) were discussed. <p>Q: Will the school be able to use the remaining S106 funding?</p> <p>A: TPAT accountants have a good relationship with the county and governors were assured that this funding will be used for Mullion Primary. JE will be able to advise about how best it can be used.</p> <ul style="list-style-type: none"> • JM led a discussion around funding and pupil numbers going forward. <p>RP thanked JM for attending; JM left the meeting at 6.30pm.</p>	
3.	<u>MINUTES FROM THE 28.11.22 MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the meeting held on 28.11.22 were agreed as an accurate record and signed by the Chair.</p> <p>There were no matters arising, and no actions from the previous meeting.</p>	
4.	<u>NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u>	
	<p>There have been no new appointments or resignations since the last meeting.</p> <p>Governors discussed recruitment of new governors, ideally co-opted governors.</p>	
5.	<u>HEADTEACHER'S REPORT -verbal</u>	
	<p>The main points discussed were;</p> <ul style="list-style-type: none"> • There are new children joining the school and a number of in year admission requests in process. • Additional EHCP training is planned for support staff. <p>Q: How many children have an EHCP?</p> <p>A: 4</p> <p>Q: Is the majority of absence for illness or holiday?</p> <p>A: Attendance currently stands at 93%. Most absences are due to holidays, which are still taken even though they are not authorised. Governors heard that attendance is a nationwide problem. AR will arrange meetings with parents where necessary.</p> <ul style="list-style-type: none"> • There has been one incident of racial abuse which was reported to the county and has been dealt with in school. • There is a safeguarding training plan for staff and governors, and AR has it as a standing item for all staff meetings. <p>Q: Can governors attend staff safeguarding training? Yes, of course. BH has done My Concern training and has agreed to be DSL.</p> <p>Q: Do all schools within TPAT use MyConcern?</p> <p>A: There is a system called CPOMS (Child Protection Online Management System) which is used by a number of TPAT schools. AR explained that the school is looking closely at SPOMS, as the system makes it easier to identify patterns and generally offers more clarity overall.</p>	

	<ul style="list-style-type: none"> • The revised behaviour policy has been launched, and was reviewed at the staff meeting earlier in the day. It is working well so far, however there are a few refinements and additional staff training to come. • Starting on Mon 30th, there will be changes to the break and lunchtime arrangements to reduce the number of accidents and improve behaviour. Y6 will act as play leaders. • An H&S audit is planned with an expert recruited by TPAT. A long term plan will be drawn up by AR for the school's outside space. • A recent kitchen inspection had indicated a significant improvement. • The school has been given the go ahead to advertise for SEN TAs. Governors heard that apprentices are not appropriate for these positions. • A parent survey (based on the Ofsted survey), will go out this week. <p>Q: Has a SENCO been appointed?</p> <p>A: Jo Moseley has been appointed on 0.3FTE. The record of need is to be reviewed, and Jo will be working with staff to ensure that training is up to date and appropriate for the needs of the children. .</p> <p>Action: JW to look at providing basic first aid training for parents, and possibly children, in school.</p> <p>RP thanked AR for her report.</p>	JW
6.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	Covered in item 5; head teacher's report.	
7.	<u>HEALTH AND SAFETY UPDATE</u>	
	Covered in item 5; head teacher's report.	
8.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> • Monitoring dates for the year 	
9.	<u>FOCUS ITEMS AND UPDATES</u>	
	<ul style="list-style-type: none"> • TPAT governance Covered in item 2. • Behaviour policy implementation covered in item 5; head teacher's report. 	
10.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> • Ensuring effectiveness through ongoing governor recruitment. • Monitoring staff wellbeing by keeping in touch with the head teacher. • Improving skills and knowledge by attending relevant training. 	
11.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None.	
12.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	

13.	<u>DATES OF FUTURE MEETINGS</u>	
	To be confirmed The meeting concluded at 7.15pm.	

<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion

Chair's Signature _____ Date _____