



**Mullion School**

**Local Governing Body meeting**

**Wednesday 22<sup>nd</sup> November 2023 at 5pm**

**at the school**

<p><b><u>ATTENDING :</u></b></p> <p>Jo Birnie (Chair) (JB) Michelle Dunleavy (MD) (Head teacher) Jenny Green (JG) Jill Ludbrook (JL) Robbie McDonald (RMc) via Teams Juliet Mitchell (JM) Richard Morgans (RM) Alison Newman (Vice Chair) (AN) Amanda Spencer (AS)</p> <p><b>In Attendance:</b> Pat Nicholas, Clerk</p>		
<p><b><u>1. APOLOGIES:</u></b></p> <p>None.</p>		
		<b><u>ACTION</u></b>
<b>2.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	A warm welcome was extended to the new governors, and introductions were made. Staff governors declared an interest as paid members of staff. No new interests were declared.	
<b>3.</b>	<b><u>ELECTION OF VICE CHAIR</u></b>	
	AN was nominated as Vice Chair; the nomination was accepted, seconded and the vote was unanimous.	
<b>4.</b>	<b><u>MINUTES FROM THE 11.10.23 MEETING AND MATTERS ARISING</u></b>	
	<p>The minutes from the meeting held on Wednesday 11<sup>th</sup> October 2023, were agreed as an accurate record, and were signed by the Chair.</p> <p><u>Matters arising</u> – none.</p> <p><u>Actions from the last meeting</u> - none.</p>	

5.	<b><u>HEAD TEACHER'S REPORT</u></b>	
	<p>The report was circulated in advance of the meeting. The key points discussed were:</p> <ul style="list-style-type: none"> <li>Ofsted inspection 8/9 November 2023</li> </ul> <p>MD offered her thanks to governors for their contribution in the lead up to, and during, the inspection. The strength of the governance was highlighted, and inspectors noted that the governors know the school well. MD made detailed notes from the feedback meetings, but there is less detail in the draft report. MD was surprised, but happy, at the speed with which the draft report was sent to the school. Governors heard that continuing the improvement journey post inspection was very important.</p> <p>Governors were also surprised (<i>'blindsided'</i>) by the prominence in the mind of the inspector of an 'qualifying' complaint made to Ofsted. After discussion, it was revealed that this was a historic complaint going back to 2022 when the school was part of Southerly Point. The meeting heard that some governors knew about the complaint but not that it had been escalated. MD told the governors that it would be included in the head's report if this were to happen. It was agreed that there ought to be some appropriate level of understanding of this kind of key information for governors. Governors were also asked about the relationship between local governors and the CEO of the Trust; the inspector seemed to think that there was a closer relationship between the two than actually existed.</p> <p><b>Action: JB to send a copy of the SoDA (Scheme of Delegated Authority) to all governors to ensure that all are aware of the Trust governance structure.</b></p> <ul style="list-style-type: none"> <li>The SDP is aligned with the outcomes of the inspection, so MD will not be making any changes as a result.</li> </ul> <p>Q: Why the need to recruit 2 additional support staff? A: More support is required with attendance and careers. There have also been resignations, but these are for positive reasons.</p> <p>Q: Is there any further news on the use of the HCC minibus for families with persistent absence? A: No, there are no updates yet.</p> <p>Q: Did the school convene a permanent exclusion panel? A: Yes. The meeting was completed in the previous week. There were some minor procedural issues, but nothing significant. TPAT are working on a bank of governors from across the schools who are willing to complete the training, and volunteer to sit on these panels as required. Governors discussed the problems of community schools like Mullion where most governors have a strong local/school connection.</p> <p><b>Action – JB to follow up with Bex Couch to see how this bank of governors is progressing.</b></p> <p>JB thanked MD for her comprehensive report.</p>	<p>JB</p> <p>JB</p>
6.	<b><u>GOVERNOR MONITORING VISITS</u></b>	
	<ul style="list-style-type: none"> <li>Parent survey results</li> </ul> <p>Governors were pleased with the results. Governors acknowledged that these types of surveys are subject to issues, however MD explained that the inspectors would see a large number of them and so they get a sense of the messages from them. Ofsted do, take them very seriously. For the pupil survey, there were 79 responses.</p> <p>The main concerns were the 20% of parents who indicated they were concerned about behaviour and for the 2 students who said that they don't feel safe in school. Senior</p>	

	<p>leaders are now monitoring the toilet areas more often to address this. Many students in the survey said that they feel proud of their school.</p> <ul style="list-style-type: none"> <li>Impact Statement for 22/23</li> </ul> <p>This is now complete and ready to publish on the website.</p> <ul style="list-style-type: none"> <li>Monitoring plans were revisited following the inspection. There is a SIP visit on the 27<sup>th</sup> of November, and an opportunity for governors to attend. MD recommended a 'pupil voice' session with the students.</li> <li>Wednesday 6<sup>th</sup> December, in the morning, was agreed for governor monitoring.</li> </ul> <p><b>Action – JB to contact Dawn Penberthy to confirm the monitoring date.</b></p> <ul style="list-style-type: none"> <li>Tuesday 12<sup>th</sup> December is date for the presentation evening, with the 13<sup>th</sup> or 14<sup>th</sup> December for the 'Mullion Show'. A number of governors planned to attend.</li> <li>The safeguarding pupil voice session planned for the 23<sup>rd</sup> of November will now move to the spring term.</li> <li>JG has met John Eddy twice as part of her H&amp;S responsibility, and reported that the school is 86.6% complaint, which is above the Trust average.</li> <li>The LGB have completed their skills audit and matrix and have agreed where each governor's responsibility is (assigned to the main SDP areas and to the four main areas of the Ofsted framework).</li> <li>JM monitored the checks for the SCR just before the inspection.</li> </ul> <p><b>Action: JM to obtain clarification from SB on whether the school is required to keep copies of the DBS certificates for governors.</b></p>	<p>JB</p> <p>JM</p>
7.	<b><u>GOVERNOR TRAINING</u></b>	
	<ul style="list-style-type: none"> <li>JM and AN have booked on 'Challenge and Accountability' online training on the 27<sup>th</sup> of November as well as safeguarding training online.</li> <li>TPAT intranet training has been completed by JB. All governance documents will be uploaded to the intranet going forward and the Google workspace will be archived.</li> </ul>	
8.	<b><u>IMPACT &amp; EFFECTIVENESS OF THE LGB</u></b>	
	<ul style="list-style-type: none"> <li>Governors maintain their understanding of the school's strengths and weaknesses and apply this information in their strategic discussions.</li> <li>Governors maintain their effectiveness by attending essential training.</li> <li>Maintain effectiveness through ongoing review and implementation of monitoring processes.</li> <li>Ensuring 'Visible Governance'; the governors are regular visitors to the school and to school events and are known to the parents and staff.</li> <li>Termly governor afternoons have been inaugurated to assist governors in focussing on their strategic roles.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ensuring staff representation on the LGB by arranging the election of a staff governor.</li> <li>Enabling succession planning by recruiting additional community governors.</li> <li>Supporting the school through active involvement in the recent Ofsted inspection.</li> <li>Supporting the school and wider Trust through involvement in a permanent exclusion panel.</li> </ul>	
<b>10.</b>	<b><u>DATES OF FUTURE MEETINGS – SET DATES FOR THE YEAR</u></b>	
	<p>Wednesday 31 January 2024 5pm LGB</p> <p>Wednesday 20 March 2024 5pm LGB</p> <p>Wednesday 15 May 2024 5pm LGB</p> <p>Wednesday 12 June 2024 5-6pm (budget)</p> <p>Wednesday 3 July 2024 5pm LGB</p>	
<b>11.</b>	<b><u>CONFIDENTIAL ITEM</u></b>  See separate minutes dated 22.11.2023	

<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>
JB to send a copy of the SoDA (Scheme of Delegated Authority) to all governors to ensure that all are aware of the Trust governance structure.	Jo Birnie	19/12/2023
JB to follow up with Bex Couch to see how this bank is progressing.	Jo Birnie	19/12/2023
JB to contact Dawn Penberthy to confirm the monitoring date.	Jo Birnie	19/12/2023
JM to obtain clarification from Sue Bennett on whether the school is required to keep copies of the DBS certificates for governors.	Juliet Mitchell	19/12/2023

**The meeting concluded at 6.25pm.**

**SIGNED:**

**DATED:**