



Mullion School
Local Governing Body meeting
Tuesday 31st January 2023 at 5pm
at the school

<p>1. <u>ATTENDING</u> :</p> <p>Jo Birnie (Chair) Nicola Clark Jenny Green Robbie McDonald Juliet Mitchell Alison Newman (Vice Chair) Dawn Penberthy (Head teacher)</p> <p>In Attendance:</p> <p>Pat Nicholas, Clerk John Mitchell, TPAT management accountant Alex Smith, TPAT management accountant</p>		
<p>2. <u>APOLOGIES</u> :</p> <p>None. Governors were saddened to learn of John Eddy's resignation.</p>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Governors were welcomed to the meeting. JM and AS were welcomed to the meeting and introductions were made. NC was welcomed as a new governor.</p> <p>Staff governors declared an interest as paid members of staff. No new interests were declared.</p>	
4.	<u>MINUTES FROM THE 22.11.22 MEETING AND MATTERS ARISING (not on this agenda)</u>	
	<p>The minutes from the meeting held on Tuesday 22nd November 2022 were agreed as an accurate record, and were signed by the Chair.</p> <p>Matters arising - none.</p> <p>Actions from the last meeting - completed.</p>	

5.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>JE had resigned from the LGB.</p> <p>NC had been appointed since the last meeting.</p> <p>.....</p> <p>JM and AS informed the governors about the role of the management accountant.</p> <ul style="list-style-type: none"> • SPCMAT were still processing the autumn term invoices; once these are completed, the accounts will be audited, at which point they all balances due to the SPCMAT schools will be released. This will include capital balances and reserves. TPAT will make sure that prior indications tie up with what actually comes over to schools. • Governors were informed of the Mullion reserves as of 31.8.22. The management accounts have been prepared to the end of November 2022, December accounts are still to be finalised. <p>Q: Are the reserves allocated for a particular purpose?</p> <p>A: No.</p> <p>Q: Is this a typical reserve figure?</p> <p>A: JM explained that the reserves seemed low for a school of this size by TPAT measures, but was not significant. The school should look to maintain the reserves, rather than work to increase them. Once funds are returned to the school, TPAT will set an 8 month budget up to August 2023.</p> <ul style="list-style-type: none"> • Going forward, in the third week of every month, the accountant will send a copy of the accounts to the clerk and the head teacher, then the LGB can decide how and who will review them. The accountant will be able to answer any questions. It is for the governors to determine when the accountant attends meetings and how they work with governors. <p>Q: Will the accounts include a narrative?</p> <p>A: Yes, a written narrative will be provided on each of the monthly management accounts.</p> <p>Q: How are TPAT schools funded?</p> <p>A: Each school has its own budget, based on the number of pupils in the previous October census i.e. September 2023 funding is based on the October 2022 pupil census. There is also capital funding and additional funding such as pupil premium.</p> <p>Q: Is there information on projections for future pupil numbers?</p> <p>A: The LA receives birth rate information from the government, as well as data on net migration in a particular area, and provides this to schools.</p> <p>JB thanked JM and AS.</p> <p>(JM and AS left the meeting at 5.30pm).</p>	
6.	<u>HEADTEACHER'S REPORT</u>	
	<p>DP's report was circulated in advance of the meeting, along with other documents.</p> <p>DP explained that she had used the TPAT format for the head's report. The additional documents sent alongside were referred to in the report.</p> <p>Q: Are governors expected to attend the curriculum conversations?</p>	

	<p>A: There will be changes to the way these are developed, however governors will be invited to some parts of the process.</p> <p>Q: The number of suspensions is high, how are these recorded?</p> <p>A: One suspension can be for between 1-5 days, so the days will be higher than the number of suspensions. This number could increase as the new behaviour policy is fully embedded. Governors were informed that suspensions at Mullion are relatively low compared to other secondary schools.</p> <p>Q: Is vaping an issue at school?</p> <p>A: Yes, there have been some incidents. Vaping and being in possession of vaping paraphernalia will result in immediate suspension. DP informed the meeting that staff are very positive about the new behaviour policy, and is confident that its implementation will create a culture of positive behaviour.</p> <p>Q: Are there plans to change the uniform?</p> <p>A: No. The school will be more rigorous in ensuring the current uniform policy is enforced, rather than change it.</p> <p>Q: Are the numbers for September a concern?</p> <p>A: DP has no immediate concerns, explaining that numbers can increase as families move to the locality late in the summer, or others who have put in a late application. DP informed the governors of her plans to promote the school in the local area. TPAT has agreed to assist with a marketing strategy, an up to date prospectus, as well as help to update the website.</p> <p>Q: Is there any update on the maths maternity cover?</p> <p>A: DP explained that the current plans will remain in place until the May half term, and will benefit from a very strong maths faculty.</p> <p>Q: What are the main attendance issues?</p> <p>A: Absence and PA (persistent absence) is a national problem. HM recently attended a TPAT network meeting and came back with a number of positive ideas. TPAT is to advertise for an attendance lead at Trust level. In the short term, the school will be looking at finding extra capacity within the pastoral team for some cases.</p> <p>A formal meeting is planned with TPAT around behaviour and attendance, which DP and JB will attend.</p> <p>JB thanked DP for her report.</p>	
7.	<u>SAFEGUARDING (GOVERNOR'S) REPORT</u>	
	<ul style="list-style-type: none"> ● <u>Report for governors (HM) Feb 2023</u> - There is safeguarding training for governors available via the TPAT intranet; governors were encouraged to update the training log each time any training is completed. ● Governors will be given access to the SafeSmart system, which includes health and safety and compliance. ● <u>Safeguarding audit report 19.10.22</u>. AN explained that she had reported on this at a previous meeting. ● Governors were updated on how the SCR (Single Central Record) is checked in line with GDPR. It is for the head and the DSL to check the SCR and then sign it accordingly. Governors then monitor to ensure these checks are taking place regularly. ● The Chair will request assistance from TPAT with reporting low level concerns relating to the head teacher. 	
8.	<u>HEALTH & SAFETY UPDATE</u>	

	John Eddy, TPAT head of H&S and Estates, has visited the school and provided a report. John will also support DL, the site supervisor, with compliance. H&S meetings have been planned with the heads of department. A 5 year programme for essential buildings and premises works is in the process of being drawn up.	
9.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> English – pupil voice 1.12.22 (JG/JB) English - pupil voice 26.1.23 (follow up). Governors held a discussion around the benefits of longer lessons. Safeguarding - 27.1.23 (AN/HM) Humanities-pupil voice 30.1.23 (JB) JB reported on the frustrations of some Y11 students who feel that their English lessons are affected by the SENDCo responsibilities of their teachers (the SENDCo role is shared between two English teachers). <p>Q: Are there issues with the sharing of the SENDCo role? A: DP acknowledged that because of the way their timetables are structured and they both teach the same subject, they are often teaching at the same time. Both have a higher teaching load than would be ideal. DP will look at the costs.</p> <p>Q: Are there concerns about mixed ability teaching? A: No. Mixed ability teaching can be beneficial and increase outcomes for all, but this is not always obvious to the students.</p> <p>Q: Is there a way that DP can look at the issues raised by the students? A: These will be shared with the heads of department and included in the Chair and Head teacher's next fortnightly meeting.</p> <p>Governors received and noted the visit reports.</p>	
10.	<u>FOCUS ITEMS AND UPDATES</u>	
	<ul style="list-style-type: none"> <u>TPAT Governance</u> - PN informed the meeting of some changes including the format of minutes and agendas going forward. <u>Behaviour for Learning policy</u> - This is still in draft; a copy has been shared with the behaviour lead at TPAT who has provided feedback on the draft copy. The policy will be shared with governors in due course. <u>PHSE policy/curriculum</u> - This will be put out to parent consultation. 	
11.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> Monitoring staff wellbeing by keeping in touch regularly with the staff links. Ensuring effectiveness by carrying out annual self-review and addressing the findings in a timely manner. Monitoring standards by carrying out regular monitoring visits (see list under item 9) Ensuring 'Visible Governance'; the governors are regular visitors to the school and to school events. 	
12.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None.	
13.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	

14.	<u>DATES OF FUTURE MEETINGS</u>	
	Tuesday 21st March 2023 at 5pm - formal	

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

The meeting concluded at 6.30pm

SIGNED:

DATED: