



**Mullion School**

**Local Governing Body meeting**

**Wednesday 10th May 2023 at 5pm**

**at the school**

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| <b>1. <u>ATTENDING</u> :</b><br><br>Jo Birnie (Chair) (JB)<br>Jenny Green (JG)<br>Robbie McDonald (RMc)<br>Juliet Mitchell (JM)<br>Richard Morgans (RM)<br>Jan Woodhouse (Head teacher) (JW)<br><br><b>In Attendance:</b><br><br>Pat Nicholas, Clerk<br>Dawn Penberthy, AHT (DP) <i>(for item 4 only)</i><br>John Eddy, TPAT Estates and H&S manager. (left the meeting at 5.15pm) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>1. <u>APOLOGIES</u> :</b><br><br>Received and accepted from Nicola Clark and Alison Newman (Vice Chair).                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
|                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b><u>ACTION</u></b> |
| <b>2.</b>                                                                                                                                                                                                                                                                                                                                                                          | <b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |
|                                                                                                                                                                                                                                                                                                                                                                                    | Governors were welcomed to the meeting; with a warm welcome to RM who had returned to the LGB. Staff governors declared an interest as paid members of staff. No new interests were declared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |
|                                                                                                                                                                                                                                                                                                                                                                                    | <p>John Eddy was welcomed and circulated a copy of the compliance survey and compliance report for governors’ information. Governors heard that compliance had improved to 70% and was close to the baseline of 80%. Staff training is now up to date, and any governor with health and safety responsibility would need appropriate training.</p> <p>A 5 year capital works plan for school is now in place. A bid has been submitted to update the science labs, and there is a programme of minor works to redecorate and refurbish the classrooms. These minor works can be completed by the site team and will make a difference to the learning environments.</p> |                      |

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|           | <p>The meeting heard that some storage issues have led to concerns about fire safety requirements. JW will work with staff to make sure storage is safe and compliant.</p> <p>Q: What is the intention for the scheduling of the checks?</p> <p>A: 95% of the checks will be done by contractors. When a check is scheduled, TPAT has a communication system which sends automatic reminders until the checks have been completed. In addition, the roaming caretakers visit the school every 3-5 weeks, and should they find something which is out of date or needing urgent attention this is automatically flagged.</p> <p>JB thanked JE for his report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>3.</b> | <p><b><u>SAFEGUARDING REPORT - HM</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           | <p>The report was circulated in advance of the meeting. HM was not able to attend the meeting. The main points were;</p> <ul style="list-style-type: none"> <li>Governors were reminded to ensure that the training log is updated whenever they complete training.</li> </ul> <p>Q: Has the SCR (Single Central Record) been checked since the end of 2022?</p> <p>A: No. JW will liaise urgently with SB to find a mutually convenient time.</p> <ul style="list-style-type: none"> <li>JB offered thanks to HM for providing more comprehensive information in response to the governors' request.</li> </ul> <p>Q: How effective has the targeted intervention for Y8 been?</p> <p>A: This has been led by the trust behaviour lead, Tina Leack, who works with the SLT and the families and children, as well as Mullion Primary school. She has an SEN background, and has worked in special schools in London. TL is also leading twilight training with staff on de-escalation strategies. These interventions are in the early stages, so it is too soon to measure the impact.</p> <ul style="list-style-type: none"> <li>Staff are still learning how best to use the LABU (Learning &amp; Behaviour Unit) and how to manage reintegration. There has been useful feedback from parents, and SLT are looking at a possible name change.</li> </ul> <p>Q: When the school is dissatisfied with supply cover, is that reported back to the agency?</p> <p>A: Yes, the feedback is recorded so that a particular person isn't sent to school again. The agency then shares the school's feedback.</p> <p>Q: With incidents of racism/bullying, how is this addressed?</p> <p>A: Some of these incidents are born of thoughtlessness, and students repeating what they hear at home, rather than a deliberate act. JW feels that it can be addressed by helping the children to think more about their comments before they speak e.g. through tutor time and PHSE teaching.</p> <p>JB thanked HM for her report.</p> |  |
| <b>4.</b> | <p><b><u>CURRICULUM REPORT, including OPTIONS - DP</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|           | <p>The report had been circulated before the meeting. The key points were;</p> <ul style="list-style-type: none"> <li>The options process begins in February/March following conversations with staff. Staff always endeavour to make the options blocks work for the students.</li> <li>The options booklet and the next steps for Post 16 students went out to parents and is available on the website.</li> <li>Parents are given an opportunity to talk to subject leaders at special option evenings and these are very well attended. DP explained the options process for students.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

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|    | <ul style="list-style-type: none"> <li>Mullion wants to grow its performing arts department, and is currently advertising for a head of drama. The challenge is in the low numbers of students opting for drama, (dance is also low, but slightly higher than drama), as well as the very similar content in both the drama and dance GCSEs. Senior leaders will work with the new head of drama once they are appointed to plan how this is addressed.</li> </ul> <p>Q: Is this the same for other schools?</p> <p>A: No. Most schools offer complimentary qualifications and don't double up on dance and drama.</p> <p>Q: Is the lack of a head of department the cause of low numbers?</p> <p>A: Possibly, although the same teacher has been in post in the department for a number of years.</p> <ul style="list-style-type: none"> <li>Governors discussed the construction option and the reasons for removing the option this year.</li> <li>The numbers choosing languages and triple science are higher this year; IT and computer science are lower.</li> </ul> <p>DP feels that the governors have had an impact on the increase in students taking languages following student voice visits with governors.</p> <p>JB thanked DP for her report.</p> |  |
| 5. | <b><u>APPOINTMENT OF NEW HEAD TEACHER</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|    | <p>Interviews took place on Monday 24th April and Tuesday 25th April. Governors attended on the 25th April. Michelle Dunleavy was the successful candidate.</p> <p>MD is still in post as head teacher at Treviglas Academy, but will attend governor meetings and Y6 transition events this term where possible. JW feels it is important that MD is involved in bigger decisions during this transition period.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 6. | <b><u>MINUTES FROM THE 21.3.23 MEETING AND MATTERS ARISING (not on this agenda)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|    | <p>The minutes from the meeting held on Tuesday 21st March 2023 were agreed as an accurate record, and were signed by the Chair.</p> <p>Matters arising - none.</p> <p>Actions from the last meeting - none.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 7. | <b><u>HEAD TEACHER'S REPORT</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|    | <p>The report was circulated in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> <li>Flora Day attendance was 20%; a number of staff asked for the day off as either family members or their own children were dancing. As a result, the school will close for Flora Day next year as a 'community closure' day.</li> </ul> <p>Q: Is there any information on the in year migration i.e. 16 children leaving and 21 joining?</p> <p>A: There is no analysis on these figures currently, JW will provide governors with a migration report.</p> <ul style="list-style-type: none"> <li>Mental health issues for young people were cited as a reason for the high levels of EHE (Elective Home Education).</li> </ul> <p>Q: What are the main reasons for the staff attendance issues?</p>                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

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|            | <p>A: The previous Mullion School policy allowed for some holidays and family weddings in term time. The TPAT policy is much more robust. JW will try to get a report on staff absence for governors. Staff illness is similar to other schools. Governors acknowledged the impact of work pressures on teaching staff.</p> <p>Q: Are there any concerns about the number of suspensions?</p> <p>A: The figure is accurate and appears high, but is comparable to other schools. Most of the suspensions that JW has dealt with are as a result of specific incidents rather than ongoing disruptive behaviour.</p> <p>Q: Has the school considered random bag searches to deal with vaping?</p> <p>A: Where appropriate, bag searches have been carried out, but JW feels it would not impact on vaping, as the equipment used is small and easily concealed.</p> <p>JB thanked JW for her comprehensive report.</p>                                                                                                                                                                                                                                                                                                               |  |
| <b>8.</b>  | <b><u>GOVERNOR MONITORING VISITS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|            | <ul style="list-style-type: none"> <li>Chairs Update 19.4.23</li> <li>The governance review meeting with Bex Couch has provided the LGB with a new plan for monitoring linked to the SDP. More dates are planned for the follow up sessions. JW to share some possible dates for the next monitoring visit.</li> <li>JW will raise the staff governor vacancy at the next staff briefing. A health and safety governor is required, a suggestion was made that the new staff governor may be the best person to take this on.</li> </ul> <p>Q: When monitoring is carried out by external professionals, how should governors be informed of the outcome?</p> <p>A: JW asked if it was appropriate for challenging feedback to be shared with governors. It was agreed that it may not be necessary for governors to know all the details, and the focus should be on their strategic responsibility i.e. a 'monitor the monitoring' role.</p> <p>After discussion, governors agreed that external inspection/monitoring reports should be shared in their entirety and discussed at meetings as a confidential item. Where staff are identified or able to be identified, then staff governors must withdraw from the meeting.</p> |  |
| <b>9.</b>  | <b><u>GOVERNOR TRAINING</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|            | Governors have been using the SafeSmart portal for their essential training. Prevent and safeguarding remain priorities for governors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>10.</b> | <b><u>IMPACT &amp; EFFECTIVENESS OF THE LGB</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|            | <ul style="list-style-type: none"> <li>Fulfilling their responsibilities under the SoDA by participation in the recent headteacher appointment.</li> <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>Ongoing review and implementation of monitoring processes in consultation with Bex Couch.</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>Staff have reported that the governors have had an impact on the increase in students taking languages following student voice visits.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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| 11. | <b><u>DATES OF FUTURE MEETINGS</u></b>                                                            |  |
|     | Tuesday 6th June 2023 5pm-6pm - budget meeting<br>Wednesday 5th July 2023 at 5pm - formal meeting |  |

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

The meeting concluded at 7pm.

SIGNED:

DATED: