



Mullion School

Local Governing Body meeting

Wednesday 11th October 2023 at 5pm

at the school

<p><u>ATTENDING :</u></p> <p>Jo Birnie (Chair) (JB) Michelle Dunleavy (MD) (Head teacher) Jenny Green (JG) Juliet Mitchell (JM) Richard Morgans (RM)</p> <p><u>In Attendance:</u></p> <p>Pat Nicholas, Clerk Rebecca White, (RW) <i>(for item 3 only)</i> Rebecca Goodrum, (RG) <i>(for item 3 only)</i></p>		
<p><u>1. APOLOGIES :</u></p> <p>Apologies received and accepted from Robbie McDonald and Alison Newman.</p>		
		<u>ACTION</u>
2.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	Governors were welcomed to the meeting. Staff governors declared an interest as paid members of staff. New forms were completed by the governors present.	
3.	<u>SENDCo presentation – RW and RG</u>	
	<p>RG and RW were welcomed to the meeting.</p> <p>The reports were circulated in advance of the meeting. The main points discussed were.</p> <ul style="list-style-type: none"> Some errors had been corrected from the original documents and were outlined for governors' information. CATs (Cognitive Ability Tests) have been replaced with other assessments. Also, for EHCP pupils, from Y9 they have preparation for adulthood as part of their EHCP. <p>Q: How is the 'Harbour' working out?</p>	

	<p>A: RG/RW described the space as ‘lovely’, and there is a plan for renovations. MD explained the need for internal walls to create a separate room/breakout space to accommodate the different needs of the students. The location at the school entrance is also an advantage.</p> <ul style="list-style-type: none"> Y7 students – there is a focus on assessing whether children should be on the record of need. The numbers of EHCP children have increased slightly this year. <p>Q: What is SMEH?</p> <p>A: Social, emotional, and mental health needs. The numbers of pupils with SMEH have been increasing year on year in line with the national picture.</p> <p>Q: Do staff have the relevant training to deal with the SEMH?</p> <p>A: Yes, TIS training is undertaken, especially for new staff. Pastoral support is excellent. The meeting heard how students who are not able to be in school for medical, or other reasons, are accessing learning.</p> <p>Q: Is there an increase in Y11 students who need support with exams?</p> <p>A: Yes, numbers are slightly higher this year, so a similar level of support will be needed as was put in place last year. Reading pens were explained, and how they support independence, so students don’t need an adult reader. There was a wider discussion around access arrangements.</p> <ul style="list-style-type: none"> There is a focus on identifying those children who need increased intervention for reading. SEN children taking part in a wide range of extra-curricular activities, a higher proportion than other groups of students. <p>Q: Would teachers be able to explain to an Ofsted inspector how they provide adaptation for pupils?</p> <p>A: Yes, the passports for SEN students are good quality and children and parents are involved in the process.</p> <p>Q: Do the SENDCos have an open-door policy for staff?</p> <p>A: Yes, absolutely, and staff will ask for support. SENKey meetings are also useful for staff to discuss any adaptations to the strategies. Y7 Tutors will be actively involved in the ‘assess, plan, do, review’ process.</p> <p>Q: Is there any financial support for the increased numbers of students with SEND?</p> <p>A: No, and sadly, Mullion is in the bottom 5% of schools in terms of funding. This is a real challenge given the budget situation and the recruitment difficulties.</p> <p>Q: Are the changes working in the SENDCo roles?</p> <p>A: Yes, overall, the responsibility, and processes, are clearer. The teaching commitment is still in place, and so can be difficult to balance. Both RW and RG contribute to SLT; MD recognises the challenges and is grateful for the contribution made by both SENDCos.</p> <ul style="list-style-type: none"> Discussion about Educational Psychology (EP) service. The package includes EP time and assistant EP time; however, the school still needs to buy in private EP time. RG explained that the full entitlement has been bought and booked in for the year. There has been positive feedback on the new behaviour policy. A SEND review has highlighted that a high number of pupils being removed from lessons are on SEN support. <p>JB thanked RW and RG for their report.</p>	
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4.	<u>ELECTION OF CHAIR AND VICE CHAIR</u>	
	<p>JB was nominated to continue as Chair; the nomination was accepted, seconded and the vote was unanimous.</p> <p>The election of the vice chair will be deferred to the next meeting.</p>	
5.	<u>MINUTES FROM THE 5.7.23 MEETING & updates from the SDP MEETING 13.9.23 AND MATTERS ARISING</u>	
	<p>The minutes from the meeting held on Wednesday 5th July 2023, were agreed as an accurate record, and were signed by the Chair.</p> <p>There were no updates from the SDP meeting on the 13th of September.</p> <p><u>Matters arising.</u></p> <p>Item 8: JB will find and share the results of the parent survey. There will possibly be another survey this year based on the Ofsted questions.</p> <p><u>Actions from the last meeting</u> - none.</p>	
6.	<u>HEAD TEACHER'S REPORT</u>	
	<p>The report was circulated in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> • The whole school changes are already having an impact. The 75-minute lessons have reduced the time spent in transitions throughout the day. Behaviour routines have made a difference, but need to be fully embedded. The 'Mullion Way' has been received very positively. The next whole school focus will be on checking understanding with the students. • Personal development is a focus for Ofsted. The intent is clear, but the implementation needs work. Chris Gould has offered his support on the 2nd day of an inspection when personal development will likely be covered. • The meeting discussed the use of the classroom assistants. MD explained that without the budget to employ support staff, the school must focus on the needs of the students and deploy the existing staff accordingly. • A deputy site supervisor has been recruited. • TPAT is providing funding for iPads this year. <p>Q: Can the school apply for grants?</p> <p>A: Yes. MD explained that any project that is grant funded needs to be secure year on year e.g., the school's current plan to change a class into a science lab.</p> <ul style="list-style-type: none"> • The SLT is now operating with more of a whole school responsibility. It was suggested that the next governor afternoon could include attendance at a SLT meeting (Tuesday), to look at staff welfare. <p>Q: How are elective home education (EHE) students monitored?</p> <p>A: Safeguarding checks are carried out by the local authority. The school carries out monitoring checks at 3 months, then 6 months. MD stressed the importance of maintaining a dialogue with the families concerned. It is still possible for the student to return to school if a space is available.</p> <ul style="list-style-type: none"> • MD shared the main points of a very recent SIP report which governors had not yet seen. There were some successes, but also areas for improvement. 	

	<p>Q: Governors asked if it would be easier to have one SENDCo and one English teacher, rather than the current job share?</p> <p>A: Yes, but the issues are complex, and the current situation needs to be managed strategically.</p> <ul style="list-style-type: none"> • The most recent pupil voice raised some issues; governors will address these with further monitoring. • The open evening was a success, but the school's SIP has advised that the school needs to work hard to keep numbers high. There was a discussion about the use of tutor time. <p>JB thanked MD for her report.</p> <p>(RM left the meeting at 6.45)</p>	
7.	<u>GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> • Review of governor responsibilities – These will be confirmed once the skills audit matrix has been completed and any gaps/training needs can be addressed. • Next governor afternoon – to be arranged. • Staff governor election – MD asked for some clarification around the process. PN will liaise with SB to ensure the ballot can begin soon. 	
8.	<u>GOVERNOR TRAINING</u>	
	<ul style="list-style-type: none"> • Safeguarding training has been completed by all. • There have been issues with accessing emails and training opportunities have been missed as a result. TPAT have offered training on the use of intranet and for JB to add governor files and documents. • JB apologised for not publishing the impact statement at the end of the last academic year and asked for input from governors to help to populate some areas. 	
9.	<u>IMPACT & EFFECTIVENESS OF THE LGB</u>	
	<ul style="list-style-type: none"> • Governors maintain their understanding of the school's strengths and weaknesses and apply this information in their strategic discussions. • Governors maintain their effectiveness by attending essential training. • Ongoing review and implementation of monitoring processes. • Ensuring 'Visible Governance'; the governors are regular visitors to the school and to school events and are known to the parents and staff. • Termly governor afternoons have been inaugurated to assist governors in focussing on their strategic roles. • Ensuring staff representation on the LGB by arranging the election of a staff governor. 	
10.	<u>DATES OF FUTURE MEETINGS – SET DATES FOR THE YEAR</u>	
	<p>Wednesday 22 November 2023 5pm LGB</p> <p>Wednesday 31 January 2024 5pm LGB</p> <p>Wednesday 20 March 2024 5pm LGB</p>	

	Wednesday 15 May 2024 5pm LGB Wednesday 12 June 2024 5-6pm (budget) Wednesday 3 July 2024 5pm LGB	
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<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion

The meeting concluded at 7.05pm.

SIGNED:

DATED: