



Mullion School

Local Governing Body meeting

Wednesday 5th July 2023 at 5pm

at the school

<p><u>1. ATTENDING :</u></p> <p>Jo Birnie (Chair) (JB) Michelle Dunleavy (MD) (Head teacher) Jenny Green (JG) Robbie McDonald (RMc) Juliet Mitchell (JM) Richard Morgans (RM) Alison Newman (AN) (Vice Chair)</p> <p>In Attendance:</p> <p>Pat Nicholas, Clerk Helen Mathias, AHT (HM)) <i>(for item 4 & 5 only)</i> Dawn Penberthy, AHT (DP) <i>(for item 6 only)</i> Rob Smith, (RS) <i>(for item 3 only)</i> Jan Woodhouse (JW), TPAT Secondary School Improvement Lead</p>		
<p><u>1. APOLOGIES :</u></p> <p>None.</p>		
		<u>ACTION</u>
2.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Governors were welcomed to the meeting. Staff governors declared an interest as paid members of staff. No new interests were declared.</p> <p>A warm welcome was extended to MD on her first meeting as head teacher.</p>	
3.	<u>LITERACY STRATEGY REPORT - RS</u>	
	<p>The report was circulated in advance of the meeting. The key points were;</p> <ul style="list-style-type: none"> the importance of making sure the data and assessments for students are accurate, Lexia (assessment software already working well at Hayle) is being trialled to facilitate this. themed termly texts, the 'Mullion Literary Canon', will need investment, where possible using texts the school and the other Trust schools have 	

	<p>already have to keep the costs down. It is important to check with students and tutors beforehand to ensure (for example) they haven't been read already. The aim is a 'reading rich' school encouraging the independent enjoyment of reading.</p> <p>Q: How are you going to measure the impact of reading in class?</p> <p>A: We will ensure an accurate reading age on SIMS and assess this bi-annually to ensure they are making chronological progress.</p> <p>Q: What happens if the budget won't support it?</p> <p>A: MD will look at it carefully, by sourcing texts from other schools, or clever resourcing, but we must ensure it happens.</p> <p>Q: Can this be reinforced across other subjects?</p> <p>A: Yes.</p> <p>JB thanked RS for his report.</p>	
4.	<u>ATTENDANCE REPORT - HM</u>	
	<p>The report had been circulated before the meeting. The key points were;</p> <p>Q: What progress has been made in tackling PA (persistent absenteeism)?</p> <p>A: There is a TPAT strategy being implemented in September, involving a tiered approach to guide all staff on how to tackle the issue. At Mullion, extra capacity will be needed, as there has been no EWO (Education Welfare Officer) support since September 2022, and the school's attendance officer has responsibility for other admin tasks. There has been no capacity to hold meetings, set targets/review targets or liaise with parents. HM conceded that there is still much work to do to address the underlying culture.</p> <p>Q: Are TPAT to appoint an EWO?</p> <p>A: Yes, this support will be shared across all four secondary schools; a day a week for Mullion, and a possible caseload of 10 pupils per school. This will be monitored by Rita Rouson, attendance & inclusion lead for the Trust. There will need to be a layer in place for immediate intervention with families before escalating to the EWO.</p> <p>Q: Is there an updated attendance policy?</p> <p>A: This will be led by RR and will be individual to the school. There is no trust-wide attendance policy.</p> <p>Q: What are the main drivers for persistent absentees?</p> <p>A: Nothing specific, possibly still a fear of spreading infection left over from the Covid response, parents who are working at home, or a perception of home learning as an adequate alternative to in school teaching. JW feels there is a definite shift in attitude and/or culture around school attendance.</p> <p>Q: Do holiday requests have an impact on PA?</p> <p>A: No.</p> <p>JB thanked HM for her report.</p>	
5.	<u>BEHAVIOUR REPORT - HM</u>	
	<p>The report had been circulated before the meeting. The key points were;</p> <ul style="list-style-type: none"> Staff have been working to embed the new behaviour policy. HM explained that using the pastoral office as an internal exclusion space was not creating the right atmosphere, so a new space is planned. HM is drawing up 	

	<p>rules/protocols for the room's use, in the hope of making it more of a motivator for good behaviour choices going forward.</p> <ul style="list-style-type: none"> • HM stressed the importance of students coming into school ready to learn. There needs to be more consistency in managing behaviour across the school, so it is evident to students what the expectation will be. HM informed governors that there was likely to be a 'spike' in the early weeks while students become accustomed to the new policy. <p>Q: How will SLT monitor that staff implement the policy consistently?</p> <p>A: SLT members will be visiting classrooms to monitor and offer support to teachers.</p> <p>Q: Will this be communicated to parents?</p> <p>A: Yes, and we hope that parents will support the school in the approach, as many of the changes have been made in response to feedback from parents and students.</p> <p>JB thanked HM for her report.</p>	
6.	<p><u>CURRICULUM REPORT - DP</u></p>	
	<p>The report had been circulated before the meeting. The key points were;</p> <ul style="list-style-type: none"> • DP explained that she had added some information to the original report, and stressed the importance of consistency. • There has been a reduction of the number of split classes (where a student group has one or two teachers for the same subject). This will lead to greater consistency, and works to the strengths of the teaching staff. • The school has full staffing for September with a number of specialist teachers. • For a variety of reasons, the departments are at different (quality of the curriculum) stages, and SLT are working hard to get all areas at the same standard, as well as putting in capacity for planning. <p>Q: What do the 3 columns represent?</p> <p>A: Year 7, Year 8 and Year 9.</p> <p>Q: Why does triple science not appear in the table of options?</p> <p>A: The table covers only those subjects which are optional.</p> <p>MD wanted to recognise the significant work that DP has done on the curriculum, and informed governors that the higher percentage of students taking the EBacc (English Baccalaureate) is a strength.</p> <p>JB thanked DP for her report.</p>	
7.	<p><u>MINUTES FROM THE 10.5.23 MEETING & BUDGET MEETING 6.6.23 AND MATTERS ARISING</u></p>	
	<p>The minutes from the meeting held on Tuesday 10th May 2023, were agreed as an accurate record, and were signed by the Chair.</p> <p>In the minutes of the budget meeting held on Tuesday 6th June 2023, governors asked for a rewording on the 'action taken' paragraph for greater clarification as follows;</p> <ol style="list-style-type: none"> 1. <i>Have a clear action plan on how the school would try to increase pupil numbers which could include a marketing strategy for the school.</i> 2. <i>Should the recruitment not go as planned, the school will revisit the recruitment process in the light of clearer budget information.</i> <p>With this amendment, the minutes from the budget meeting held on Tuesday 6th June 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>	

8.	<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"> • There is still some work to be done on the SDP priorities. Mullion is not yet a securely good school and there are weaknesses to address. • The latest school improvement visit took place in June with Justine Hocking over 2 days. The report has been completed but not yet shared with governors. <p>Q: What is the plan for moving the school forward?</p> <p>A: To ensure greater clarity around the roles and responsibilities of the SLT, provide support where needed, and bring the team together with a shared purpose. There will be an SDP meeting later in the week.</p> <p>Q: How long before the school will be ready for Ofsted?</p> <p>A: Ofsted have clarified that the school could be inspected at any time up to January 2025, so this could give the school time to get there. If the inspection happens sooner, senior leaders will do their best to showcase the school. Another year to prepare would be ideal.</p> <p>Q: Are the results of the parent survey available?</p> <p>A: Yes. This will be shared with governors.</p> <p>Q: The Chair is now informed about the number of suspensions and bullying incidents; are these higher than usual?</p> <p>A: No. The pastoral team currently don't have the capacity to intervene early enough to prevent the behaviours that can lead to suspension. There have been no permanent exclusions, as the school is doing all it can to keep children on roll. Governors were encouraged to look at the number of suspensions, as these should only happen once if the procedures are robust.</p> <p>Q: Is there a consistent approach to bullying incidents?</p> <p>A: SLT are working on the policy to ensure consistency, and for students to understand when their behaviour becomes bullying.</p> <p>JB offered JW grateful thanks on behalf of the governors for all her efforts as the interim head teacher.</p> <p>JB thanked JW for her comprehensive report, and MD for her contribution to the discussion.</p>	
9.	<u>GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> • Chairs Update 13.6.23 - received and noted. • Premises update - covered under item 8; head teacher's report. <p>Governance afternoon</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> • low level disruption, untidy class areas, and high expectations and high standards not always obvious. • clear, consistent and open communication with staff is important for improving staff wellbeing. • TAs perceive the 'support staff' label makes them feel of less worth, and contracts are not set up in a way that allows them time to attend staff briefings. JW will review TA contracts to ensure they are fully included in training and staff development opportunities. • TPAT conducted a staff survey via the intranet; the deadline has been extended, so no results as yet. 	

	<ul style="list-style-type: none"> Governors were pleased with this first governor afternoon, and have plans to change some aspects of the next session. 	
10.	<u>GOVERNOR TRAINING</u>	
	<ul style="list-style-type: none"> Bex Couch Follow up session 26.6.23 5-7pm - covered under item 9; Governor monitoring visits. Online SafeSmart training - ongoing. 	
11.	<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 in consultation with Bex Couch; a model of governance is now in place. 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. 	
12.	<u>DATES OF FUTURE MEETINGS – SET DATES FOR THE YEAR</u>	
	<p>Wednesday 13th September 2023 5-6pm (SDP meeting)</p> <p>Wednesday 11 October 2023 5pm LGB</p> <p>Wednesday 22 November 2023 5pm LGB</p> <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>	

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

The meeting concluded at 7.15pm.

SIGNED:

DATED: