



**Mullion School**  
**Local Governing Body meeting**  
**Wednesday 31st January 2024 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) 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>Received and accepted from Robbie McDonald (RMc).</p>		
		<b><u>ACTION</u></b>
<b>2.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	Staff governors declared an interest as paid members of staff. No new interests were declared.	
<b>3.</b>	<b><u>SAFEGUARDING REPORT</u></b>	
	<p>The report was prepared by Helen Mathias and was circulated in advance of the meeting.</p> <p>The main points discussed were:</p> <ul style="list-style-type: none"> <li>Governors heard of the importance of establishing strong links with Mullion Primary school.</li> <li>Attendance case studies have indicated the need to improve transition between Y7 and Y8, to reduce issues with behaviour and attendance which have become an issue in Y8. School is putting in additional support to achieve this improvement.</li> </ul>	

	<ul style="list-style-type: none"> <li>Governors felt that the safeguarding action plan was a useful addition to the report.</li> <li>A pupil voice session was postponed in the autumn term, as it was too soon after the Ofsted inspection. This will now take place on the 4<sup>th</sup> of March.</li> </ul>	
4.	<b><u>MINUTES FROM THE 22.11.23 MEETING AND MATTERS ARISING</u></b>	
	<p>The minutes and confidential minutes from the meeting held on Wednesday 22<sup>nd</sup> November 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></p> <p><i>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. Completed</i></p> <p><i>JB to follow up with Bex Couch to see how this bank of governors is progressing. BC now has a list of volunteers, training has been carried out, and the bank is ready for the next steps.</i></p> <p><i>JB to contact Dawn Penberthy to confirm the monitoring date. Completed.</i></p> <p><i>JM to obtain clarification from SB on whether the school is required to keep copies of the DBS certificates for governors. Copies are not required, but administrators must record that they have seen the certificate.</i></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>The challenge plan was explained; MD informed governors that it was reviewed in SLT meetings by all subject leaders.</li> <li>The decision has been taken to move from 4 options to 3 for current Y9, ready for September 2024.</li> </ul> <p>Q: Why make this change? A: There are a number of reasons, not least the struggle for many students to choose that 4<sup>th</sup> option. Higher performing schools offer only 3 options, and it means that the school can add in an extra lesson for each of those options, allowing the students to develop a deeper understanding. A lot of work has gone into the decision, and it will be reviewed regularly to ensure it remains effective.</p> <p>Q: Won't Y10 miss out on this opportunity? A: Sadly, yes. MD admitted that it had been a difficult decision.</p> <p>Q: In the KS2 data table, what does 103.5 represent? A: These are standardised scores for KS2 SATS tests. 100-110 is broadly average, over 110 is higher attainment.</p> <p>Q: Is there much variance in these scores across the feeder primaries? A: MD was unable to answer but will try to find out. Governors heard that this test score does represent more of a snapshot in time and may not be a complete reflection of a student's ability.</p> <p>Q: How do you monitor the impact of the support given to students? A: Teachers will make sure that children are attending regularly, that interventions are used effectively, and that students are engaged in their learning.</p> <p>There followed a discussion around staffing and budget constraints.</p>	

	<p>With the appointment of the Attendance and Careers Support Officer, the careers action plan will be put in place immediately.</p> <p>Q: Are the breakfast meetings underway? A: Yes. Each term a breakfast meeting is held with a selected group of students and a group of employers.</p> <p>The 'Broadening Horizons' programme will begin in September 2025, include enrichment activities, with one session every fortnight, suspending the curriculum and involving all students.</p> <ul style="list-style-type: none"> <li>• Management accounts</li> </ul> <p>The budget deficit has increased. MD is already looking at where money can be saved, but not at the expense of the students' education. Savings can only be made by more effective use of staff.</p> <p>Difficult decisions will need to be made. TPAT are keeping an eye on things and will work towards a 'break-even' budget. Governors were informed that redundancies were not currently being considered.</p> <p>MD explained the importance of maintaining high numbers of pupils to enable this break-even budget. A good reputation is key to keeping pupil numbers high, but while numbers are currently healthy, it will be a challenge to market the school, given the poor quality of the buildings.</p> <p>Q: Did the English HOD visit to the other schools take place? A: Yes. AS visited other secondary schools and looked at how other schools manage modelling. Mullion's structure is working well.</p> <p>Q: How do TPAT manage budget reserves? A: TPAT would prefer a balanced budget rather than try to build reserves. It would be difficult for Mullion, in any case, given the high numbers of students with EHCPs where the school must find the first £6,000 for each child. This is not unique to Mullion and is an issue for other schools. The new Teachers Pay and Conditions also have a huge impact on a small school budget.</p> <p>Q: Is there an update on the science lab bid? A: This was unsuccessful.</p> <p>JB thanked MD for her report.</p>	
6.	<b><u>GOVERNOR MONITORING VISITS</u></b>	
	<ul style="list-style-type: none"> <li>• Monitoring morning 6<sup>th</sup> December 2023</li> </ul> <p>The report was circulated; actions identified were already being addressed by the school.</p> <ul style="list-style-type: none"> <li>• There will be a pupil voice (safeguarding) meeting on March 14th with JM.</li> <li>• Governors will liaise with DP to arrange the spring term monitoring visit, and staff conferencing will be arranged.</li> <li>• JG had a H&amp;S meeting with John Eddy. Mullion is 92.1% compliant. Staff training levels are also up on the previous visit. JG will meet with John Eddy every term.</li> </ul>	

	<ul style="list-style-type: none"> <li>Governors had been sent a copy of the updated PHSE policy for approval. The policy was approved by governors (via email).</li> </ul>	
7.	<p><b><u>GOVERNOR TRAINING</u></b></p> <ul style="list-style-type: none"> <li>The training log is up to date. JB attended a Chairs Forum.</li> <li>An informal self-review meeting is planned for the 5<sup>th</sup> of February.</li> <li>JM is booked to complete safeguarding governor training.</li> </ul> <p><b>Action: JB will contact Bex Couch about staff governor introductory training.</b></p> <ul style="list-style-type: none"> <li>JB has created a Mullion group hub on the intranet, with document folders set up.</li> </ul> <p><b>Action: PN will investigate the archiving of all the Southerly Point governor files with TPAT IT support.</b></p>	
	<ul style="list-style-type: none"> <li>Successful meetings – governors received and noted the information, '12 suggestions for improving your governing board meetings'.</li> </ul>	
8.	<p><b><u>IMPACT &amp; EFFECTIVENESS OF THE LGB</u></b></p>	
	<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. JG has recently completed 'H&amp;S in the workplace' 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> <li>Ensuring effectiveness by actively seeking and recruiting a community governor.</li> <li>Supporting the head teacher in preparation of a press release following the recent Ofsted inspection.</li> <li>Supporting the school through active involvement in the Duke of Edinburgh awards.</li> </ul>	
10.	<p><b><u>DATES OF FUTURE MEETINGS – SET DATES FOR THE YEAR</u></b></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>	

**SUMMARY OF ACTIONS**

Action	Responsible Person[s]	Date for Completion
JB will contact Bex Couch about staff governor introductory training.	Jo Birnie	13/03/24
PN will investigate the archiving of all the Southerly Point governor files with TPAT IT support.	Pat Nicholas	13/03/24

The meeting concluded at 6.30pm.

SIGNED:

DATED: