

Mullion Primary School
Local Governing Body meeting
Monday 22nd June 2020 from 6pm
Via Google Meet

	<p>1. <u>ATTENDING</u> :</p> <p>John Eddy Louise Jarrett Duncan Ratcliffe, (Executive head teacher) Alexi Read Kate Wilson, (Chair of Governors)</p> <p>In Attendance: Pat Nicholas (Clerk)</p>	
	<p>2. <u>APOLOGIES</u>: Received and accepted from Melanie Mitchell, Sam Hill and Kerensa Jones.</p>	
		<u>ACTION</u>
<p>3.</p>	<p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p>	
	<p>Mrs Wilson welcomed governors to the meeting. Staff governors declared an interest as members of staff.</p>	
<p>4. 5.</p>	<p><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING (not on this agenda)</u></p>	
	<p>The minutes of the meeting held on Wednesday 4th March 2020 were agreed as a true and accurate record and would be signed (at the earliest opportunity) by the Chair.</p>	
<p>6.</p>	<p><u>FEEDBACK FROM THE TRUST BOARD</u></p>	
	<p>None.</p> <p>Mrs Wilson had attended a Trust Standards Committee meeting. Parental engagement with the home learning tasks at Mullion Primary was in line with other schools.</p>	

7.	<u>FEEDBACK FROM THE FORUM – suspended for this meeting</u>	
	N/A	
8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	There had been no resignations or newly appointed governors since the last meeting.	
9.	<u>HEADTEACHER’S REPORT</u>	
	<p>Mr Ratcliffe’s report was circulated with the agenda before the meeting. The main points discussed were;</p> <ul style="list-style-type: none"> • There were now 50 eligible pupils attending the school, which meant the school’s provision was at capacity. Mr Ratcliffe explained that, even with a relaxation in the distancing guidance from 2m to 1m, the capacity is unlikely to increase. The school was fortunate in its layout, which helped to keep the ‘Bubbles’ secure. • Staff changes were discussed. There were no furloughed staff, and teaching assistants would return to school in order to make preparations for September. • Class structure for next year was being planned. Y6 in September was a relatively small group, but senior staff felt it was wise to keep them as a separate class for catch up work and SATS in summer 2021. • Provision plans for September were being considered, but guidance was likely to change over the summer, and it would sensible to include a plan for another lockdown/school closure. • Flying Gulls had reopened in line with current guidance, but transition events had not been possible so far. • The school’s Covid19 risk assessment was reviewed and amended weekly, and then shared with Trustees. • A parent of a child at Flying Gulls had developed Covid19 symptoms and was tested (negative). Governors were pleased to hear that the system for testing had proved to be efficient. • EWO (Education Welfare Officer) sessions had been booked for next academic year. The focus would be on welfare rather than attendance, as some pupils (and parents) would find it hard to return to school. • Forum meetings had been suspended for time being. • A budget setting meeting had been arranged for Thursday; it was hoped that 30 Chromebooks could be purchased for Y5 (going onto Y6). The Trust had arranged to bulk buy to keep costs down. Mr Ratcliffe hoped that an agreement could be drawn up to allow the pupils to take the devices home. Pupil Premium funding could be used for eligible children. Additional funding had been promised to support schools in helping children to catch up with their schooling. <p>• <i>Support for parents and carers with Home Learning</i></p> <p>Q: How was the school addressing parents not engaging in the home learning?</p> <p>A: Risk assessments were in place for vulnerable children, and logs kept. Teaching staff kept a record of contact with parents, and followed up where necessary. A very small number of parents had not responded to phone calls.</p>	

	Mrs Wilson thanked Mr Ratcliffe for his report.				
10.	<u>HEALTH AND SAFETY UPDATE – suspended for this meeting</u>				
	<i>Issues arising from how the building is being used and remote working for staff</i> Covered under item 9 – Head teacher’s report.				
11.	<u>SAFEGUARDING (GOVERNOR’S) REPORT</u>				
	Mrs Bryant, Trust Executive Leader, had sent out a safeguarding letter to parents, dated 11 th June 2020, relating to online grooming through online applications and games.				
12.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>				
	<table border="1"> <tr> <td>Staffing</td> <td rowspan="2">Covered under item 9 – Head teacher’s report.</td> </tr> <tr> <td>Policy Implementation</td> </tr> </table>	Staffing	Covered under item 9 – Head teacher’s report.	Policy Implementation	
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Policy Implementation					
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS - – suspended for this meeting</u>				
	<p><i>Monitoring the wellbeing of staff, pupils and stakeholders</i></p> <p>Q: How are the staff?</p> <p>A: The return had been stressful for some staff. Teachers were very tired, and were now teaching in school and preparing home learning too.</p> <p>Q: Should governors be monitoring the situation? And, if so, how?</p> <p>A: Regular contact with school would be helpful. Mrs Wilson was due to attend a Trust meeting for Chairs of Governors planned for next week, and would share any advice on this.</p> <p>Mr Ratcliffe asked governors to check the website as part of their monitoring to check it is compliant. The link below contained the information required.</p> <p>https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</p>				
14.	<i>Monitoring how the school is continuing to provide care for children who are vulnerable, children with EHCP plans, children of key workers and associated risks of these</i>				
	<p>Covered under item 9 – Head teacher’s report.</p> <p>Transition for children joining the school in September would need to be planned. The school may carry out a phased return for children with EHCP and other needs, and a flexible timetable could be considered.</p>				
15.	<i>Recovery Planning Report (if not included in the Head’s Report)</i>				
	Covered under item 9 – Head teacher’s report.				

	<p>Governors expressed a wish to be kept informed; it was agreed to hold an informal meeting at the end of term, and possibly again before the school reopens in September.</p> <p>Q: How will Y6 results be shared with governors?</p> <p>A: There would be none this year. A transition meeting with Mullion School was planned, and the Y7 teachers would complete baseline assessments when the children join. Current data was based on February 2020, and not end of year or end of key stage.</p>	
16.	<u>FOCUS ITEMS AND UPDATES</u>	
	<p><u>Operational risk register</u></p> <p>Copies of the register were available on the Google Drive – some small changes but the same overall.</p>	
17.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	N/A	
18.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None.	
19.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	
20.	<p><u>DATES OF FUTURE MEETINGS</u></p> <ul style="list-style-type: none"> • Friday 17th July at 4pm (informal meeting) – Teachers would be invited to attend. The meeting would take place in school (outside if weather permitted). <p>Trust Board meetings for 2019 – 2020</p> <ul style="list-style-type: none"> • Thursday 31 October 2019 • Thursday 19 March 2020 • Thursday 09 July 2020 	
	The meeting concluded at 6.45pm	

Chair's Signature _____ Date _____