



Local Governing Board Meeting Term 4
Tuesday 25th March 2025 17:00 – 18:30
Via Teams

Name	Position	Initials	Attended	Apologies	Absent
Rebecca Baldwin-Cantello	Co-opted Governor	RBC	✓		
Astrid Forsyth	Co-opted Governor	AF		✓	
Nina Haigh	Community Governor	NH	✓		
Tim Lewis	Co-opted Governor	TL		✓	
Charlie Long	Staff Governor	CL			✓
Sarah Philips	Executive Head Teacher	SP	✓		
Ana Popadic Masters	Parent Governor	APM	✓		
Natasha Sealy	Staff Governor	NS	✓		
Sophie Thompson	Parent Governor	ST	✓		
In attendance					
Laura Binns	Head of School	LB	✓		
Becky Clay	Clerk	BC	✓		

Item	Minutes				Action
1. Welcome & Apologies					
	Apologies received from TL. RBC & NS to join the meeting late. Meeting quorate once RBC joined.				
2. Governance					
	1. Vacancy updates: 1 x Co-opted governor and 1 x Community governor				Advertise these at Bath Uni
3. Minutes of the last meeting					
	Minutes of the meeting held 11.02.25 were confirmed as an accurate record and signed electronically by the Chair.				This item was adjourned until RBC joined the meeting
	2.1	Governor recruitment	All	T4	
	3.0	Add Assurance Framework to T4 agenda	BC	T4	
	3.0	Check LGB poster with JB & display within MPET	BC	asap	
	3.0	Paragraph explaining role of LGB on Class Dojo – in conjunction with JB & TL	BC/LB	T4	
	3.0	Governor presence at parents' evening Mon 31 st March	All	T4	
	8.0	Contact TL if interested in Safeguarding named Governor role	Any	T4	
	9.0	Print training records for T4 LGB	BC	T4	



	10.0	Add staff well-being to T4 agenda	BC	T4		
	10.0	Draft parental survey for LGB T4	AM	T4		
4. Headteacher's Report						
	SP referred to her report. In addition: NS stepping down at end of T4 as staff governor and CL leaving MPET. Therefore, vacancy for teaching & non-teaching staff governors. Will there be any action following the school visit by JH and SN; making lessons more interactive? SP: Feedback to be shared with staff at staff meeting, celebrating what went well and looking at targets and how this feeds into practice. SLT will carry out learning walks, being conscious of the feedback from the report. Does this require extra funding? SP: No, more reflective of individual teacher approach and encouraging a move away from worksheet learning. There is a lot to cover in the National Curriculum but also want to encourage active learning.					Advertise start T5 <

	This was reviewed and updated.	TS joined 17:46
9.	Governor Training	
	Governor training records from GHub reviewed.	Contact BC if record incomplete
10.	Staff Well-Being	
	<p>NH shared a document prepared by TL</p> <p>Governors understand staff workload is high and reducing workload has the most impact on staff well-being but difficult to do this in practice. Important to eliminate unnecessary work. Is MPET marking policy as unonerous as possible?</p> <p>LB: Recently reviewed marking policy with teachers; don't require comments, tick if the objective is met and all adults in room can mark within the lesson. This is Trust policy and is not onerous compared with many schools.</p> <p>Flexible working is also difficult to operate in schools. Does the school make working as flexible as possible to help staff with families?</p> <p>SP: Staff can request flexible working arrangements and SLT look at this pragmatically. Some LSAs have a flexible working agreement. No teacher has currently asked for this but it would be considered. However, also have to consider welfare of MPET pupils.</p> <p>LB: Teaching staff can carry out their weekly PPA from home and can adapt timings – e.g. use that time to collect their children from school and do PPA later in the evening. Contracted hours 8-5 but no requirement to be on site, outside of the hours when the children are in school, as long as work done.</p> <p>SP: Try to accommodate staff attending events such as their child's sports day. Put cover in place, provided enough notice given.</p> <p>Governors noted it is positive that MPET offers job share arrangements and flexible arrangements for non-teaching staff.</p> <p>Are staff offered well-being support services with provision of counselling or mental health support?</p> <p>SP: ET buys into an education support service for all staff which offers services such as CBT, counselling, financial advice etc. Posters around school advertise the service and HR send out reminders. This is an anonymous service and staff do not need to be referred by SLT. SLT have also referred individuals to occupational health when this has been requested by staff. MPET also have mental health first aiders.</p> <p>Are there ways to reduce LGB demands on staff? Governors do not want to contribute to staff workload in a negative way.</p> <p>SP: Holding LGB meetings online has a significant positive impact.</p> <p>Would it be preferable to hold all LGB meetings via Teams?</p> <p>If in person preferable to hold them as close as possible to the end of the school day, e.g. 4pm.</p> <p>How much earlier would it be feasible for governors to meet?</p> <p>Suggested might be possible to meet at 4pm. Autumn term is the hardest term from staff's perspective so suggest make this a well-being friendly meeting with a lighter agenda.</p> <p>Does the Trust carry out a staff feedback survey?</p> <p>SP: ET provide a well-being overview at Trust level and also school specific feedback.</p> <p>Would it be helpful for LGB to discuss staff feedback at a future meeting?</p>	Doodle poll T6 – look at day of week, medium & timing of meeting

	SP: Possibly, depending on what feedback the school receives.	
11.	Safeguarding	
	Item moved to T5 agenda as TL absent.	Add T5 agenda
12.	Additional Matters	
	<p>Is there a Trust policy on the external funding of projects and the acceptance of financial contributions?</p> <p>LB: Donations need to go through the Friends of MPET channel who will hold a separate bank account.</p> <p>Will there be a policy/framework outlining how this money can be used?</p> <p>LB: The organisation Parentkind provides training and guidance and gives template policies on how the group should be run and how it should run its bank account. There will be a parent vote for the rolls of chair, vice-chair and treasurer.</p> <p>Will MPET Friends regulate this amongst themselves?</p> <p>SP: Yes, it will be run separately to school with a constitution and terms of reference. Staff will not be part of the group, though the Friends may wish to consult with staff on certain issues.</p> <p>Is there a gift register?</p> <p>SP: Difficult to progress with any of these things until the Friends group is established with the 3 key roles of Chair, Vice-Chair and Treasurer in place. Parents have been surveyed; there is a lot of support and a steering group in place but currently no-one has committed to a key role.</p> <p>Can MPET accept donations and is the donation of physical items easier to process than monetary donations?</p> <p>SP: Yes, can accept physical donations but not financial.</p> <p>LGB designed to be strategic rather than operational. Have the LGB set yearly goals looking ahead to a longer-term plan on strategic approach?</p> <p>SP: This type of long-term strategic direction tends to come from central team and trustees rather than LGB. Is any governor able to act as a reader during Y6 SATS (w.b. 12th May)? This entails sitting with a child who qualifies for a reader and reading the questions to them. Guidance provided.</p> <p>Reminder: hope to have governor presence at parents' evening Monday 31st March. AM and TL available for the whole session. RBC available for latter part of evening.</p> <p>Very positive feedback received on the wildlife gardening project. Thank you to NH for her hard work on this.</p>	Publish reader dates & times to govns

Date of Term 5 meeting: Tues 13th May 5-6.30pm in person at MPET

The meeting ended at 18.30

Minutes agreed to be a true and accurate record of MPET LGB Meeting, Tuesday 25th March 2025

Signed

Date:

	Actions agreed T4	Who by	Update
2.0	Advertise LGB vacancies at Bath Uni	BC/SP	T5

4.0	Advertise staff governor vacancies	BC/SP	T5
9.0	Contact BC if have completed additional governor training not recorded on GHub	All	T5
10.0	Carry out Doodle poll	BC	T6
11.0	Add Safeguarding report to T5 agenda	BC	T5
12.0	Publish SATS reader dates to LGB	LB	N/a

	Decisions Taken		
3:0	Minutes T3 LGB 11.02.25 approved		
6.0	MPET Lettings Policy 25/26 adopted		