



**Local Governing Board Meeting Term 2**  
**Monday 24<sup>th</sup> November 2025 17:00 – 18:30**  
**Via Teams**

Name	Position	Initials	Attended	Apologies	Absent
Rebecca Baldwin-Cantello	Co-opted Governor	RBC	✓		
Laura Binns	Head of School	LB	✓		
Astrid Forsyth	Co-opted Governor	AF	✓		
Roxy Hacker	Staff Governor	RH	✓		
Nina Haigh	Community Governor	NH		✓	
Tim Lewis	Co-opted Governor	TL	✓		
Ana Popadic Masters	Parent Governor	APM	✓		
Alison Paul	Staff Governor	AP	✓		
Sarah Philips	Executive Head Teacher	SP	✓		
Sophie Thompson	Parent Governor	ST	✓		
<b>In attendance</b>					
Becky Clay	Clerk	BC	✓		

Item	Minutes	Action
<b>1.</b>	<b>Welcome &amp; Apologies</b>	
	<ol style="list-style-type: none"> <li>Apologies received from NH. Meeting quorate.</li> <li>No pecuniary interests were recorded</li> </ol>	
<b>2.</b>	<b>Governance</b>	
	<ol style="list-style-type: none"> <li>Annual declarations/confirmations and mandatory safeguarding – declarations/confirmations almost completed and all mandatory safeguarding training completed</li> <li>Schedule for named governor reporting <ul style="list-style-type: none"> <li>Governors questioned what happens in other schools within the Trust and would like a schedule of which term they should visit and report on their area. Safeguarding is already scheduled for terms 2 &amp; 5.</li> <li>Recent school SEN governor visit. JB is setting up a meeting with all named SEN governors and a link trustee. Will give feedback on recent visit during that meeting and give fuller report to LGB at later date</li> </ul> </li> <li>Plans for filling governor vacancies. <ul style="list-style-type: none"> <li>The definition of “community” in the community governor role is not fixed. Main consideration would be convenience and ability to attend on-site meetings. Anyone interested to contact TL or JB</li> </ul> </li> <li>Updated LGB Terms of reference – for information</li> <li>Feedback from Chairs Forum 12.11.25. <ul style="list-style-type: none"> <li>New trustees recruited through ETeach. Possibility of using this to recruit governors</li> </ul> </li> </ol>	<p><b>BC to produce schedule</b></p> <p><b>RBC to contact colleagues who live in Bath</b></p> <p><b>SP liaise with JB re Eteach</b></p>



- Ofsted aiming to deepen their understanding of Trusts and how the LGB fits within the Trust.
- The government is moving towards schools being more inclusive in SEN provision. This is in keeping with the ET ethos but also has inherent problems.
- Chair's forum – there has been much discussion on how useful this is and whether the Trust are constructively using the information gained from the Forum. However, it does show the LGB are fulfilling their function and holding SLT accountable.
- JB is looking to produce a yearly schedule for the LGBs. Noted this needs to allow space for items which the individual LGBs might find helpful to discuss.

6. LGB Assurance Framework

Preferable to update this when meeting in person.

Performance review of LGB - need to reflect on how to implement this.

Performance review of HT – questioned how LGB would do this, would expect this to be responsibility of Trust Board.

Would be helpful for this to be a live document for individual governors to update.

Add to T3 agenda

**What does making schools more inclusive mean in practice?**

LB: To have as many children in mainstream education as possible. When DfE representatives toured MPET, they asked what is needed for teachers and staff to become better at adaptive teaching and inclusive practice. What are the barriers around additional training for LSAs?

**The number of pupils with SEN needs at MPET is already higher than national average. Would MPET still have to increase its inclusivity under these measures?**

SP: No, this is a broad initiative to encourage greater inclusivity in education across all schools and trusts.

**Is it possible to fund extra training for LSAs on Saturdays or Sundays?**

SP: This would have a negative effect on staff wellbeing. The majority of LSAs at MPET have family commitments at weekends and evenings. One of the attractions of the role is it enables staff to work school hours during term time.

LP: The majority of LSAs attend the weekly staff meeting and inset days where time is dedicated to staff training. They also meet weekly as a team during assembly time and training occurs fortnightly during these meetings. SLT try to release them to attend other specialist training opportunities during the school day but this is not always possible. These members of staff are often supporting children with the highest level of need and cover staff are not able to offer this level of support.

**Does this mean that insufficient staff training regarding SEN needs is not an issue at MPET?**

SP: MPET is doing well in this area but would be better still to be able to enable more training.

It was noted that retaining staff helps in ensuring staff are trained to an appropriate level. MPET is currently in a better position in this regard than during the previous year.

**Could the idea of a staff well-being charter be raised at the Chair's forum?**

SP This has been mentioned at Trust level before but could raise this again.

ETAT seeking to maximise the advantages of being a Trust in exploiting CPD; sharing training opportunities amongst schools and expertise.

**The Trust is tightening up on the use of data to drive targets for schools. Each school has been set individual data targets which will feed into the SDP. These are not in the current SDP but can the LGB expect to see this in due course?**

	<p>SP: These targets were finalised a few weeks ago but have not yet been sent to the individual schools. Will be shared with LGB once they are available.</p> <p><b>Are these targets based on assessment results?</b></p> <p>SP: Yes, they are targets for the end of year assessments. The new targets are specific for each school, year group and cohort and represent the level a child could reach if really pushed.</p> <p><b>Will ETAT still retain national data as a measure? Although it might not be used as a benchmark it still gives assessment results context?</b></p> <p>SP: Yes, this will be retained</p>																					
<b>3. Minutes of last meeting</b>																						
	<p><b>Minutes of the meeting held 08.10.25 were confirmed as an accurate record and signed electronically by the Chair. All actions complete</b></p> <table border="1" data-bbox="220 703 1370 1021"> <tr> <td data-bbox="220 703 325 763">2.2</td> <td data-bbox="325 703 1086 763">Complete confirmations on GHub</td> <td data-bbox="1086 703 1209 763">All</td> <td data-bbox="1209 703 1370 763">T2</td> </tr> <tr> <td data-bbox="220 763 325 824">2.4</td> <td data-bbox="325 763 1086 824">Send RH &amp; AF information on governor role</td> <td data-bbox="1086 763 1209 824">BC</td> <td data-bbox="1209 763 1370 824">T2</td> </tr> <tr> <td data-bbox="220 824 325 884">2.5</td> <td data-bbox="325 824 1086 884">Complete mandatory safeguarding training by 24.10.25</td> <td data-bbox="1086 824 1209 884">All</td> <td data-bbox="1209 824 1370 884">T2</td> </tr> <tr> <td data-bbox="220 884 325 960">4.0</td> <td data-bbox="325 884 1086 960">Include section 1 of ETAT Safeguarding audit - Leadership- on LGB agenda T2</td> <td data-bbox="1086 884 1209 960">BC</td> <td data-bbox="1209 884 1370 960">T2</td> </tr> <tr> <td data-bbox="220 960 325 1021">8.0</td> <td data-bbox="325 960 1086 1021">Send out parent survey</td> <td data-bbox="1086 960 1209 1021">BC</td> <td data-bbox="1209 960 1370 1021">T2</td> </tr> </table>	2.2	Complete confirmations on GHub	All	T2	2.4	Send RH & AF information on governor role	BC	T2	2.5	Complete mandatory safeguarding training by 24.10.25	All	T2	4.0	Include section 1 of ETAT Safeguarding audit - Leadership- on LGB agenda T2	BC	T2	8.0	Send out parent survey	BC	T2	
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<b>4. Headteacher's Report</b>																						
	<p>SP referred to her report. In addition:</p> <p>LB: Now able to have more subject co-ordinators since have more experienced teachers. LB has met with all subject co-ordinators to discuss their vision and aims. Leads tightening up on the curriculum and a staff meeting focus throughout the year will be to ensure staff are covering all key skills and concepts within different areas of the curriculum.</p> <p><b>How useful were the book looks carried out my SLT?</b></p> <p>SP: These were useful and have shown areas to follow up on in terms of inconsistencies.</p> <p><b>With the recruitment of a new SEMH mentor in conjunction with the reduced hours of the current SEMH, will the net result be increased SEMH hours?</b></p> <p>SP: Confirmed yes</p> <p><b>Has the high number of agency teaching staff in school been reduced?</b></p> <p>SP: Yes in terms of teaching staff. Continue to use agency staff for short-term LSA, as unable to recruit permanently for these roles, but have been successful in often securing repeat agency staff.</p> <p>Noted JB is planning to set up a meeting for all named SEN governors with a link trustee. RBC as named SEN governor will share her reflections from her recent SEN school visit at this meeting. Will also complete the governor school visit form and give LGB a fuller overview of her visit next time.</p> <p>SDP this is a dynamic document which is updated throughout the year to reflect work carried out on the various targets. By the end of the year would expect many of the boxes to be marked as green. Useful for LGB as well as SLT to be familiar with the SDP to see what the priorities are and in terms of named governor roles are to understand the school priorities in each area.</p>																					

	Risk register is not current. A head from another school has shared their version and the MPET risk register will be shared with LGB at a later date..	
<b>5. Safeguarding</b>		
	<p>ETAT Safeguarding Audit</p> <p>The named safeguarding governor is required to complete the ETAT Safeguarding audit during terms 2 and 5 and submit the completed audit to the trust board. The term 2 audit is mainly concerned with policies and procedures being in place. TL &amp; AF carried out a safeguarding visit on 11<sup>th</sup> November and confirmed that systems in place at MPET are good. Also checked the SCR was compliant. Noted that the atmosphere felt very welcoming and that the children seemed really looked after. Checked the SCR - record of anyone working within the school or regular visitor to school.</p> <p>The term 5 audit is harder to complete as the questions are more probing</p> <p>ETAT have also introduced this academic year that one section of the audit to be looked at during each LGB meeting.to improve the awareness of all governors of the importance of safeguarding and the procedures in place in ET. The topic in term 1 was leadership and in term 2 policies &amp; procedures.</p> <p>RBC recently completed a safeguarding refresher course which included info on cybersecurity in relation to safeguarding and raised questions LGB should be asking on safeguarding &amp; cybersecurity within school.</p> <p><b>Does everybody know who the DSL and DDSL are at MPET?</b></p> <p>Laura Binns is the Designated Safeguarding Lead and Sarah Phillips and Natashah Sealy are the Deputy Designated Safeguarding Leads. There are leaflets at the reception desk and posters around the school with this information. If a governor was visiting the school and a child disclosed something you were worried about, you should approach LB in 1<sup>st</sup> instance.</p> <p>TL has seen evidence that the DSL and DDSLs are trained and supported to carry out their role and keep up to date with latest CP news and developments.</p> <p><b>Where can safeguarding procedures be found?</b></p> <p>In the ET safeguarding policy, which is published on the website. Information on what to do if you have a safeguarding concern is displayed on posters throughout the school. There are different procedures depending on the nature of the concern.</p>	RBC to liaise with TL on questions for LGB T3
<b>6. Finance</b>		
	No questions raised on Oct 25 Management accounts. The narrative on page 3, identifies some context, e.g. money ring fenced for certain projects. Noted that the 2 year groups with low pupil numbers will impact funding in 26/27.	
<b>7. Policies</b>		
	<p>Trust Policies to note. All the following have minimal changes from previous policy but were included on the agenda to ensure all governors are aware of content of these policies</p> <ol style="list-style-type: none"> <li>1. Admissions Policy - rewording. Policies updated on website for 2025/26 and 2026/27</li> <li>2. Trust Safeguarding Policy (no significant change)</li> <li>3. Health &amp; Safety Policy (2 parts) (no significant change)</li> <li>4. Governor &amp; Trustee Code of Conduct (minor rewording)</li> </ol>	
<b>8. Parent Survey</b>		
	Based on Ofsted questions around learning and curriculum as opposed to previous survey which focused on behaviour. 47% response rate, improvement on 41% response rate of previous survey	

	<p>but aiming for 60%. This survey asked parents to specify their child’s year group to make results clearer. For future surveys suggest AM prepares a letter for parents to try and improve response rate.</p> <p>AM referred to her analysis on the survey. Areas highlighted in green where positive result over 75%. In addition:</p> <ul style="list-style-type: none"> <li>• Question 4 about communication is key and has implications for other questions. Where parents have answered “don’t know” or “disagree” in response to other questions, this is often driven by gaps in communication.</li> <li>• The results and comments indicate the majority of parents are satisfied and that there have been many improvements since the last survey. Comments which were made multiple times or were very positive are highlighted; the newly opened football club is one activity which has triggered a lot of positive feedback. The survey indicates that a high calibre individual can make a big difference.</li> <li>• Specific area of concern around extra-curricular provision with a drama/arts focus</li> </ul> <p>LB: All parents surveyed at start of 2025 concerning their jobs and hobbies and whether they would be able to use these to support the school in any way. Only 11 responses. Happy to survey parents again. SLT would appreciate volunteers to run some additional activities, even if only for a few weeks. Unable to direct teachers to run clubs.,</p> <p>LGB understand concerns over teacher workload. MPET don’t normally charge for afterschool activities, but this probably means are able to offer fewer clubs than schools where parents are charged for after school activities..</p> <p>SP: Have tried to use outside providers in in the past with limited success. They normally require a minimum take up to run and we struggle to reach this minimum.</p> <p>LGB noted that the positive commitments from parents and high likelihood of recommending the school, balanced with the areas of more challenging feedback, show the high standard expected by parents. The challenge is useful to drive improvements but also encouraging to see the increase in positive sentiment. Appreciate this is due to the hard work of SLT &amp; MPET staff. Also want to extend thanks to AM for excellent overview of results and coordinating the survey.</p>	<p><b>BC to liaise with AF re language clubs</b></p> <p><b>LB to reopen parent skills survey - reinforced by parent members of LGB</b></p> <p><b>Continue to discuss survey results next meeting</b></p>
<b>9.</b>	<b>Additional Matters</b>	
	Find alternative date for LGB T4 and T6 meeting	<b>BC</b>
<b>10.</b>	<b>Date &amp; time of next meeting</b>	
	Wednesday 28th January 5pm in person at MPET	

The meeting ended at 18.30

Minutes agreed to be a true and accurate record of MPET LGB Meeting, Monday 24<sup>th</sup> November 2025

Signed

Date:

	Actions agreed T2	Who by	Update
<b>2.2</b>	<b>Produce schedule of named governor visits</b>	<b>BC</b>	<b>T3</b>
<b>2.3</b>	<b>Contact colleagues re governor vacancies</b>	<b>RBC</b>	<b>T3</b>

<b>2.3</b>	<b>Liaise with JB possibility of using Eteach to advertise governor vacancies</b>	<b>SP</b>	<b>T3</b>
<b>2.6</b>	<b>Add LGB Assurance Framework to T3 agenda</b>	<b>BC</b>	<b>T3</b>
<b>5.0</b>	<b>Liaise on questions for LGB relating to cybersecurity</b>	<b>RBC/TL</b>	<b>T3</b>
<b>8.0</b>	<b>Possibility of setting up language club</b>	<b>AF/BC</b>	<b>T3</b>
<b>8.0</b>	<b>Re-open parent skills survey</b>	<b>BC</b>	<b>T3</b>
<b>8.0</b>	<b>Continued discussion of parent survey results</b>		<b>T3</b>
<b>9.0</b>	<b>Find alternative date for T4 and T6 meeting</b>	<b>BC</b>	<b>T3</b>

	<b>Decisions Taken T2</b>		
<b>8:0</b>	<b>Minutes T1 LGB 08.10.25 approved</b>		