

Nanpean Community Primary School



Minutes

Virtual Full Governing Board Meeting

Tuesday 16th March, 2021

Clerk to Governing Board - Linda Cackett

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FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/13 Governors)
Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 16th March, 2021 at 4.30 pm
Venue:	Virtual meeting hosted by Zoom Online Platform

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Bex Hancock – Parent – Vice Chair	Yes		P
Miss Clare Morton – Staff – Assistant Headteacher	Yes		P
Mr Brett Marsh – Parent	Yes		Ap
Mr Ian Stephens – Co-opted	Yes		Ap
Mr Innes Dowlen – Co-opted	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P
Mr Roger Green – Co-opted	Yes		P
Mrs Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mrs Lee Watts – Co-opted - Chair	Yes		P
VACANCY – Co-opted	Yes		-
VACANCY – Foundation	Yes		-
VACANCY – Foundation	Yes		-
VACANCY – Local Authority	Yes		-
Mrs Linda Cackett – Independent Clerk		Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed everyone to the meeting. Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Marsh • Mr Stephens 	
2.0	<p><u>An opportunity to declare any additional Business/Pecuniary Interest/s</u></p> <p>None. The Clerk confirmed that she had sent the annual declaration paperwork out yesterday for completion by the new governors.</p> <p>The Headteacher updated the Board that there are still ongoing issues to the email addresses for Mrs Tucker's and Mr Green's school email addresses. The Clerk agreed to use their personal ones until the issue has been successfully addressed.</p>	IS & ID & BT
3.0	<p><u>Constitution</u></p>	
3.1	<p><u>Vacancies</u></p> <p>The Clerk reported that there was still the one co-opted vacancy, one Local Authority and two Foundation governor vacancies. There will be an</p>	

The Headteacher confirmed that more focus has been included in the SIP regarding Writing. He confirmed that the SIP now evidenced the new evaluation and how the catch-up learning will be undertaken. He thanked Miss Morton as, following discussion with himself, she was implementing a new



	<p>scheme for September. More details about 'The Power of Reading' scheme will be discussed with Governors in future meetings.</p>	
4.2.4	<p><u>Item 7.3 – British Gas Electricity Invoices</u></p> <p>Agenda item for today's meeting.</p>	
4.2.5	<p><u>Item 8.4 – Cleaning Staff</u></p> <p>The Headteacher confirmed that approval from governors was given after the last meeting via email as the meeting was no longer quorate due to governors leaving early.</p>	
4.2.6	<p><u>Item 12.2 – Governor Visits/Governor Monitoring Schedule</u></p> <p>The Headteacher confirmed that a space for names and signatures had been added to the document. All paperwork has now been amended.</p>	
4.2.7	<p><u>Item 12.6 – Policies</u></p> <p>All policies had been approved via email after the last meeting as the meeting had not been quorate for approval to be agreed. The Headteacher asked if governors could 'reply all' when receiving emails regarding governor decisions.</p> <p>Mr Green wished to thank the Clerk for the excellent way her minutes are produced and the Action Points at the end of the minutes. The Headteacher also wished to pass on his thanks to the Clerk, the Clerk thanked everyone for the positive comments received. She would continue to revise her minutes to ensure they complied with the standards expected.</p>	
5.0	<p><u>Premises and Health and Safety Matters</u></p> <p>The Headteacher updated the Board with the following:</p> <ul style="list-style-type: none"> • Full premises check undertaken prior to the full opening of the school. • New salt bin has been purchased. • In relation to the Accessibility audit and three year plan, Braille signage is being ordered. • The £88,000 for the link corridor has now been paid, they charged £120,000 which the Headteacher challenged, and this was accepted and £88,000 was paid and settled. • The water cooler issue has been addressed, very reasonably priced and eco-friendly, it has now been installed. Staff were pleased with the installation. • The Headteacher put in a bid for £35,000 for health and wellbeing, hopefully the Community Trust Fund will authorise the bid. The library will be the next bid to be put in place to the Community Trust Fund. • The Clerk reminded everyone that the committee structure will be in place next term. 	



6.0	<u>Financial Matters</u>	
6.1	<p><u>Last LFS Team Financial Report dated 10.03.2021</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • The bottom line is £40,000 credit at the end of the school year. It is good that the reserves have been added to. • Thanks to Mr Green for his support regarding the LFS Team and the British Gas Electricity settlement. The credit could increase if Cornwall Council do reimburse part of the electricity costs. Mr Green has been very pro-active in securing a response from the Local Authority. Mr Green wished to record that he had contacted Mr Winn directly, and had positive conversations regarding that any costs running up to £30,000 should not have been allowed. Hopefully the resolution will be very supportive of the school, Mr Winn was very supportive of the school during several conversations. Even British Gas had been reasonable. • Mrs Winn, LFS Technician, had passed on her congratulations to the Board and School for setting a balanced budget. It is important for governors to continue to challenge expenditure. • On the Management Report, the Headteacher drew attention to the fact that Nippers have not paid their contribution of £20.00 per day. It will be paid but has been delayed due to funding delays from Cornwall Council. Governors APPROVED the Headteacher's decision on this. Mrs Watts, the Chair and Nursery Manager, added that the Nursery had only been funded for children who had attended. Two members of staff are no longer working but funding should be received by the 1st of April. • Mr Green commented that the school had stuck to the budget lines, despite Covid, this should be congratulated. He felt that it evidences that it is very good financial management that the reserves have increased slightly. • The Headteacher thanked all governors for their financial input and support. 	
6.2	<p><u>School Financial Value Standard (SFVS)</u></p> <p>The draft document was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • It was a very first draft of the document. • The deadline has been extended to the 28th May, 2021. • Mr Green agreed to be a named governor on the document and look at the document in more detail prior to its submission. He felt that the document has been completed very well. • The Headteacher was about to ask for a key governor to be a nominated named governor, Mr Green willingly accepted as he had offered. 	
6.3	<p><u>Budget Information</u></p> <p>The Headteacher gave a verbal update to the Board, the LFS team have difficulty in predicting 3-year trends, however the reserves will be expected</p>	



<p>6.4</p>	<p>to be dipped into again this year. The initial meeting to set the budget is the 30th March with Mrs Winn. The Finance and Personnel Committee will then meet before the budget is presented to the Full Governing Board for approval. After discussion it was APPROVED for the approval of the budget to be delegated to the Finance and Personnel Committee.</p> <p><u>British Gas Electricity Invoices</u></p> <p>The Headteacher reported that he had circulated an email to all governors, £16,000 settlement figure agreed for a £31,000 debt. The Local Authority will be supporting the school further, but the amount cannot be confirmed yet. The Chair asked why settlement could not have been sooner, the Headteacher confirmed that there were unpaid invoices, and the school clearly owed the money, smart meters were installed. The Chair asked why the Council had not offered support earlier, the Headteacher felt that it was because matters had not been chased and perhaps some fault could be proportioned to Cornwall Council hence the support now being offered. Mr Green added that on some of the Management Reports electricity amounts had been allocated but not spent but this should have been identified. The amounts that were paid and allocated before and after the extension clearly showed that there was an issue which should have been escalated further. Clearly it was an historical issue that should have been picked up a long time ago by several people, LFS Team, Governors, British Gas, clearly it has caused a lot of stress currently which is unforgivable.</p>	
<p>7.0</p> <p>7.1</p>	<p><u>Personnel Matters</u></p> <p><u>Teaching Staff</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • Miss Morton has returned from her maternity leave; she is a superb teacher and Assistant Headteacher. • Two other teachers are returning from maternity leave, one after Easter and the other after May half term. • The Headteacher felt that when Miss Brotherhood returns from maternity leave, he wishes her to be utilised throughout the school with the catch-up premium allowing Mr Parker to remain in post for the 2nd half of the summer term to allow continuity. He felt the decision is required at this meeting to allow Mr Parker notice and Miss Brotherhood advance warning of her role when she returns. Two governors who are parents confirmed that Mr Parker has had a very positive impact in Year 3. The Headteacher added that it would have a cost implication of around £4,000, which can be taken from the Covid Catch Up Funding. Another governor added that morally it would be great for Mr Parker to be allowed to finish his NQT year, the additional funding will be available. It was agreed that this should be included in the forecasted budget. Year 3 have had a difficult year and it was agreed to be beneficial for them. Another governor commented that using the catch-up funding within the school year in school hours in term time rather than in the summer holidays was a positive as she wasn't keen on options being circulated in the media. The Board APPROVED the additional expenditure. 	



7.2	<p><u>Non-Teaching Staff</u></p> <p>The Headteacher reported that Bryony Tucker has now been appointed as the new staff governor and the new school secretary, four people were interviewed, and she was excellent in the tasks and interview and subsequently appointed.</p>	
7.3	<p><u>Catering Staff</u></p> <p>The Headteacher reported that 2 of the catering staff have returned, the government is not providing funding for FSM's over Easter however Cornwall Council will be. Caterlink will be providing the parcel for the Easter holidays.</p>	
7.4	<p><u>Cleaning Staff</u></p> <p>The cleaning staff continue to work mornings and evenings, one member of staff has requested to work evenings (instead of afternoons from 3pm) to avoid contact with other staff and this has been approved. The Caretaker is continuing with 30 hours over the summer term, as previously agreed.</p>	
7.5	<p><u>Redundancies</u></p> <p>The Headteacher reported that Cornwall Council would not support a redundancy process at present. The school cannot go ahead with it at present, due to reserves, but it is possible that it will happen in the future. The Headteacher reported that 27 applications have been received for September, sadly only 11 pupils are first choice. This might affect the budget and mean that the redundancy process might have to be put in place sooner rather than later. It would seem that several parents have forgotten to apply for their school places, publicity does not seem to have been the same as in previous years.</p> <p>He did not feel it was a reflection upon the school, other local schools appear to be in the same position with low applications.</p> <p>97% attendance at present in the school, a governor wished to congratulate the teaching staff for the return of so many children, the attendance rate evidences the trust put in the school locally. The governor asked for thanks to be passed to all staff.</p> <p>A governor asked for more publicity to be put on Facebook etc regarding September admissions, this was agreed. The Chair added that Nippers usually fill the class group up but currently only have 25% attendance.</p>	<p>Headteacher</p> <p>Headteacher</p>
8.0	<p><u>PE and Sport Premium - Amended document – mid year review</u></p>	
8.1	<p>The report was circulated prior to the meeting, it was noted that:</p> <ul style="list-style-type: none"> The report was circulated via email, since the last meeting it has been amended to evidence impact mid-year, hence the re-circulation. A governor commented that it looked more like a Covid Report, he felt the amended report felt more accurate at this (Covid affected) time. 	



9.0	<p><u>Pupil Premium – Amended document – mid-year review</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The report once again has been updated as mid-year reviewed. <p>Governors discussed the dates of the committee meetings, as this needed to be discussed with the Chair in attendance, and Full Governing Board meetings; it was agreed to swap the 22nd June FGB Admin meeting with the 6th July FGB meeting. It was agreed that if any major item is identified at a committee meeting an emergency FGB meeting will be held.</p> <p><i>6.01 pm – The Chair left the meeting.</i></p>	
10.0	<p><u>Headteacher's Report and Covid Update</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The report was excellent, well written and informative. The Headteacher reported on the whole school re-opening, no issues have been reported by parents or staff. A lot of preparation had taken place prior to the opening. The only minor issues had been regarding a comment that a free breakfast club should be provided. Clearly a lack of understanding from the parent regarding Covid and staggered start times. All staff and 100% of pupils have returned which should be commended, everything is really positive. A governor asked the Assistant Headteacher how the staff were, she replied that it was difficult as people keeping in their bubbles and seeing each other through windows and doors. It is difficult but on the whole, everyone seems ok, and everyone seems keen to be back and do their best for the pupils. A governor asked whether the wellbeing budget line could be used to purchase something small for staff, the Headteacher replied that the budget line had been removed due to the financial situation, but he personally buys treats for all staff every Friday. Going forward the school is looking at funding opportunities. A governor added that he was watching Question Time recently and had seen an opportunity for artists and musicians to be utilised to come into school to provide wonderful opportunities to the children. The Headteacher is going to approach the Community Trust Fund. 	Headteacher
11.0	<p><u>Strengthening Governance</u></p>	
11.1	<p><u>Governor Training/CPD Evaluation Forms</u></p> <p>None received. The Clerk reiterated that training should continue and would re-circulate virtual training.</p>	Clerk
11.2	<p><u>Governor Monitoring Reports</u></p> <p>None received. Once again, the Clerk mentioned that monitoring could be undertaken and clearly it has been but needs to be reported and evidenced. The Headteacher agreed that monitoring has been undertaken,</p>	



	<p>maybe not directly linked to the SIP, and governors have been active. A governor suggested that the process of appointing the new secretary could be reported during lockdown. The Clerk suggested the parent governor's perception of the return to school experience.</p>	Governors
11.3	<p><u>Clerk's Update</u></p> <p>The Clerk reported that she had circulated an informative document on Pupil Premium today for governor's information, she explained in detail the information in the document. A governor felt that 'wording' etc is paramount regarding catch up premium etc, some words will have very negative effects on pupils.</p>	
11.4	<p><u>Chair's Report</u></p> <p>None.</p>	
11.5	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Attendance Policy • Attendance Flowchart • Freedom of Information • GGPR • Relationships Education Policy • Staff Code of Conduct <p>All the policies were circulated prior to the meeting, they were reviewed and APPROVED by the Board for adoption en masse, subject to the amendment of the Attendance Policy as agreed. A governor felt that the initial letter regarding attendance felt like it was not a Nanpean Policy. The Headteacher agreed to amend the policy to have a more personalised Nanpean letter, as opposed to it being based on the Brannel School policy and template letters.</p> <p>However, when the Headteacher has an issue with attendance, he telephones the family in the first instance and sends a more polite and less threatening letter. He agreed that he would also change the paragraph that appears back to front regarding the fine etc.</p> <p><i>6.34 pm – Mrs Tucker left the meeting.</i></p>	Headteacher
11.6	<p><u>S157/175 Safeguarding Return</u></p> <p>The draft return was circulated prior to the meeting, the second draft is more detailed and will be recirculated to the Chair, who is the Safeguarding Governor, the submission date is Friday 23rd April.</p>	
11.7	<p><u>Positive PR for the school</u></p> <p>The full reopening of school has gone very well with a British Science week last week. There had been a highly successful remote World Book Day which had taken place in the final week of school closures (March 2021). The Headteacher thanked Miss Morton for organising. The Parent Governors</p>	



<p>11.8</p>	<p>commented that links for World Book Day on Class Dojo had also been well received by parents.</p> <p><u>Impact of Meeting</u></p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • Successful British Science Week. • Excellent 'remote' World Book Day. • Successful resolution of British Gas Electricity invoices. • Congratulation to whole staff on successful and safe reopening of the school. 	
<p>12.0</p>	<p><u>Dates/times of Full Governing Board and Committee meetings</u></p> <ul style="list-style-type: none"> • Tuesday 27th April, 2021 at 4.30 pm – Health & Safety Committee • Tuesday 18th May, 2021 at 4.30 pm – Curriculum & Standards Committee • Tuesday 15th June, 2021 at 4.30 pm – Finance & Personnel Committee • Tuesday 22nd June, 2021 at 4.30 pm – Full Governing Board Meeting • Tuesday 6th July, 2021 at 4.30 pm - Admin FGB Meeting <p>The Clerk was asked to re-circulate the committee structures and dates to all governors after the meeting and to also ensure that the two personal emails were used until the IT Technician has sorted the ongoing issues successfully.</p> <p>The meeting closed at 6.46 pm.</p>	<p>Clerk</p>

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 22nd June, 2021

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 22nd June, 2021**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 16th March, 2021

ITEM:	ACTION:	WHO:	BY:
2.0	Complete and return BPI Annual Paperwork to the Clerk.	IS, ID & BT	31.03.2021
3.1	Governor Appointment Declaration Form to be sent to Sam Houston for completion and return to Clerk.	SH & Clerk	31.03.2021
3.2	Governor Appointment Declaration Form to be sent to the Chair for completion and return to Clerk.	Chair & Clerk	31.03.2021
7.5	Pass on Boards thanks to all staff.	Headteacher	26.03.2021
	Advertise September admissions more on social media.	Headteacher	26.03.2021
10.0	Approach Community Trust Fund for a further bid.	Headteacher	31.03.2021
11.1	Recirculate virtual governor training course booklet.	Clerk	20.03.2021
11.2	Complete historic monitoring reports.	Governors	31.03.2021
11.5	Amend Attendance Policy Letters as agreed by Board to reflect 'Nanpean School'.	Headteacher	31.03.2021