

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Thursday 10th March, 2016

Clerk to Governing Board - Linda Cackett

Typed: 11.03.2016

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GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/10 Governors)
Chair:	Mrs Kizzy Udy
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 10th March, 2016 at 5.00 pm
Venue:	Nanpean School – Rosemellyn Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Roy Allsopp – Local Authority	Yes			P
Miss Kerry Dash – Co-opted <small>(Ring fenced-Staff: Non Teacher)</small>	Yes			P
Mr Andy Edmonds – Co-opted	Yes			P
Mr David Emmett – Parent	Yes			P
Ms Carly Marsden – Headteacher	Yes			P
Mr Brett Marsh – Parent <small>(paperwork pending)</small>	Yes			P
Miss Clare Morton – Staff	Yes			P
Mrs Kizzy Udy – Co-opted	Yes			P
Mrs Lee Watts – Foundation	Yes			Ap
VACANCY – Foundation	Yes			-
Mrs Linda Cackett			Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed governors to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> Mrs Watts <p>Mr Marsh had tendered his apologies that he will be arriving late.</p>	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
3.0	<p><u>Constitution</u></p> <p>The Clerk reported that there was one Foundation vacancy at present. The next terms of office to expire are:</p> <ul style="list-style-type: none"> Mrs Watts – 02.03.2018 – Foundation <p>The Chair reported that the Headteacher and herself had approached perspective governors but they had both declined, she has now advertised the vacancy on SGOSS (School Governors' One-Stop Shop), a free service whereby governor vacancies are registered. Another governor commented that his school had used the website and successfully appointed two governors.</p>	



4.0	<p><u>Approval of minutes from the last Full Governing Board meetings – 26.11.2015 and 28.01.2016</u></p> <p>The minutes were circulated prior to the meeting. They were both APPROVED as a true and accurate record of the meetings held.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p><u>Matters arising not on the agenda</u></p> <p><u>Item 6.1 Safeguarding</u></p> <p>All governors have read the documents and signed the record sheet.</p> <p><u>Item 6.4 – Primary Sports Funding</u></p> <p>The Headteacher reported that there is not a 'Parent Conduct' policy in place but there is a home school agreement in place and the relevant council signs.</p> <p><u>Item 6.5 – School Improvement Plan</u></p> <p>All dates have been set.</p> <p><u>Item 7.2 – Health and Safety</u></p> <p>The Headteacher reported that the Health & Safety Audit is on Monday.</p> <p><u>Item 8.6 – Governor Action Plan</u></p> <p>Will be tabled in the June meeting.</p>	<p>Clerk – Agenda Item</p>
6.0	<p><u>Headteacher's Report</u></p> <p>The Headteacher's Report was circulated prior to the meeting; it was further noted that:</p> <ul style="list-style-type: none"> A governor asked how the Maths lead and EYFS lead are being supported. The Headteacher explained that she has been carrying out maths monitoring with the maths lead on a half termly basis. More recently he did this on his own, and actions were fed into the following staff meeting. For the EYFS lead there is a lot of support being given regarding confidence, including the school to school support plan with another school. <p><i>See confidential minutes attached</i></p> <ul style="list-style-type: none"> The question was asked whether the data targets were aspirational enough as they seemed to be low during her governor visit. The Headteacher explained that targets were set based on last year's 'best fit' assessment of 1 (emerging), 2 (expected), and 3 (exceeding). It is expected targets will be exceeded. The Chair asked how Classroom Monitor was working; the Headteacher replied that there is now enough data on the system for the data to be analysed. This took place on 29.2.16 and showed that the percentages for those on track 	



in reading, writing and maths on the old '123' system compared to the new 'Classroom Monitor' system were very similar in most year groups. If there is not enough data N/A appears.

5.18 pm – Mr Marsh joined the meeting.

- The Headteacher gave a detailed breakdown of the Classroom Monitor data compared to the old '123' data. Where data had not been found it was found assessment carried out on an iPad had not transferred to the computer, a glitch to be addressed. Another issue was found when one classes data did not appear, however this was because the teacher had split the class into the two year groups. Overall the difference was what was expected. For EYFS, the online learning journeys using 2BuildaProfile links directly with Classroom Monitor. The Chair asked if you could check that every child's data is on the system, the Headteacher confirmed that you can. A governor asked if the glitches had been checked and remedied, it was agreed that it will be addressed shortly but there is data there.
- A governor asked what the impact on AFA (Achievement for All) was. The Headteacher explained that one of the key features of AFA is that half termly the teacher meets with the parents. The conversation and value of these meetings and parental engagement was noted during governor monitoring of AfA. On hindsight it was agreed that an initial 'strengths and difficulties' questionnaire would have been valuable however Miss Morton (AfA lead) is producing an impact report.
- The question was asked as to whether the FSM children in EYFS are addressed; the Headteacher confirmed that the vulnerable children are receiving intervention carried out by the class teacher and this will be monitored each half term.

Safeguarding

See confidential minutes attached

ViST's (Vulnerability Screening Tools)

The Headteacher explained 121a's are now known as ViST's, she also explained what they were for the benefit of the new governors. Since the last meeting it was reported that there had been 2 ViSTs.

Pupil Premium

Covered in the Headteacher's Report.

Primary Sports Funding

Covered in the Headteacher's Report. A governor commented that the school is doing very well in sports at present, which is down to a significant amount of work by several members of staff. The Headteacher commented that prior to cluster events, coaching and training takes place which has resulted in sporting success.



7.0	<u>Reports from committee meetings</u>	
7.1	<u>Curriculum – 25.02.2016</u> Minutes were circulated prior to the meeting, there were no further questions. The Committee Chair commented that the Maths Mastery presentation by the Maths Lead at the meeting had been very informative.	
7.2	<u>Health and Safety – 14.01.2016</u> Minutes were circulated prior to the meeting, there were no further questions.	
7.3	<u>Finance and Personnel – 04.02.2016</u> Minutes were circulated prior to the meeting, there were no further questions. The Committee Chair commented that they had approved single-form entry from September 2016 so three teacher vacancy adverts are live. Shortlisting is taking place this week and after Easter, there has been an exceptionally high interest for the Year 3 post, interest for EYFS but not as much interest for the Year 6 post. A governor asked how many applicants there were for the year 6 post, the Headteacher replied that there had only been two but the deadline is midnight tonight, it was confirmed that the post could be re-advertised if required. A governor asked the Clerk whether the Chair of the Governing Board can be the Chair of Finance also, the Clerk replied that she did not know of any restriction but would confirm.	Clerk
8.0	<u>Governing Board Business</u>	
8.1	<u>Governor Monitoring Reports</u> Reports were received prior to the meeting and circulated: <ul style="list-style-type: none"> o 02.03.16- K Udy- Single Central Record o 02.03.16- K Udy-British Values o 10.02.16- K Dash-Outcomes o 10.02.16- K Udy-FGB minutes o 10.02.16- K Udy-Lunchtime Observation o 10.02.16- K Udy-Pupil Attendance o 10.02.16- K Udy-Cluster o 10.02.16- A Edmonds-Middle Leadership o 27.01.16- D Emmett-Performance Management by Headteacher o 20.01.16- K Udy-Pupil Attendance o 13.01.16- K Udy-Governor Induction o 10.12.15- L Watts-Website Audit o 09.12.15- K Udy-Staff Attendance o 09.12.15- K Udy-Pupil Attendance o 09.12.15 & 02.03.16- K Udy-Single Central Record The Headteacher thanked governors for the challenge in the monitoring visits and the production of the reports afterwards. The folders contain excellent evidence of all governors carrying out a broad range of monitoring.	



<p>8.2</p>	<p><u>Next visiting governor/s</u></p> <p>Mr Emmett and Mrs Watts – Assessment and Feedback – 20th April Mrs Udy – Attendance – 20th April Mr Edmonds and Mrs Udy – Leadership and Management – 27th April</p>	
<p>8.3</p>	<p><u>Governor CPD evaluation forms</u></p> <p>All the CPD evaluation forms were circulated prior to the meeting:</p> <ul style="list-style-type: none"> o 09.03.16-C Marsden-Children in Care Designated Teacher Network Meeting o 09.02.16- K Udy-An Aid to Strategic Governance o 09.02.16- C Marsden-Learning Lessons Workshop o 20.01.16- C Marsden & K Udy-Legal Briefing o 03.12.15- C Marsden-Children in Care Governors Responsibilities o 01.12.15- C Marsden, K Udy, K Singleton-Financial Efficiency <p>Governors were reminded to complete evaluation forms, the Headteacher agreed to circulate the evaluation form to the new governors.</p>	<p>Headteacher</p>
<p>8.4</p>	<p><u>LFS Team Management Account Report dated 11.02.2016</u></p> <p>The management report was circulated prior to the meeting. Questions were invited; there were none.</p>	
<p>8.5</p>	<p><u>Spending of Financial Reserves</u></p> <p>The Headteacher explained why the reserves were in place and the history behind them. The link corridor and conference room will cost £88,000; all the classrooms now have touchscreens. Only 14.5% of unspent funds can be retained by the school; the rest is retained by the LA. A governor commented that the money will be returned to the school. The Headteacher confirmed that there was a simple form to complete to get the unspent reserves back. The Headteacher reported that the Management Accountant is away ill at present and has missed her last two visits. A governor asked what the Headteacher had previously planned to spend the reserves on, she confirmed that it was for the children in the school now. The Chair reminded the Board that the purchase of a mini-bus could be considered, governors agreed that this was a possibility. The Board discussed expenditure and discussed the following:</p> <ul style="list-style-type: none"> • Additional parking for Health and Safety purposes, the church rooms are being sold and Boconnoc Estate kindly allow parents to park there at present. The Headteacher explained the quotations for parking at the Imerys Drinnick site but there is the problem of crossing of the road. Discussion followed regarding crossing the road and the need for a crossing guard to facilitate. The school could rent the church room's site at a cost of £150 per month. The church rooms are not protected buildings. A governor asked whether a person could be employed to enforce/monitor/protect parking at the two busy parts of the school day. Concerns were raised whether the person would be able to facilitate the role. The Headteacher agreed to speak to Boconnoc Estate again and will investigate appointing an appropriate person. • The mini bus option was discussed, it was agreed to speak with a senior financial accountant regarding projected costings etc. 	<p>Headteacher</p> <p>Headteacher</p>



8.6	<ul style="list-style-type: none"> The story telling chair, playground benches and picnic tables will all contribute to even more relaxed playtimes. A governor suggested looking at recycled tyre plastic outdoor equipment. The question was raised as to how many iPads the school has at present; the Headteacher replied that there was one set of 32. The iPads are quicker than laptops and net books. It was agreed that the set of dictionary's and thesauri and the old IWB installed in atrium for small group work should be given priority. Transport to sporting fixtures was agreed an issue, it was agreed that possibly a 'joint mini bus' with another school could be investigated. <p><u>Policies</u></p> <ul style="list-style-type: none"> Bomb threat policy Lockdown policy and procedure Whistleblowing policy <p>The Chair asked whether the staff had been trained as per the Bomb Threat Policy, the Headteacher replied that they had not been as the policy needs to be adopted in the first instance. Governors agreed that regular drills will be imperative.</p> <p>The above policies and procedure were circulated prior to the meeting, reviewed by governors prior to the meeting, questions were raised and answered all were APPROVED for adoption.</p>	
9.0	<p><u>Academies</u></p> <p>See confidential minutes attached</p>	
10.0	<p><u>Chair's Report - Impact of the meeting</u></p> <p>The Chair explained that on a recent training course she had been advised that the impact of the meeting should be evidenced. She felt that the minutes clearly evidenced the tremendous amount of work and commitment of the Board; all governors are visiting the school for a variety of monitoring activities and their monitoring reports clearly evidenced the professional way in which they were fulfilling their roles. Governors were also attending relevant training courses which also positively impacts the way in which they develop their governing roles.</p> <p>She felt that during the meeting challenging questions had taken place and that the minutes would reflect the way in which governors impacted upon the school.</p>	
11.0	<p><u>Clerk's Update</u></p> <p>None, a newsletter had been produced since the last meeting and she always circulated relevant news/updates in between meetings to all governors.</p>	



12.0	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Thursday 9th June, 2016 at 5.00 pm – Admin Meeting • Thursday 23rd June, 2016 at 5.00 pm <p>The meeting closed at 6.43 pm</p>	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Thursday 9th June, 2016.

Signed: **Chair**
Mrs Kizzy Udy

Dated: **Thursday 9th June, 2016**