

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 19th March, 2019

Clerk to Governing Board - Linda Cackett

Typed: 20.03.2019

Approved for circulation: 28.03.2019



FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (8/9 Governors)
Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 19th March, 2019 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Clare Morton – Acting Headteacher - Staff	Yes		P
Miss Dionne Thornhill – Parent	Yes		P
Miss Kerry Dash – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mr Brett Marsh – Parent	Yes		P
Mr John Sibley – Local Authority	Yes		Ap
Mrs Karen Singleton – Foundation – Vice Chair	Yes		Ap
Mrs Lee Watts – Foundation - Chair	Yes		P
Mrs Sue Seamarks – Co-opted	Yes		P
VACANCY – Co-opted	Yes		-
Mrs Linda Cackett		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"> • Mrs Singleton • Mr Sibley 	
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>	
3.1	<p><u>Vacancy</u></p> <p>The Clerk reported that there was one Co-opted vacancy following the resignation of Mr Edmonds as he was moving abroad.</p>	
3.2	<p><u>Next term of office to expire</u></p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> • Miss K Dash – Co-opted – 26.06.209 	



4.0	<u>Minutes of the last meeting – 27.11.2018</u>	
4.1	<u>Approval of Minutes – 27.11.2018</u> The minutes were APPROVED as a true reflection of the meeting, subject to the amendment that Lee Watts is Chair not Dionne Thornhill. The Clerk apologised for the error.	
4.2	<u>Matters arising not on the agenda</u>	
4.2.1	<u>Item 3.2 – Next term of office to expire</u> The Clerk confirmed that the paperwork had been processed.	
4.2.2	<u>Item 5.1 – Headteacher's Report</u> The latest IDSR was circulated after the meeting.	
5.0	<u>Headteacher's Report</u>	
5.1	<u>Report</u> The Headteacher's Report was circulated prior to the meeting, there were no further questions.	
5.2	<u>Safeguarding - ViST's (Vulnerability Screening Tools)</u> The Headteacher reported that there had been there had been ViSTs since the last meeting however an Operation Encompass call has been received, unfortunately the school were unable to take the call as they only had one line number, the one which was awaiting repair by BT. The ex-Headteacher received a call and she notified the school via e-mail. The Headteacher is attending an Operation Encompass Feedback meeting on 30 th April, 2019, which will allow him time to feedback his concerns. The Clerk commented that she had heard concerns that there was a problem with schools being contacted as there appeared a reduction of calls being received. Hopefully the Headteacher will be able to clarify the situation at his meeting.	Headteacher
6.0	<u>Reports from committee meetings</u>	
6.1	<u>Curriculum – 26.02.2019</u> Minutes were circulated prior to the meeting. The Headteacher reported that Miss Morrison gave a very informative presentation on SEND which was well received by the committee. Mr Marsh, the newly appointed Committee Chair, commented that it was a positive step forward for the school to have 'targeted' interventions. Miss Morton added that it allows more intervention to be undertaken across the whole school. Policies were ratified at the meeting and attendance reviewed and discussed in detail. Fixed penalty notices have been issued to parents, the Headteacher informed the Board that he monitors attendance on a daily basis, today it is 96.4%, above the national average.	



<p>6.2</p> <p>6.3.1</p> <p>6.3.2</p>	<p>Data was also discussed at the meeting; Mr Marsh explained the data which was covered at the meeting. Miss Morton added that unfortunately because of pupils starting points, 'positive progress measures' is the aim. School is working hard to improve attainment but is specifically focussing on progress.</p> <p><u>Health and Safety – 22.01.2019</u></p> <p>Minutes were circulated prior to the meeting. The Committee Chair went through the minutes and invited questions. The Chair asked how often Mr Ellacott visits the school, it was confirmed that it was once per term.</p> <p><u>Finance and Personnel – 12.02.2019</u></p> <p>Minutes were circulated prior to the meeting. The Headteacher reported that the Finance Action Plan was reviewed at the meeting. All policies were approved at the meeting. Two HLTA's have been granted places on the SCITT course and one TA wishes to return after maternity leave, the cook has now returned to work, the position of one of the School Secretaries has been advertised and an appointment made. A cleaner has resigned and will be replaced in April.</p> <p>The first draft of the SFVS was well received, thanks to be given to Miss Dash.</p> <p><u>Finance and Personnel – 12.03.2019 – covered under Item 7.3</u></p> <p>Minutes were circulated prior to the meeting.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Governing Board Business</u></p> <p><u>Governor Monitoring Reports</u></p> <p>None. Miss Thornhill's Attendance Report was carried out and a report will follow shortly.</p> <p><u>Governor CPD evaluation forms</u></p> <p>None</p> <p><u>LFS Financial Reports dated 25.02.2019 and 12.03.2019</u></p> <p>The management reports were circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • The Headteacher reported that there had been concerns regarding reserves, there has been re-coding of budget lines and there is now a positive carry forward. • The first draft of the budget has been run, if the school continued to spend as it had last year the school would have been over £100,000 over budget. Budgets are extremely tight; savings and cuts have been identified. With the savings and cuts the school will end the next financial year with a £15,000 carry forward. This is still not ideal however staffing is 90% of the budget which is a high %, pupil numbers are lower than expected. 	<p>Miss Thornhill</p>



	<ul style="list-style-type: none"> The positive news for next year is that a year 6 class is being lost with 18 pupils, but the school expects at least 25 pupils to join the Reception Class in September as the school has received 25 first choice preferences, 13 second choice preferences and 4 third choice preferences. The Chair has met with the Headteacher this afternoon and it has been agreed, if the Board agreed at this meeting, that all staff should be made aware of the budget cuts and the reasons behind the decision. After discussion it was felt that staff might be supportive if they are aware of the facts behind the cuts, it will an important time for staff to pull together during what will be a difficult year. The Headteacher added that the impact of the Local Authority's pay awards of 3/7% had made a major impact on the budget, the first budget draft does not include the two HLTAs being replaced. A governor stressed her concern regarding the supply budget line and whether it had been increased. The Headteacher agreed that the line might need to be increased but the budget might not allow this. A governor suggested positive advertising, open days, etc., might increase the numbers in the school. It was agreed that this was already planned. Another governor suggested that the school does not have a lot of student teachers, the Headteacher has had the training to be a mentor and he agreed to contact Marjons, University of Plymouth and Heartlands, ITT providers. The Board was concerned that the well being of the staff was important. <p>The Headteacher invited any further questions, ideally, he would not wish to set an in-year deficit budget however felt there were no other options. Governors felt that other areas of funding could be identified, the school raises money for other charities so why not for school funds/purchases. Discussion followed, bingo, film nights etc were discussed, it was agreed that an active PTA would help the situation. The newly appointed secretary has agreed to be a PTA link for the school.</p>	<p>Headteacher</p> <p>Headteacher</p>
7.4	<p><u>Policies</u></p> <p>None.</p>	
7.5	<p><u>School Improvement Plan 2018/2019</u></p> <p>The School Improvement Plan was circulated prior to the meeting, there were no further questions.</p>	
7.6	<p><u>Cook's Contract</u></p> <p>See confidential minutes attached.</p>	
7.7	<p><u>Teaching Assistant's Contract</u></p> <p>The Headteacher reported that a teaching assistant wishes to return from maternity leave on a 0.6 contract. He supported her request as she was a valued member of staff, the Board APPROVED the request. It was agreed to advertise the 0.4 contract to ensure best value.</p>	

7.8	<p><u>Governors Monitoring and involvement in school</u></p> <p>The Headteacher reported that since his appointment he has not seen evidence of governor monitoring at the school. He suggested 1.5-hour visits three times per year, he could email governors on a termly basis and arrange visits. Governors discussed their roles and monitoring requirements; it was suggested that governors could be more visible perhaps at parents' evenings etc. The Chair wished staff and pupils to be aware of governors and their role, it was agreed for the newsletter to be emailed to governors, to allow them to attend events etc.</p> <p>The Headteacher will email governors at the beginning of each term to arrange monitoring visits etc.</p> <p>Mrs Seamarks was APPROVED as the new Whistleblowing Governor following Mr Edmonds recent resignation.</p>	Headteacher
8.0	<p><u>Clerk's Update</u></p> <p>The Clerk suggested the introduction of a new agenda item and for other agenda items to come under it, this was APPROVED.</p> <p>Strengthening Governance</p> <ul style="list-style-type: none"> • Governor Training • Governor Visits • Clerk's Update • Chair's Report • Impact of Meeting • Policies <p>The Headteacher asked the Clerk whether the Diocese still provides governor training, she replied that they do, and she would circulate their current training courses and dates after the meeting.</p>	Clerk
9.0	<p><u>Chair's Report –</u></p>	
9.1	<p><u>Impact of the meeting</u></p> <ul style="list-style-type: none"> • Effective monitoring has lapsed and more will be facilitated. • Greater awareness of the school budget and a more in depth understanding of it. 	
9.2	<p><u>Letter from Mrs Warren</u></p> <p>A letter has been received from Mrs Warren requesting time off to support her sister (her sister's brother in law passed away in January) for a chance in a lifetime holiday for 7 days. Governors felt that she has worked above and beyond and confirmed that the time off be APPROVED – it was agreed that it will be unpaid.</p>	



10.0	<u>Date/time of Full Governing Board meetings</u> <ul style="list-style-type: none">• Tuesday 18th June, 2019 – Admin Meeting• Tuesday 2nd July, 2019 The meeting closed at 5.53 pm.	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 18th June, 2019.

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 18th June, 2019**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 19th March, 2019

ITEM:	ACTION:	WHO:	BY:
5.2	Safeguarding – Feed back to FGB on Operation Encompass Feedback meeting.	Headteacher	02.07.2019
7.1	Governor Monitoring Reports – Attendance Report to be submitted.	Miss Thornhill	02.07.2019
7.3	LFS Financial Report dated 25.02.2019 – Staff to be made aware of facts behind budget cuts.	Headteacher	19.03.2019
	Contact Marjons, University of Plymouth and Heartlands, ITT providers.	Headteacher	05.04.2019
7.8	Governors Monitoring and Involvement in school – Email governors at the beginning of each term to arrange monitoring visits etc.	Headteacher	03.05.2019
8.0	Clerks Update – Add ‘Strengthening Governance’ as a new agenda item and move items as agreed.	Clerk	30.03.2019
	Circulate Diocese current training courses and dates after meeting.	Clerk	