

# **Nanpean Community Primary School**



## **Minutes**

**Full Governing Board Meeting**

**Thursday 6<sup>th</sup> July, 2017**

**Clerk to Governing Board - Linda Cackett**

Typed: 06.07.2017

Approved for circulation: 20.07.2017



### **GOVERNING BOARD MEETING MINUTES**

|                         |  |
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| <b>School:</b>          | <b>Nanpean CP School</b>                             |
| <b>Quorum:</b>          | <b>5 - (9/10 Governors)</b>                          |
| <b>Chair:</b>           | <b>Mrs Karen Singleton</b>                           |
| <b>Clerk:</b>           | <b>Mrs Linda Cackett</b>                             |
| <b>Date of meeting:</b> | <b>Thursday 6<sup>th</sup> July, 2017 at 4.30 pm</b> |
| <b>Venue:</b>           | <b>Nanpean School – Melbur Classroom</b>             |

#### **Attendance:**

| <b>Name:</b>  | <b>Governor</b> | <b>Associate Member</b> | <b>Other (please state)</b> | <b>Present/ Apologies/ Absent</b> |
|---|-----------------|-------------------------|-----------------------------|-----------------------------------|
| Miss Kerry Dash – Co-opted (Ring Fenced-Staff: Non-Teacher) | <b>Yes</b>      |                         |                             | <b>P</b>                          |
| Mr Andy Edmonds – Co-opted                                  | <b>Yes</b>      |                         |                             | <b>Ap</b>                         |
| Mr Brett Marsh – Parent                                     | <b>Yes</b>      |                         |                             | <b>P</b>                          |
| Miss Clare Morton – Staff                                   | <b>Yes</b>      |                         |                             | <b>P</b>                          |
| Mr John Sibley – Local Authority                            | <b>Yes</b>      |                         |                             | <b>P</b>                          |
| Mrs Karen Singleton – Foundation                            | <b>Yes</b>      |                         |                             | <b>P</b>                          |
| Miss Dionne Thornhill – Parent                              | <b>Yes</b>      |                         |                             | <b>P</b>                          |
| Mrs Lee Watts – Foundation                                  | <b>Yes</b>      |                         |                             | <b>Ap</b>                         |
| Mrs Carly Wicks – Headteacher                               | <b>Yes</b>      |                         |                             | <b>P</b>                          |
| <b>VACANCY – Co-opted</b>                                   | <b>Yes</b>      |                         |                             | <b>-</b>                          |
| Mrs Linda Cackett   |                 |                         | Clerk                       | <b>P</b>                          |

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| <b>1.0</b> | <p><b><u>Welcome and apologies</u></b></p> <p>The Chair welcomed everyone to the meeting, apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>Mr Edmonds – work commitments</li> </ul> <p>Mrs Watts tendered her apologies after the meeting as her nan had been taken ill.</p> |  |
| <b>2.0</b> | <p><b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b></p> <p>None.</p>   |  |
| <b>3.0</b> | <p><b><u>Constitution</u></b></p>   |  |
| <b>3.1</b> | <p><b><u>Vacancy</u></b></p> <p>The Clerk reported that there was one co-opted vacancy.</p>   |  |
| <b>3.2</b> | <p><b><u>Next term of office to expire</u></b></p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> <li>Mr Andy Edmonds – Co-opted – 08.12.2018</li> </ul>   |  |



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| <b>4.0</b>   | <b><u>Minutes from the last Full Governing Board meetings – 21.03.2017 and 20.06.2017</u></b>   |  |
| <b>4.1</b>   | <b><u>Approval – 21.03.2017</u></b><br><br>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting held subject to the amendment of PSO to PCSO in item 5.2 – Safeguarding.  |  |
| <b>4.2</b>   | <b><u>Approval – 20.06.2017</u></b><br><br>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting held.   |  |
| <b>4.3</b>   | <b><u>Matters arising not on the agenda – 21.03.2017</u></b>  |  |
| <b>4.3.1</b> | <b><u>Item 3.3 – Governors Roles and Responsibilities</u></b><br><br>The updates grid has been circulated.  |  |
| <b>4.3.2</b> | <b><u>Item 3.5 – Instrument of Government</u></b><br><br>The IOG has been amended and circulated at today's meeting.  |  |
| <b>4.3.2</b> | <b><u>Item 4.2.6 – Governor Training</u></b><br><br>Mrs Thornhill has attended her Induction Part 1 and Part 2 training.  |  |
| <b>4.3.3</b> | <b><u>Item 7.4 – Governor Action Plan 2016/2017</u></b><br><br>Mr Marsh is Miss Thornhill's mentor and is giving support.   |  |
| <b>4.3.4</b> | <b><u>Item 8.0 - Academies</u></b><br><br>The Academies Working Group has met once and will meet again once the Headteacher has spoken to the Regional Schools Commissioner.  |  |
| <b>4.4</b>   | <b><u>Matters arising not on the agenda – 20.06.2017</u></b><br><br>None.   |  |
| <b>5.0</b>   | <b><u>Headteacher's Report</u></b>  |  |
| <b>5.1</b>   | <b><u>Report</u></b><br><br>The Headteacher's Report was circulated prior to the meeting; it was further noted that: <ul style="list-style-type: none"> <li>A governor asked what the school has learnt w.r.t. a pupil who received some fixed term exclusions. The Headteacher explained that the pupil had special educational needs and a vulnerable home life. In terms of support and provision, the school could not have done anything more; the school facilitated a huge amount of provision put in place. In terms</li> </ul> |  |



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|  | <p>of the fixed term exclusion, perhaps if it was carried out sooner it would have had a positive impact sooner. Governors agreed that a lot of things were learnt, the Behaviour Management Policy was tightened up and a more consistent approach put in place. Everyone gave the same, clear message to the child concerned.</p> <ul style="list-style-type: none"> <li>• There seemed inconsistency in the phonics year on year, the Headteacher explained there had been inconsistency in class sizes, causing the varied data. A governor asked whether the targets were set differently, the EYFS data is used as a guide and was over inflated. The Headteacher explained that to achieve the 63% was in itself an achievement. Intensive intervention had been given to specific pupils. Miss Morton explained that whole class phonics will now take place alongside Read, Write, Inc. It was asked whether the poor performance could have been picked up earlier, the Headteacher explained that it was picked up when the mock test took place. The Chair asked about the drop in Year 1 results, the Headteacher explained that there was a change of teacher and the judgements differed. A lot of internal moderation has since taken place and the new teacher is very secure in her judgements. The Assistant Headteacher will be job sharing next term and the data will be secure but the EYFS data cannot be changed.</li> <li>• The Headteacher confirmed that cluster moderation will still continue, EYFS moderation has taken place and some year 2 and year 6 although not well attended. It was asked whether EYFS moderation took place last year, the Headteacher explained that EYFS judgements are based on what the teacher says rather than hard evidence.</li> <li>• Has the Achievement for All scheme left any benefits for the future? The Headteacher replied that the half-termly parent meetings proved invaluable, the school will look at 'target' children and communication with parents next year.</li> <li>• KS2 Reading and Writing Teacher Assessment were excellent, will this be reflected in the KS2 SATs results? The Headteacher reported that unfortunately the KS2 results aren't as good as hoped, she reported on the results. Reading was last year's downfall, whereas Maths was this year's weakness.</li> <li>• Did revision before the reading paper prove beneficial? The Headteacher confirmed that it did. On the quick analysis undertaken the Headteacher felt that not enough emphasis was given on the importance of the Arithmetic Paper. Two pupils were very close to passing but the marking has been checked and was correct.</li> <li>• Are the Year 2 results available? The Headteacher explained that those reported in the Headteacher's Report are the final results for end KS1 as it is based on teacher assessments.</li> <li>• A governor asked how is 'don't know' scored in parental questionnaires, the Headteacher explained that the school always tries to put out more information before the questionnaire to avoid 'don't knows'.</li> <li>• It was asked how often parents use the website and app, the Headteacher felt that it was helpful for new parents and split families. It was felt class pages need to be available on the website for parents without the need to log in. Teachers create informative class pages each half term. The school pays more for the e-schools website than the previous free website. It was agreed that the glitches need to be</li> </ul> | <p>Headteacher</p> |
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|            | <p>sorted, the texting facility works well. It was noted that the governors page had not been updated recently.</p> <ul style="list-style-type: none"> <li>The Clerk circulated the latest 'what maintained schools must publish online' document with the changes which come into effect on 1<sup>st</sup> September. She suggested a governor could monitor from home and complete a governor visit form, Mr Marsh agreed to monitor on a termly basis.</li> <li>A governor suggested that a promotional video could be put on the website, the Headteacher agreed to speak with the Film Club lead.</li> <li>There are now only 6 persistent absentees.</li> </ul>      | <p>Mr Marsh</p> <p>Headteacher</p> |
| <b>5.2</b> | <p><b><u>Safeguarding</u></b></p> <p>Section 175 return sent off on the 27<sup>th</sup> May by the required deadline to the Local Authority.</p>   |                                    |
| <b>5.3</b> | <p><b><u>ViST's (Vulnerability Screening Tools)</u></b></p> <p>Since the last meeting it was reported that there had been 3 ViSTs (2 siblings) since the Spring Term meeting all to do with relationship breakdowns.</p>   |                                    |
| <b>6.0</b> | <p><b><u>Reports from committee meetings</u></b></p>   |                                    |
| <b>6.1</b> | <p><b><u>Curriculum – 06.06.2017</u></b></p> <p>Minutes were circulated prior to the meeting, the Headteacher reported that the focus of the meeting was SEND and the SENDCo gave a presentation to the committee. The SENDCo is going to undertake further training to be a Play Therapist, the intervention room is going to be turned into a play therapy room. The sports funding was overspent by £3000 as there are additional classes and two after school clubs. The school is looking to employ a PE Apprentice rather than using Go Active. If a PE Apprentice is not employed in September, Go Active will not be re-contracted.</p>                            |                                    |
| <b>6.2</b> | <p><b><u>Health and Safety – 25.04.2017</u></b></p> <p>Minutes were circulated prior to the meeting; the Committee Chair gave a brief resume of the meeting. The Accessibility Plan will be a standard agenda item for the Autumn Term. All checklists were reviewed by the committee and confirmed up to date.</p>  |                                    |
| <b>6.3</b> | <p><b><u>Finance and Personnel – 09.05.2017</u></b></p> <p>Minutes were circulated prior to the meeting; the Chair gave a brief resume of the meeting. It had been a very good meeting with in depth explanations given by Mrs Edwards (LFS) regarding the budget setting. Policies were reviewed at the meeting and the Finance Action Plan amended.</p> <p>The Headteacher reported that TUPE'ing across the cleaners has been discussed previously. The school has decided to leave the county contract for catering, it is a straightforward process, Chartwells have given the go ahead and Cormac are consulting with their cleaners at present. The Headteacher</p> |                                    |



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|            | <p>felt that the external grounds were an issue and on the Cormac contract it mentions an external check of grounds but is non-specific. <b>A governor asked whether children could tidy the grounds, the Headteacher confirmed that she does for some areas e.g. sweeping gravel.</b> It might be possible for a cleaner to undertake a caretaking type of role.</p>  |           |
| <b>7.0</b> | <b><u>Governing Board Business</u></b>   |           |
| <b>7.1</b> | <p><b><u>Governor Monitoring Reports</u></b></p> <p>Reports were received prior to the meeting and circulated:</p> <ul style="list-style-type: none"> <li>11.01.2017 KP1.3.2 &amp; 1.4.1 Transition – KS</li> <li>16.01.2017 KP1.2 Middle Leadership – AE</li> <li>08.03.2017 KP1.3.1 Subject Leader Collaboration - KS</li> <li>28.03.2017 Financial Monitoring - KS</li> <li>05.05.2017 KP3.4 Attendance – DT</li> <li>10.05.2017 KP4: Outcomes – KD &amp; BM</li> <li>20.06.2017 KP3.4 Attendance – DT</li> </ul> <p>The Headteacher commented that regular and varied monitoring is taking place and thanked governors.</p>    |           |
| <b>7.2</b> | <p><b><u>Next visiting governor/s</u></b></p> <p>None planned at present, other than Mr Sibley's weekly check and Mr Marsh's website monitoring.</p>   |           |
| <b>7.3</b> | <p><b><u>Governor CPD evaluation forms</u></b></p> <p>Reports were received prior to the meeting and circulated:</p> <ul style="list-style-type: none"> <li>23.05.2017 Train the Trainer - CW</li> </ul> <p>The Chair thanked governors for the Headteacher's informative report. The Headteacher reminded governors to complete CPD evaluation forms.</p>   | Chair     |
| <b>7.4</b> | <p><b><u>LFS Financial Report dated 09.05.2017</u></b></p> <p>The management report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>The Headteacher will continue to circulate the monthly reports.</li> </ul>  |           |
| <b>7.5</b> | <p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li><b>Attendance</b></li> </ul> <p>The policy was circulated prior to the meeting, the Headteacher explained that she had not intended reviewing the policy so soon, however due to a traveller's request to attend a GRT event being unauthorised and then needing to be authorised the policy needed amendment. It was agreed for more specific times to be given to be added regarding notification times for accompanied and non-accompanied pupils. Teachers have been reminded about inconsistencies regarding the recording of lates, these have been</p> | Miss Dash |



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| 7.6  | <p>addressed. The policy was reviewed, amended as agreed and <b>APPROVED</b> for adoption.</p> <p><b><u>School Improvement Plan 2016/2017</u></b></p> <p>The End of Year Review is next Wednesday for staff and governors. The Headteacher explained the format of the review meeting and how governors and staff work together to traffic light the current School Improvement Plan and compile the 2017/2018 School Improvement Plan.</p>   | All Governors |
| 8.0  | <p><b><u>Academies</u></b></p> <p>Covered under matters arising.</p>  |               |
| 9.0  | <p><b><u>Clerk's Update</u></b></p> <p>The Clerk explained that the DfE has launched a test version of its replacement for RAISE online, called Analyse School Performance (ASP). It is far shorter than its predecessor and resembles the Ofsted dashboard in giving headline information of key performance measures in several forms. The Governing Board watched an informative You Tube video, it can be found at:<br/><a href="https://www.youtube.com/watch?v=hZxymO3Rs8">https://www.youtube.com/watch?v=hZxymO3Rs8</a></p> |               |
| 10.0 | <p><b><u>Chair's Report - Impact of the meeting</u></b></p> <p>Governors felt that the Headteacher's Report was well challenged and very informative.</p>   |               |
| 11.0 | <p><b><u>Date/time of Full Governing Board meetings</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 5<sup>th</sup> December, 2017</li> <li>• Tuesday 20<sup>th</sup> March, 2018</li> <li>• Tuesday 19<sup>th</sup> June, 2018 (Admin)</li> <li>• Tuesday 3<sup>rd</sup> July, 2018</li> </ul> <p>The meeting closed at 5.55 pm.</p>   |               |

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 5<sup>th</sup> December, 2017.

Signed: ..... **Chair**  
**Mrs Karen Singleton**

Dated: **Tuesday 5<sup>th</sup> December, 2017**



**ACTION POINTS ARISING FROM MINUTES OF  
FULL GOVERNING BOARD MEETING**

**TUESDAY 6<sup>th</sup> JULY, 2017**

| <b>ITEM:</b> | <b>ACTION:</b>   | <b>WHO:</b>   | <b>BY:</b> |
|--------------|--|---------------|------------|
| 5.0          | Class pages to be made available on the website without the need to login. | Headteacher   | 01.10.2017 |
| 5.0          | Website to be monitored on a termly basis.                                 | Mr Marsh      | Termly     |
| 5.0          | Speak with film club lead regarding a promotional video.                   | Headteacher   | 01.10.2017 |
| 7.3          | CPD Evaluation Form to be completed.                                       | Chair         | 01.10.2017 |
| 7.5          | Specific timings to be added to Attendance Policy.                         | Miss Dash     | 01.10.2017 |
| 7.5          | Attendance at End of Year Review.  | All governors | 12.07.2017 |