

# **Nanpean Community Primary School**



## **Minutes**

**Full Governing Board Meeting**

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

**Clerk to Governing Board - Linda Cackett**

Typed: 06.12.2017

Approved for circulation: 10.12.2017



### GOVERNING BOARD MEETING MINUTES

<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>Tuesday 5<sup>th</sup> December, 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>P</b>
Mr Brett Marsh – Parent	<b>Yes</b>			<b>P</b>
Miss Clare Morton – Staff	<b>Yes</b>			<b>Ap</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>

<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>Miss Morton – unwell</li> <li>Mrs Watts – attending safeguarding course and moving to a new house</li> </ul>	
<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. Mr Marsh mentioned 'Inspiring Governance', the Headteacher agreed to investigate. Discussion following regarding possible new governors, the Headteacher is in touch with Natalie Chard, Community Liaison Officer for SUEZ, and will ensure skills audits are completed.</p>	Headteacher
<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>	



<b>4.0</b>	<b><u>Minutes from the last Full Governing Board meeting – 06.07.2017</u></b>	
<b>4.1</b>	<b><u>Approval</u></b>  The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting held.	
<b>4.2</b>	<b><u>Matters arising not on the agenda</u></b>	
<b>4.2.1</b>	<b><u>Item 5.1 - Headteacher's Report</u></b>  The Headteacher confirmed that class information is now available to parents without the need to log in.  Mr Marsh reported that he had begun to monitor the school website on a termly basis, he would email feedback direct to the Headteacher and Miss Dash.  The Headteacher confirmed that she still had to speak with the Film Club lead regarding a promotional video for the school website, however there were issues to be addressed regarding software.	Mr Marsh  Headteacher
<b>4.2.2</b>	<b><u>Item 7.3 – Governor CPD evaluation forms</u></b>  The Chair apologised that she had not completed a CPD evaluation form.	Chair
<b>4.2.3</b>	<b><u>Item 7.5 – Policies -Attendance</u></b>  Miss Dash had updated the policy with specific timings as requested.	
<b>4.2.4</b>	<b><u>Item 7.6 – School Improvement Plan</u></b>  The Headteacher reported that the end of year review meeting for staff and governors had taken place, she thanked the governors that attended.	
<b>5.0</b>	<b><u>Headteacher's Report</u></b>	
<b>5.1</b>	<b><u>Report</u></b>  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 whether Science was now a core subject, the Headteacher confirmed that English, Maths and Science were core subjects, and all were now assessed using Classroom Monitor.</li> <li>• The Headteacher reported that one teacher is on a support plan.</li> <li>• A governor asked whether the 8 pupil premium, the Headteacher confirmed there was a mixture of SEN, pupil premium and non-pupil premium pupils, just under 50% of the 8. The governor asked whether pupil premium funding could be used to address this, the Headteacher explained that it couldn't due to the reasons for leave. There has been a lot of sickness this year and</li> </ul>	



	<p>attendance is monitored closely, however the school is issuing its first 'fixed notice penalty' in January 2018.</p> <ul style="list-style-type: none"> <li>Regarding the questionnaire, in last week's newsletter 'anti bullying' was addressed. Governors felt it important to address what 'bullying' actually is.</li> <li>A governor asked if in future data reports, boys vs girls attainment and pupil premium vs non-pupil premium attainment could be reported to the Curriculum Committee, this was agreed.</li> </ul>	Headteacher
5.2	<p><b><u>Safeguarding - ViST's (Vulnerability Screening Tools)</u></b></p> <p>Safeguarding continues to be a number one priority in school and is on all staff meeting agendas. Mrs Watts, Safeguarding Governor, has attended safeguarding training and will work closely with the Headteacher preparing the S175 Return. Since the last meeting it was reported that there had been 6 ViSTs (4 families) since the Summer Term meeting and 2 Operation Encompass calls. Operation Encompass was launched at the end of October which ensures the school is notified of any incidents of domestic violence before the start of the school day. The school is supporting pupils quite heavily, Christmas is a very busy time of year. The Headteacher explained that Operation Encompass has ensured the school is now more supportive, e.g. the class teacher is informed so can go on 'gate duty' to offer support if required.</p>	
6.0	<p><b><u>Reports from committee meetings</u></b></p>	
6.1	<p><b><u>Curriculum – 14.11.2017</u></b></p> <p>Minutes were circulated prior to the meeting, the Committee Chair gave a brief resume of the meeting, there had been an informative presentation from Mr Barritt on Maths.</p>	
6.2	<p><b><u>Health and Safety – 26.09.2017</u></b></p> <p>Minutes were circulated prior to the meeting; the Committee Chair gave a brief resume of the meeting. The Headteacher commented that she had reported in the meeting that there had been a lot of injuries reported, she had noticed a pattern since the meeting, the most reporting is always the first part of the Autumn Term. She gave her thoughts of possible reasons why, obviously everything has been done that could be to minimise the risk of injury and the external health and safety advisor had no suggestions. The playground has been sectioned into three parts and 1/5 of children are taken to the climbing ship each lunchtime to reduce numbers on the playground. Mr Tonkin has suggested children wear wellies to allow access to the field, however it was agreed that this would ruin the field. Discussion followed on how the playground could be further improved; it was agreed to approach the St Dennis and Nanpean Community Trust for funding. A governor suggested that one classroom could be made available, the Headteacher agreed to investigate further. It was agreed that it might get more problematic as the school increases in size, possible further staggering of lunchtimes might be required.</p>	<p>Headteacher</p> <p>Headteacher</p>



6.3	<p><b><u>Finance and Personnel – 10.10.2017</u></b></p> <p>Minutes were circulated prior to the meeting; the Chair gave a brief resume of the meeting. The Headteacher reported that there are now 3 qualified HLTAs in school. A governor has contacted the Devon Ambulance Service and they have confirmed that they can provide 2 for 1 training on a new defibrillator, it might be a project the school can become involved with.</p>	
7.0	<p><b><u>Governing Board Business</u></b></p> <p><b><u>7.1 Governor Monitoring Reports</u></b></p> <p>Reports were received prior to the meeting and circulated:</p> <ul style="list-style-type: none"> <li>○ 28.09.2017 Safeguarding (SCR) – LW</li> <li>○ 09.10.2017 Attendance – DT</li> </ul> <p><i>It was asked why not all staff have signed up for the update service, it was confirmed that it was up to staff whether they want to sign up to the update service, but they have to pay for it themselves.</i></p> <p><b><u>7.2 Next visiting governor/s</u></b></p> <p>The next visiting governors are: Miss Thornhill – attendance, Mr Sibley – health and safety check, and Mr Marsh – website.</p> <p><b><u>7.3 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>○ 12.09.2017 Safeguarding for Governors - LW</li> <li>○ 18.09.2017 Level 3 MACP CSE - CM</li> <li>○ 19.09.2017 Operation Encompass - CW</li> <li>○ 10.10.2017 Managing Legal Risk – CW</li> <li>○ 18.10.2017 Level 3 MACP Neglect - CW</li> <li>○ 16.11.2017 LFS seminar – KD</li> <li>○ 18.11.2017 No one gets left behind – BM</li> <li>○ 27/28/29.11.2017 L3 Health and Safety - CW</li> </ul> <p>The Chair thanked governors for their informative reports. The Headteacher confirmed that there has been a spot check on the Single Central Record by Mrs Watts recently.</p> <p><b><u>7.4 LFS Financial Report dated 17.11.2017</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 sports grant has been doubled which will allow for further sporting experiences.</li> <li>○ <i>The Chair asked whether the higher education welfare's expenses were expected, the Headteacher confirmed that it was the Educational Psychologist Service and was expected as charged differently.</i></li> </ul>	

Initialled as a true and accurate record: Chair Dated: 20.03.2018 Page - 5 -



	<p>the well-being audit and a budget could be decided at the Health and Safety Committee meeting. Some of the inset days are well-being inset days.</p> <p>5.48 pm – Mr Edmonds left the meeting.</p>	
<b>7.7</b>	<p><b><u>Approval of BACS system for supplier's payments</u></b></p> <p>The Governing Board <b>APPROVED</b> that the school sets up a BACS system to save time and raising of cheques.</p>	
<b>8.0</b>	<p><b><u>Academies</u></b></p> <p>The Headteacher reported that there was nothing new to report, the academies steering group have met at the beginning of term. Discussion followed regarding the way in which MATs are possibly going to change, it was agreed that the school was in a good position to sit tight at present.</p>	
<b>9.0</b>	<p><b><u>Clerk's Update</u></b></p> <p>None.</p>	
<b>10.0</b>	<p><b><u>Chair's Report - Impact of the meeting</u></b></p> <p>Governors continue to challenge the school to ensure it drives forward. All governors have clear roles and responsibilities and fulfil these effectively. Paperwork being completed and circulated prior to the meeting continues to ensure focussed meetings.</p>	
<b>11.0</b>	<p><b><u>Date/time of Full Governing Board meetings</u></b></p> <ul style="list-style-type: none"> <li>• Wednesday 31<sup>st</sup> January 2018, 4.00 pm (Data training)</li> <li>• Tuesday 20<sup>th</sup> March 2018, 4.30 pm</li> <li>• Tuesday 19<sup>th</sup> June 2018, 4.30 pm (Admin)</li> <li>• Tuesday 3<sup>rd</sup> July 2018, 4.30 pm</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 20<sup>th</sup> March, 2017.

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

Dated: **Tuesday 20<sup>th</sup> March, 2017**



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

**TUESDAY 5<sup>th</sup> DECEMBER, 2017**

ITEM:	ACTION:	WHO:	BY:
3.1	Investigate possible new governors.	Headteacher	31.01.2018
4.2.1	Feedback to Headteacher regarding school website.	Mr Marsh	31.12.2017
4.2.1	Speak with film club lead regarding promotional video for school website.	Headteacher	20.02.2018
4.2.2	Complete CPD evaluation.	Chair	31.12.2017
5.1	Specific data reports to be prepared and tabled at next Curriculum Committee.	Headteacher	20.02.2018
6.2	Approach St Dennis and Nanpean Community Trust for funding.	Headteacher	31.01.2018
6.2	Investigate one classroom being made available for lunchtimes.	Headteacher	31.01.2018
7.5	Scheme of Delegation to be added to the FGB Admin Agenda for the summer term's meeting.	Clerk	31.12.2017
7.5	Forward St Dennis grant funding information for educational purposes to Headteacher.	Mr Sibley	31.12.2017
11.0	Attend data training at next FGB meeting on 31.01.2018.	All Governors	31.01.2018