Nanpean Community Primary School



Minutes

Full Governing Board Meeting
Tuesday 5th December, 2017

Clerk to Governing Board - Linda Cackett

Typed: 06.12.2017 Approved for circulation: 10.12.2017



GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/10 Governors)
Chair:	Mrs Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 5 th December, 2017 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

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

1.0	Welcome and apologies			
	The Chair welcomed everyone to the meeting, apologies were received, considered and accepted from: • Miss Morton – unwell • Mrs Watts – attending safeguarding course and moving to a new house			
2.0	An opportunity to declare any additional business or pecuniary interest/s			
	None.			
3.0	<u>Constitution</u>			
3.1	Vacancy			
	mentioned 'Inspiri Discussion followin	d that there was one co-opted vac ng Governance', the Headteacher agre g regarding possible new governors, the Chard, Community Liaison Officer for SU npleted.	eed to investigate. Headteacher is in	Headteacher
3.2	Next term of office	to expire		
	The next term of of • Mr Andy Edr	fice to expire is: nonds – Co-opted – 08.12.2018		



4.0 <u>Minutes from the last Full Governing Board meeting – 06.07.2017</u>

4.1 Approval

The minutes were circulated prior to the meeting. They were **APPROVED** as a true and accurate record of the meeting held.

4.2 Matters arising not on the agenda

4.2.1 <u>Item 5.1 - Headteacher's Report</u>

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.

Mr Marsh

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.

Headteacher

4.2.2 Item 7.3 – Governor CPD evaluation forms

The Chair apologised that she had not completed a CPD evaluation form.

Chair

4.2.3 | Item 7.5 – Policies - Attendance

Miss Dash had updated the policy with specific timings as requested.

4.2.4 | Item 7.6 – School Improvement Plan

The Headteacher reported that the end of year review meeting for staff and governors had taken place, she thanked the governors that attended.

5.0 <u>Headteacher's Report</u>

5.1 Report

The Headteacher's Report was circulated prior to the meeting; it was further noted that:

- 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.
- The Headteacher reported that one teacher is on a support plan.
- A governor asked whether the 8 pupils under 85% pupils were 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

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- attendance is monitored closely, however the school is issuing its first 'fixed notice penalty' in January 2018.
- Regarding the questionnaire, in last week's newsletter 'anti bullying' was addressed. Governors felt it important to address what 'bullying' actually is.
- 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.

Headteacher

5.2 | Safeguarding - ViST's (Vulnerability Screening Tools)

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.

6.0 Reports from committee meetings

6.1 | Curriculum – 14.11.2017

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.

6.2 | Health and Safety – 26.09.2017

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.

Headteacher

Headteacher



6.3 | Finance and Personnel – 10.10.2017

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.

7.0 Governing Board Business

7.1 Governor Monitoring Reports

Reports were received prior to the meeting and circulated:

- o 28.09.2017 Safeguarding (SCR) LW
- o 09.10.2017 Attendance DT

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.

7.2 Next visiting governor/s

The next visiting governors are: Miss Thornhill – attendance, Mr Sibley – health and safety check, and Mr Marsh – website.

7.3 Governor CPD evaluation forms

Reports were received prior to the meeting and circulated:

- 12.09.2017 Safeguarding for Governors LW
- 18.09.2017 Level 3 MACP CSE CM
- o 19.09.2017 Operation Encompass CW
- o 10.10.2017 Managing Legal Risk CW
- 18.10.2017 Level 3 MACP Neglect CW
- 16.11.2017 LFS seminar KD
- o 18.11.2017 No one gets left behind BM
- o 27/28/29.11.2017 L3 Health and Safety CW

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.

7.4 LFS Financial Report dated 17.11.2017

The management report was circulated prior to the meeting. It was further noted that:

- The sports grant has been doubled which will allow for further sporting experiences.
- The Chair asked whether the higher education welfare's expenses were expected, the Headteacher confirmed that it was the Educational Phycologist Service and was expected as charged differently.

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In terms of impact the Headteacher was asked what the impact of the new National Funding Formula. The Headteacher confirmed that she had not received anything from the LFS team. The Headteacher agreed to investigate further.

Headteacher

7.5 Policies

- Governor Visits policy 2017/18
- o Primary Sports Funding 2017/18
- o Pupil Premium Grant (expected) 2017/18
- o Reviewed Scheme of Delegation 2017-2018
- School Support Staff Pay policy September 2017
- Teachers Pay policy September 2017

The policies were circulated prior to the meeting, the policies were reviewed, amended as agreed and **APPROVED** for adoption subject to any agreed amendments to the Governors' Visits Policy regarding the link with the School Improvement Plan and amendments to the Scheme of Delegation. The Clerk agreed to add the Scheme of Delegation to the FGB Admin Agenda for the summer term.

Clerk

A governor asked when the sports premium additional funding will be awarded. The second payment w.r.t. additional sports funding will be in April 2018. The Headteacher confirmed that the school will become more creative with pupil premium expenditure as the year progresses. The school will continue to provide affordable holiday clubs to families. It was asked what the clubs provide, the Headteacher explained that anyone can access the clubs and the school can part fund them for pupil premium pupils. It was asked whether the extracurricular activities provide evidence of progress being made, the Headteacher explained that the purpose is to provide access to extracurricular activities for pupils rather than provide evidence of progress. A governor commented that grants were available from the St Dennis grant funding for educational purposes. Mr Sibley agreed to forward information to the Headteacher.

Mr Sibley

7.6 School Improvement Plan 2017/2018

The School Improvement Plan was circulated prior to the meeting. The Education Consultant had suggested to change the format of the SIP, however the Headteacher felt that the current format is well understood by staff and governors. Some governors' key areas have been changed. The Chair queried one of the monitoring dates being September 2018 and whether she should come in in the new academic year. It was agreed that it was meant to be July 2018; all monitoring needs to commence in the Spring term. The Healthy Schools new accreditation format was explained by the Headteacher, explaining that it was a much more lengthier process to be reaccredited. A governor asked what the school does regarding staff morale and well-being. The Headteacher explained that the school has a staff well-being display, manages sickness well and ensures staff leave by 6.00 pm. It was asked whether staff well-being is budgeted for, it was confirmed that it wasn't. Governors discussed ways in which well-being could be addressed, fruit platters, cakes, free hot drinks when on duty. The Headteacher will carry out

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	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.	
	5.48 pm – Mr Edmonds left the meeting.	
7.7	Approval of BACS system for supplier's payments	
	The Governing Board APPROVED that the school sets up a BACS system to save time and raising of cheques.	
8.0	Academies	
	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.	
9.0	<u>Clerk's Update</u>	
	None.	
10.0	Chair's Report - Impact of the meeting	
	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.	
11.0	Date/time of Full Governing Board meetings	
	 Wednesday 31st January 2018, 4.00 pm (Data training) Tuesday 20th March 2018, 4.30 pm Tuesday 19th June 2018, 4.30 pm (Admin) Tuesday 3rd July 2018, 4.30 pm The meeting closed at 5.55 pm.	
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	ere passed as true and accurate at the Full Governing Board day 20 th March, 2017.
Signed:	Chair Mrs Karen Singleton
Dated:	Tuesday 20 th March, 2017

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ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

TUESDAY 5th 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