

# Nanpean Community Primary School



## Minutes

**Local Governing Board Meeting**

**Tuesday 23<sup>rd</sup> May, 2023**

**Governance Professional - Linda Cackett**

Typed: 23.05.2023

Approved for circulation: 05.06.2023

## LOCAL GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>Nanpean CP School</b>
<b>Quorum:</b>	<b>6 - (11/11 Governors in post)</b>
<b>Meeting Chair:</b>	<b>Mrs Anne Bullock – Vice Chair</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 23<sup>rd</sup> May, 2023 at 4.30 pm</b>
<b>Venue:</b>	<b>Rosemellyn (Year 6) Classroom, Nanpean School – Clerk in virtual attendance</b>

### Attendance:

<b>Name:</b>	<b>Governor</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mrs Bex Dyer – Parent	<b>Yes</b>		<b>P</b>
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	<b>Yes</b>		<b>P</b>
Mr Innes Dowlen – Co-opted	<b>Yes</b>		<b>P</b>
Mr Mark Tucker – Co-opted – Chair	<b>Yes</b>		<b>Ap</b>
Mr Matt Nicholls – Headteacher	<b>Yes</b>		<b>P</b>
Mrs Tricia Greet – Co-opted	<b>Yes</b>		<b>P</b>
Mrs Anne Bullock – Co-opted – Vice Chair	<b>Yes</b>		<b>P</b>
Mrs Jen Jago – Staff	<b>Yes</b>		<b>P</b>
Mrs Lee Watts – Co-opted	<b>Yes</b>		<b>A</b>
Mrs Melissa Brands - Parent	<b>Yes</b>		<b>Ap</b>
Mr Jon Mayman – Co-opted	<b>Yes</b>		<b>P</b>
Mr Paul Guttridge – Management Accountant	<b>No</b>	TPAT MA	<b>P - In part</b>
Mrs Linda Cackett		Clerk	<b>P – Virtually – in part</b>

The Chair welcomed everyone to the meeting, the Clerk in virtual attendance due to knee replacement surgery last week.

<b>1.0</b>	<p><b><u>Welcome and apologies</u></b></p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> <li>Mr Tucker – away on holiday – the Vice Chair kindly agreed to chair the meeting.</li> </ul> <p>It was noted that Mrs Watts was not in attendance and no apologies had been received.</p>	<b>ACTION:</b>
<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>Vacancies</u></b></p> <p>The Clerk reported that there were no vacancies.</p>	

3.2	<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>Mrs Dyer – Parent Governor – 21.10.2023</li> </ul>	
4.0	<p><b><u>Financial Matters</u></b></p>	
4.1	<p><b><u>March Management Report and Accounts</u></b></p> <p>The March and April Report and Accounts were circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>Transition between Cornwall Council and TPAT is still taking place. Mr Guttridge is converting a full year's budget to seven months which is a little confusing.</li> <li>Next year the accounts will be easier to forecast.</li> <li>Main thing in April accounts as a £20,000 deficit set by Cornwall Council and this will be adjusted, £78,000 estimated initially in reserves and is now £152,000, which is a positive.</li> <li>Pupil Premium funding is paid quarterly but paid into Cornwall Council not TPAT accounts. Once account is closed the matter should be resolved as for SEND funding also.</li> <li>The Headteacher added that the Cornwall Council Local Authority Finance Team had been helpful, he had been alarmed at one stage regarding £78,000 overspent but this was addressed and £152,000 in reserves compared with none three years ago is real positive progress. The school has completely turned this around during recent years.</li> <li>The Headteacher is looking forward to working with Mr Guttridge in the future.</li> <li>Mr Guttridge explained that there is a 6-week reserves policy with TPAT, 6 weeks means that the school is currently £10,000 above the policy at present. <b>A governor asked whether the school has to have the Trust's permission to spend reserves, Mr Guttridge replied that not unless goes below the reserves policy. 5% of the GAG funding equating to £30,000 to £40,000.</b></li> </ul>	
4.2	<p><b><u>2023/2024 Budget</u></b></p> <p>The budget was reported that:</p> <ul style="list-style-type: none"> <li>Usually, a 3-year budget could be reported this time of the year, unfortunately not this year. Due to pay increases not being agreed, 3% for teaching staff and 5.5% for support staff in March, the budget has been very difficult to predict. £1,925 flat rate for support staff was awarded, however energy increases continued.</li> <li>The format of the budget was explained.</li> <li>Sports Premium funding will continue.</li> <li>Worse case scenarios have been predicted. It would have been a £9,500 surplus but now predicted at a £2,000 in year deficit in the budget (worse case scenario, if no further Government funding is given to schools to cover pay rises). Unlikely to know this until the Autumn Term.</li> </ul>	

- Income – GAG Funding after TPAT Top Slice of 5.25% was explained to the Board, GAG funding has increased by £34,000 but the Mainstream Funding is disappearing, there are cuts being made in funding.
- 3 EHCP's in place, hoping to increase by another 5 next year.
- 9 full time teachers reducing to 8, support staff remain the same. The Headteacher explained that he has done a lot of research into mixed age classes and it is common in school these days. The school is going from 7 to 6 classes, staff fully deserve pay rises however this involves the school footing that bill! There is a £11,000 difference between the two budget columns.
- The Headteacher thanked the Board for ensuring the school spends what it should.
- Staffing – The supply budget for next year was explained, currently there is one supply TA in place and also a Year 6 teacher is leaving. There is capacity to cover internally short term.
- The pension deficit line was explained, the black hole meaning that academies to pay the deficit. They have changed how this is to be undertaken next year, no lump sum but 20.7% increase will equate to £2000 increase.
- Energy – a saving should be made this year £18,000 for electricity and £9,000 for heating oil. TPAT uses an Energy Broker, Zenergy are looking at whether the school remains on the new contract or changes. **A Governor asked whether there is a broker for oil, Mr Guttridge replied that quotes are given from suppliers but there is a need to shop around.** Mr Guttridge recommended that the school collaborate with Roche and St Dennis regarding heating oil.
- Mr Guttridge explained that ICT costs are jumping a lot, TPAT ICT costs will cost more than the current SLA with Brannel.
- There is a lot of moving around within budget lines at present.
- **The Vice Chair asked about the insurance line, Mr Guttridge replied that minibus insurance will be in the minibus line.** Mr Guttridge agreed to email the Clerk after the meeting regarding the insurance line query.
- Catering income will be reported separately in the future. 10% for inflation estimated for catering and cleaning lines.

Mr Guttridge

### **The Advantage Project**

The Headteacher attended a meeting last week, he was very excited by the project as was Mrs Jago who attended the Governor session. **The Headteacher asked whether you need to focus on Year 5 and Year 6 due to budget restraints. It is a totally different approach to teaching, a governor asked whether it everything completed on an iPad whether handwriting will suffer. Styluses will be used and the pedagogy approach will impact everything.** The Headteacher definitely wishes to proceed but would like to go with Year 6 only initially as the preferred path to take. The class split will be based on several key factors, there is no other option for the school to take. There are very few schools with a full intake next year, the way funding works it is always a year behind, losing a large Year 6 this year will not have an impact but will do in the future.

	<p>The Headteacher agreed the idea sounded good but he had reservations, basic predictions would cost the school £17,000 from reserves or £9,000 for one class. Based on a 3-year lease, it would be cheaper to lease as would last 4 years. The problem with leases is that you could receive damages costs. Mr Guttridge will feed back to TPAT, there are some schools who wish to go for it entirely but it is a decision to be made.</p> <p><i>6.37 pm – Mr Guttridge was thanked and left the meeting.</i></p>	
<b>5.0</b>	<p><b><u>Minutes of the last FGB meeting – Tuesday 21<sup>st</sup> March, 2023</u></b></p> <p>The minutes were circulated prior to the meeting, they were reviewed and <b>APPROVED</b> as true records of the meetings and signed by the Chair.</p>	
<b>5.1</b>	<p><b><u>Item 2.0 – Welcome and Apologies</u></b></p> <p>The Clerk confirmed that 'Apologies' will be added as an agenda item for the Admin LGB meeting.</p>	
<b>5.2</b>	<p><b><u>Item 5.3 – Governor Training/CPD Evaluation Forms – PowerPoint Presentation</u></b></p> <p>The training with Bex Couch took place on Tuesday 9<sup>th</sup> May, 2023.</p>	
<b>5.3</b>	<p><b><u>Item 7.1 – Management Report dated March, 2023</u></b></p> <p>The Clerk confirmed that she had sent Mr Guttridge a calendar of meeting dates and invited him to attend future meetings.</p>	
<b>5.4</b>	<p><b><u>Item 8.1 – Post Ofsted Action Plan and Timeline</u></b></p> <p>The governor monitoring reports had been circulated after the last meeting.</p>	
<b>5.5</b>	<p><b><u>Item 8.2 – Governor Q&amp;A Document</u></b></p> <p>The Headteacher confirmed that the document had been amended after the last meeting.</p>	
<b>5.5</b>	<p><b><u>Item 8.4 – Governor Training/CPD Evaluation Forms</u></b></p> <p>The Clerk confirmed that she had created a Governor Training Register and entered relevant training completed this academic year.</p> <p>Dates/certificates of training completed had been sent by governors to the Clerk.</p> <p>Governors confirmed that they had completed the two training courses on Safesmart.</p>	
<b>5.6</b>	<p><b><u>Item 8.5 - Governor Monitoring Reports</u></b></p> <p>Reports had been sent to the Clerk after the last meeting.</p>	

<p><b>5.7</b></p>	<p><b><u>Item 8.7 – Clerk’s Update</u></b></p> <p>The Clerk had circulated the LGB meeting dates calendar to governors after the last meeting.</p>	
<p><b>5.8</b></p>	<p><b><u>Item 8.8 – Governor Induction Pack</u></b></p> <p>The Clerk had created a Governor Induction Pack for new governors.</p>	
<p><b>5.9</b></p>	<p><b><u>Item 8.10 – Safeguarding Bulletin</u></b></p> <p>The Headteacher confirmed that he had circulated the governor CPD link from the Safeguarding Bulletin after the last meeting.</p>	
<p><b>6.0</b></p>	<p><b><u>Premises, Health, and Safety Matters</u></b></p>	
<p><b>6.1</b></p>	<p><b><u>Tree Safety and Condition Survey</u></b></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Minor works have been completed by the Caretaker.</li> </ul>	
<p><b>6.2</b></p>	<p><b><u>NCPS Compliance May 2023</u></b></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Some companies are terrible for producing certification, Miss Tucker does chase and update. Smartlog will assist in flagging outstanding certifications.</li> </ul>	
<p><b>6.3</b></p>	<p><b><u>School Fire Door Survey</u></b></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The Headteacher explained that he knew there was a major issue with fire doors, how and why some of the fire doors were accepted in the past was a real question and concern.</li> <li>• They are not that non-compliant to be replaced immediately, however if they had been installed correctly in the first place, they would not be an issue now.</li> <li>• TPAT will know that the school has reserves and capital funding and therefore a replacement schedule needs to be put in place, something Mr Ellacott will be addressing and obtaining quotations for.</li> </ul> <p>A governor asked whether the company who installed the latest doors could return to make them fit for purpose. It was agreed that this would not be an option.</p> <ul style="list-style-type: none"> <li>• The Board were concerned about having to remember issues etc having gone away from specific committees.</li> </ul> <p><i>The Clerk left the meeting at this point of the meeting.</i></p>	

7.0	<p><b><u>Curriculum and Standards – SEND Focus</u></b></p> <p><b><u>Curriculum Adaptations SEND Provision</u></b></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The Headteacher reminded the Board of the curriculum adaptations document circulated prior to the meeting. The document is new and was created in the Spring Term by the Headteacher and reviewed and amended by the SENDCO. The staff also then reviewed and had input, it is a useful document for the website and helps teachers support the pupils in different subjects.</li> </ul>	
8.0	<p><b><u>Strengthening Governance</u></b></p> <p>8.1 <b><u>Policies/Documents</u></b></p> <ul style="list-style-type: none"> <li>• <b>Behaviour and Discipline Policy 23-24</b></li> <li>• <b>Behaviour Agreement</b></li> <li>• <b>SEN Information Report – May 2023</b></li> <li>• <b>SEND Policy – May 2023</b></li> <li>• <b>TPAT SEND Visit Note – CW</b></li> </ul> <p>Behaviour and Discipline has been updated in line with recent guidelines, a couple of clarifications outlined in it also.</p> <p>Behaviour Agreement comes from the Policy, outlining Red, Amber, and Green behaviour. It is sent out to children and parents each year.</p> <p>The SEN Information Report (Local Offer) has been updated, Learning Plans will be created by SENDCo in conjunction with Class teachers, and then reviewed by class teachers overseen by the SENDCo. The Learning Plans were not in place for Ofsted but are now.</p> <p>The SENDCO has updated the SEND Policy, it is a detailed policy, checked and added to by the Headteacher.</p> <p>TPAT are constantly giving the school positive feedback, Mr Wilson's feedback was wholly positive. He was really positive at the end of his visit regarding SEND provision. The main actions were shared with the Board, probably another 5 children who require EHCP's, time has been booked out for the SENDCO to prepare the documents, probably 2 days per child. Out of all the TPAT schools, Nanpean is the 4<sup>th</sup> highest in terms of deprivation.</p> <p>The policies were circulated prior to the meeting, they were reviewed, considered, and <b>APPROVED</b> for adoption by the Board.</p> <p>8.2 <b><u>Governor Training/CPD Evaluation Forms</u></b></p> <p>The Headteacher explained that the agenda said none as there were none when it was circulated. There have been several reports completed.</p>	



<p><b>8.3</b></p>	<p><b><u>Governor Monitoring Reports</u></b></p> <ul style="list-style-type: none"> <li>• SEND – PG &amp; AB – 04.23</li> <li>• British Science Week – AB, BD &amp; MT – 03.23</li> <li>• Art – AB &amp; MT – 27.03.23</li> <li>• DT &amp; ICT – AB &amp; MT – 27.03.23</li> <li>• Current Curriculum – AB &amp; MT – 27.03.23</li> </ul> <p>The reports were circulated prior to the meeting. A governor felt that it was very interesting speaking with children during visits. The British Science Week went very well and is normally held the second week of March. None of the pupils were phased speaking with governors who visited and looked at various Curriculum subjects. It is clear that the school continues to focus on Curriculum developments, with monitoring praising positives, including children knowing and remembering more, but also clearly identifying next steps for further improvements.</p>	
<p><b>8.4</b></p>	<p><b><u>Positive PR for the school</u></b></p>	
<p><b>8.5</b></p>	<p><b><u>Clerk's Update</u></b></p>	
<p><b>8.5.1</b></p>	<p><b><u>Training Register</u></b></p>	
<p></p>	<p>The Clerk had prepared a training register, governors were reminded to send information to her.</p>	
<p><b>8.6</b></p>	<p><b><u>Governor Induction Pack</u></b></p>	
<p></p>	<p>The Clerk had prepared a Governor Induction Pack, the Headteacher explained to the Board that there were 24 documents in it and it a very supportive document. The Headteacher thanked the Clerk for the work she had undertaken developing the pack, it will be used in the future to support new Governors.</p>	
<p><b>8.7</b></p>	<p><b><u>Impact of Meeting</u></b></p>	
<p></p>	<p>The Board agreed:</p> <ul style="list-style-type: none"> <li>• Very positive meeting.</li> <li>• Very positive outlook ahead.</li> <li>• Positive new staffing appointments have been made.</li> </ul>	
<p></p>	<p><i>The Clerk returned to the meeting at this point of the meeting.</i></p>	



8.8	<p><b><u>Recent Government White Paper 32.5 hours in school from September, 2023</u></b></p> <p>The Headteacher reported that the school is currently 25 minutes under the requirement, staff wanted to keep their 1 hour for lunch. Therefore, the finish time will be changed from 3.10 pm to 3.15 pm.</p>	
8.9	<p><b><u>Staffing Matter</u></b> – <i>Staff governors left at this point of the meeting.</i></p> <p>Mr Prince has now been made permanent and Miss Martyn has been appointed full time and Miss Chapman part time for the next school year from September (both fixed term until July 2024). Mrs McDermott, SALT provider, has been made a permanent member of staff and at 30-hour TA advert for 12 months has been placed.</p>	
8.10-8.13	<p><b><u>Further Staffing Matters</u></b></p> <p><i>See Confidential Minutes</i></p>	
9.0	<p><b><u>Dates/times of Local Governing Board meetings</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 20<sup>th</sup> June, 2023 at 3.30 om – <i>Governor Training replacing cancelled meeting no longer required and moved to next academic year.</i></li> <li>• Tuesday 18<sup>th</sup> July, 2023 at 4.30 pm – Curriculum Focus and HT Report</li> </ul> <p><b><u>2023/2024</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 19<sup>th</sup> September, 2023 – Admin Meeting</li> <li>• Tuesday 17<sup>th</sup> October, 2023</li> <li>• Tuesday 28<sup>th</sup> November 2023 – Curriculum Focus and HT Report</li> <li>• Tuesday 6<sup>th</sup> February, 2024</li> <li>• Tuesday 19<sup>th</sup> March, 2024 – Curriculum Focus and HT Report</li> <li>• Tuesday 21<sup>st</sup> May, 2024</li> <li>• Tuesday 16<sup>th</sup> July, 2024 – Curriculum Focus and HT Report</li> </ul> <p>The meeting closed at 6.37 pm, the Chair thanked governors for their input and attendance at the meeting.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Tuesday 18<sup>th</sup> July, 2023.

Signed: ..... **Chair**

Dated: **Mr Mark Tucker**  
**Tuesday 18<sup>th</sup> July, 2023**

**ACTION POINTS ARISING FROM MINUTES OF  
LOCAL GOVERNING BOARD MEETING****Tuesday 23<sup>rd</sup> May, 2023**

<b>ITEM:</b>	<b>ACTION:</b>	<b>WHO:</b>	<b>BY:</b>
<b>4.2</b>	2023/2024 – Report back to Clerk regarding insurance line.	Mr Guttridge	01.07.2023