

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 29th November, 2016

Clerk to Governing Board - Linda Cackett

Typed: 29.11.2016

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GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/10 Governors)
Chair:	Mrs Kizzy Udy
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 29th November, 2016 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

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

1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed governors to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> Mrs Singleton – work commitments 	
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> <p>The Clerk reported that there was one Parent vacancy at present following the recent, understandable, resignation from Mrs Warne. There is an interested parent who the Headteacher will contact.</p> <p>The next terms of office to expire are:</p> <ul style="list-style-type: none"> Mrs Watts – 02.03.2018 – Foundation 	
4.0	<p><u>Approval of minutes from the last Full Governing Board meeting – 23.06.2016</u></p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting held.</p>	



5.0	<u>Matters arising not on the agenda</u>	
5.1	<u>Item 5.6 – Annual Governance Statement</u>	
	The statement was circulated and approved after the meeting.	
5.2	<u>Item 6.6 – Primary Sports Funding</u>	
	The Headteacher confirmed that both reports were emailed and were approved in the Finance and Personnel Committee this term.	
5.3	<u>Item 7.2 – Health and Safety Committee – 12.04.2016</u>	
	The Accessibility Plan will be tabled at the Spring Term meeting.	
5.4	<u>Item 8.7 – Policies</u>	
	The Headteacher confirmed that she challenged staff about what they do to Safeguard pupils in their care; they gave a broad variety of answers demonstrating a sound understanding of safeguarding.	
5.5	<u>Item 9.0 – Academies</u>	
	The Headteacher attended the council's Headteacher & CoG meeting on 12 th July, she reported back on her CPD evaluation Form.	
6.0	<u>Headteacher's Report</u>	
6.1	<u>Report</u>	
	The Headteacher's Report was circulated prior to the meeting; it was further noted that:	
	<ul style="list-style-type: none"> • The Chair asked if the NQT in Year 3 is well supported, the Headteacher confirmed that she is being well supported by the Assistant Head and is booked onto various course also. She also has termly action plans drawn up by the Assistant Head and she has formal meetings regularly. She is involved with all aspects of school life. • A governor asked how regularly marking is monitored, the Headteacher replied that marking is monitored 5 times a term (twice by the English subject lead, twice by the Maths subject lead and once by the Headteacher). She stated that the quality of marking has slipped since Ofsted so she has reminded staff of the expectations. He then asked if there is a consistent marking process, it was confirmed that it was a very simple feedback system and should be consistent throughout the school. The Curriculum Committee Chair commented that the assessment and feedback policy has been reviewed. The governor linked with Key Priority 2 has booked dates to carry out governor monitoring. A governor asked how the Headteacher deals with inconsistent marking, she replied that she will monitor it on a fortnightly basis until it improves. The Headteacher will ensure that the marking non-negotiables are being followed throughout the school. 	



	<ul style="list-style-type: none"> A governor asked how many in-year admissions there had been and what was the impact. The Headteacher replied that there had been 8 and that there is a varied impact depending on the child's needs. It was agreed that it sometimes takes a while to settle into a new environment. The Headteacher always reinforces the expectations in the school to the new arrivals. It was noted that there was very good feedback from parents during parents evenings. 	
6.2	<p><u>Safeguarding</u></p> <p>See confidential minutes attached</p>	
6.3	<p><u>ViST's (Vulnerability Screening Tools)</u></p> <p>Since the last meeting it was reported that there had been no ViSTs.</p>	
6.4	<p><u>SFVS – School Financial Value Standard</u></p> <p>The draft version has been circulated to all governors for their information, it will be approved in the Spring Term by the Finance Committee. Questions were invited, there were none.</p>	
6.5	<p><u>Pupil Premium</u></p> <p>The 2016/17 report was circulated prior to the meeting identifying proposed expenditure, the Headteacher highlight the extra things the funding will be spent on compared to last year. A governor asked whether after the introduction of UIFSM in KS1 there has been a decrease on the uptake of FSMs. It was felt that there had been a slight dip but the school tries to make the process as simple as possible to promote the update of FSMs. Governors felt that the funding is important and the school does as much as they can, it was agreed that Nippers could pass on relevant information. It was asked whether anything more could be done, governors felt that the school has to remain inclusive. The application process is simple, the Headteacher does do her utmost to promote when given the opportunity with parents.</p>	
6.6	<p><u>Primary Sports Funding</u></p> <p>The 2016/17 report was circulated prior to the meeting. The Headteacher reported that she has now completed a handover to the PE Lead who will now coordinate spending of the Sports Funding. A large part of the funding is used for Go Active, £5000 last year. The teachers will begin to lead sessions and will be given feedback by the Go Active coach. PE is now more enjoyed by pupils who are enthused to be active and the profile raised. The Assistant Head reported that some cluster Heads have offered mini buses to transport our pupils to sporting events which might be a way forward.</p> <p>Discussion followed regarding Sports Apprenticeships, a governor felt that Go Active coaches are very good whereas an apprentice might not be. Skills Group have approached the Headteacher again today w.r.t. sports</p>	



	<p>apprentices. It was agreed the Headteacher's careful approach was the way forward.</p>	
7.0	<u>Reports from committee meetings</u>	
7.1	<p><u>Curriculum – 08.11.2016</u></p> <p>Minutes were circulated prior to the meeting. The Committee Chair gave a brief resume of the meeting, he was very impressed with Mrs Hayes' informative and interesting presentation.</p>	
7.2	<p><u>Health and Safety – 05.10.2016</u></p> <p>Minutes were circulated prior to the meeting; the Chair gave a brief resume of the meeting. E-Cigarettes have been added to the No Smoking Policy and the S175 received very good feedback. The Action Plan has been put in place following the Health and Safety Audit in the Summer Term. The Headteacher commented that Attendance has been removed from this committee and there is now a rolling focus for the committee to ensure all actions are covered from the audit. The Headteacher confirmed that she has received confirmation that EC Harris is going to pay for the pump replacement and all the excess water will be cleared and hopefully Highways will then repair the damaged culvert.</p>	
7.3	<p><u>Finance and Personnel – 18.10.2016</u></p> <p>Minutes were circulated prior to the meeting, the Headteacher reported on the new policies covered by the committee. The Support Staff Performance Management Policy was approved and performance management will be implemented from next term. A member of staff has been appointed to cover maternity leave and a temporary teaching assistant to cover a teaching assistant who is on long term sick leave. The school was awarded 'substantially assured', the highest rating for the finance audit.</p>	
8.0	<u>Governing Board Business</u>	
8.1	<p><u>Governor Monitoring Reports</u></p> <p>Reports were received prior to the meeting and circulated:</p> <ul style="list-style-type: none"> o 20.07.16- K Dash/B Marsh-KP4 School Improvement Plan Outcomes 	
8.2	<p><u>Next visiting governor/s</u></p> <p>Mrs Udy and Mr Sibley – Governor Monitoring Dates</p> <p>Dates have been arranged for the Spring Term monitoring visits for all governors.</p>	
8.3	<p><u>Governor CPD evaluation forms</u></p> <p>All the CPD evaluation forms were circulated prior to the meeting:</p> <ul style="list-style-type: none"> o 16.11.2016-C Wicks-Safer Recruitment Refresher Course 	



	<ul style="list-style-type: none"> o 04.11.2016-C Wicks-ASSIST o 20/21.10.2016-C Morton-CAPH Conference o 20/21.10.2016-C Wicks-CAPH Conference o 12.10.2016-C Wicks-HR and CoG Information Session <p>The Chair thanked governors for their informative reports.</p>	
8.4	<p><u>Governor Action Plan 2016/2017</u></p> <p>Governors are continuing to review and work through the plan.</p>	
8.5	<p><u>LFS Team Financial Report dated 07.11.2016</u></p> <p>The management report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • There is no in-year deficit showing at present. <p>5.27 pm – Mrs Watts left the meeting.</p>	
8.6	<p><u>Policies</u></p> <ul style="list-style-type: none"> o Safeguarding and Child Protection Policy November 2016 <p>The policy was circulated prior to the meeting. CAPH commissioned Helen Trelease to update the model policy, the Headteacher has personalised it to the school. It now has everything covered in it and is a very comprehensive policy. The policy was APPROVED for adoption. Governors agreed to sign to say that they have read and understand the policy.</p> <p>A governor asked whether governors had been given the Keeping Children Safe in Education Part 1 revised document, it was agreed to circulate it after the meeting.</p>	Headteacher
8.7	<p><u>School Improvement Plan</u></p> <p>The Headteacher has arranged most meeting dates for the year for governor monitoring.</p>	
9.0	<p><u>Academies</u></p> <p>The Headteacher reminded governors that they had already approved further investigation. Governors felt that there are a lot of mixed messages at present, the vision for academies is not really apparent. Mr Edmonds is meeting with the DfE on Monday and will report back. Further discussion followed, the Clerk agreed to forward some information leaflets from TPAT to all governors.</p>	Clerk
10.0	<p><u>Chair's Report - Impact of the meeting</u></p> <p>The Chair felt that challenge is being continually evidenced in all minutes. Sadly, due to work commitments the Chair felt that she will have to resign shortly. The Headteacher commented that the Chair had raised the profile of the 'Chair role' within the Board. The Chair has tried to step back a bit to reduce her workload and will continue in the role for as long as she feels able.</p>	



	<p>Succession planning was agreed important and governors discussed the various ways forward.</p> <p>Discussion took place regarding the constitution and numbers of the Board and how the workload could be changed. Mr Sibley agreed to approach Imerys with a view to finding another governor.</p>	Mr Sibley
11.0	<u>Clerk's Update</u>	
11.1	<u>Edubase</u>	
	The Clerk will collate the required information and forward to the School Secretary, she apologised that there had been an oversight due to her family bereavement and she would make this a priority.	Clerk
11.2	<u>Action List</u>	
	The Clerk suggested that an Action List be put at the end of the minutes, this was APPROVED .	Clerk
11.3	<u>Governor Training</u>	
	All training information will be circulated by the Clerk however the Headteacher must authorise any bookings.	Clerk
12.0	<u>Date/time of Full Governing Board meetings</u>	
	<ul style="list-style-type: none"> • Wednesday 25th January, 2017 at 3.30 pm – Data training • Tuesday 21st March, 2017 at 4.30 pm • Tuesday 20th June, 2017 at 4.30 pm – Admin Meeting • Tuesday 4th July, 2017 at 4.30 pm <p>The meeting closed at 6.00 pm</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 21st March, 2017.

Signed: **Chair**
Mrs Kizzy Udy

Dated: **Tuesday 27th March, 2017**



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

TUESDAY 29TH NOVEMBER, 2016

ITEM:	ACTION:	WHO:	BY:
9.0	Circulate update TPAT information to all governors.	Clerk	05.12.2016
10.0	Contact Imerys w.r.t. governor recruitment.	Mr Sibley	15.02.2017
11.1	Collate information for Edubase and Register of Business/Pecuniary Interest/s	Clerk	05.12.2016
11.2	Action List to be inserted at end of minutes.	Clerk	29.11.2016
11.3	Circulate governor training opportunities.	Clerk	Ongoing