

# **Nanpean Community Primary School**



## **Minutes**

### **Virtual Full Governing Board Meeting**

**Tuesday 24<sup>th</sup> November, 2020**

**Clerk to Governing Board - Linda Cackett**

Typed: 24.11.2020

Approved for circulation: 26.11.2020



### **FULL GOVERNING BOARD MEETING MINUTES**

<b>School:</b>	<b>Nanpean CP School</b>
<b>Quorum:</b>	<b>5 - (9/13 Governors)</b>
<b>Chair:</b>	<b>Mrs Lee Watts</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 24<sup>th</sup> November, 2020 at 4.30 pm</b>
<b>Venue:</b>	<b>Virtual meeting hosted by Zoom Online Platform</b>

#### **Attendance:**

<b>Name:</b>	<b>Governor</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Dr Tim Cook – Co-opted	<b>Yes</b>		<b>P</b>
Miss Bex Hancock – Parent – Vice Chair	<b>Yes</b>		<b>Ap</b>
Miss Bryony Tucker – Co-opted	<b>Yes</b>		<b>P</b>
Miss Clare Morton – Staff – Assistant Headteacher	<b>Yes</b>		<b>Ap</b>
Miss Kerry Dash – Co-opted	<b>Yes</b>		<b>A</b>
Mr Brett Marsh – Parent	<b>Yes</b>		<b>Ap</b>
Mr John Sibley – Local Authority ( <i>Paperwork pending</i> )			<b>A</b>
Mr Matt Nicholls – Headteacher	<b>Yes</b>		<b>P</b>
Mr Roger Green – Co-opted	<b>Yes</b>		<b>P</b>
Mrs Lee Watts – Co-opted - Chair	<b>Yes</b>		<b>P</b>
VACANCY – Co-opted ( <i>Ring Fenced-Staff: Non-Teacher</i> )	<b>Yes</b>		<b>-</b>
VACANCY – Foundation	<b>Yes</b>		<b>-</b>
VACANCY – Foundation	<b>Yes</b>		<b>-</b>
Mrs Linda Cackett – Independent Clerk		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 – maternity leave</li> <li>• Miss Hancock – work commitments</li> <li>• Mr Marsh – childcare</li> </ul> <p>It was noted that Miss Dash and Mr Sibley were not in attendance, the Clerk will contact them after the meeting.</p>	Clerk
<b>2.0</b>	<p><b><u>An opportunity to declare any additional Business/Pecuniary Interest/s</u></b></p> <p>None. The Headteacher confirmed that he is now officially part of the Nanpean and St Dennis Trust Fund Board. The school will be submitting future bids and he has checked that it would not disqualify the school (due to him being on the Trust Fund Board) from applying.</p> <p>The Clerk reminded governors to complete their annual paperwork and return it to her as soon as possible.</p>	Applicable governors



3.0	<b><u>Constitution</u></b>	
3.1	<p><b><u>Vacancies</u></b></p> <p>The Clerk reported that there was still the one co-opted vacancy, previously agreed to be filled by a non-teaching member of staff and two Foundation governor vacancies. Mr Sibley's paperwork had sadly still not been received or processed by the Clerk, the Chair agreed to follow up and contact Mr Sibley. The Headteacher reminded the Board that Mr Innes Dowlen is interested in joining the Board in January. He has a very good knowledge of the education sector and will be an asset to the Board.</p> <p>A governor asked whether there really are no non-teaching staff members interested in the governor role. The Headteacher confirmed that the position has been repeatedly advertised but sadly there has been no interested member of staff. The governor felt that perhaps admin staff could be targeted, perhaps the term of office could be one year. He felt it was very important to have a non-teaching staff member on the Board. It was asked what the key barriers were, the Headteacher replied that he thought it would be the time factor and the paperwork. The Chair agreed to approach staff informally and follow up with emails. Another governor suggested that some 'time off in lieu' could be an incentive, the Board agreed.</p>	Chair
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>• Dr T Cook – Co-opted Governor – 31.12.2020</li> </ul>	
4.0	<b><u>Minutes of the last meetings – 22.09.2020</u></b>	
4.1	<p><b><u>Approval of Minutes dated 22.09.2020</u></b></p> <p>The minutes were <b>APPROVED</b> as a true reflection of the meeting.</p>	
4.2	<b><u>Matters arising not on the agenda</u></b>	
4.2.1	<p><b><u>Item 2.0 – Annual Declaration of Business/Pecuniary Interest/s</u></b></p> <p>The Clerk reported that there will still outstanding forms to be submitted in order for the register to be completed and then sent to the school for uploading to the school website.</p>	
4.2.2	<p><b><u>Item 3.3 and Item 3.4 - Elections</u></b></p> <p>The Clerk confirmed that the Local Authority had been informed of the re-election of the Chair and Vice Chair.</p>	
4.2.3	<p><b><u>Item 4.2.7 – Letter from staff member to Chair</u></b></p> <p>The Headteacher confirmed that the member of staff had not received a letter but that the Chair would speak to her shortly. However, circumstances have now changed so there is no issue to address now.</p>	



<p><b>4.2.4</b></p> <p><b>4.2.5</b></p> <p><b>4.2.6</b></p> <p><b>4.2.7</b></p> <p><b>4.2.8</b></p>	<p><b><u>Item 5.0 – Headteacher’s Report</u></b></p> <p>The Headteacher confirmed that he had seen the child who was not attending and continues to see them every two weeks and the attendance policy is being adhered to. Sadly, the parents are still refusing to send their child to school.</p> <p><b><u>Item 6.0 – School Improvement Plan - SIP</u></b></p> <p>The Clerk had circulated TPAT's Training Schedule to the Board after the last meeting.</p> <p>The Headteacher confirmed that he had contacted CAPH straight after the last meeting for recommendations, subsequently he has appointed Mr Mark Lees as the School Improvement Partner for the school since the last meeting. The first virtual meeting is Monday next week, his costs are the same as the outgoing SIP.</p> <p><b><u>Item 7.0 – Premises and Health and Safety Matters</u></b></p> <p>The new security system is in place and very effective, the school is very secure, it is an excellent system.</p> <p><b><u>Item 11.0 – Dates/times of Ful Governing Board meetings.</u></b></p> <p>The Clerk confirmed that the Headteacher was sending the weekly newsletters to her each week and that they are being circulated to all governors. The Headteacher thanked the Clerk for circulating these, the Board agreed that they were informative.</p> <p><b><u>Quality of Governing Board Minutes</u></b></p> <p>A governor just wished to comment once again that the standard of the minutes, as always, are excellent, and very comprehensive. He had seen many sets of minutes over the years but the Clerk's seemed to capture everything and gave a true account of meetings. The Clerk thanked him for his praise and kind words.</p>	
<p><b>5.0</b></p>	<p><b><u>Headteacher’s Report</u></b></p> <p>The Headteacher’s Report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• Attendance in the school is very good at present, an average of only 3 pupils off every day over the last two weeks. There have been very positive comments from parents, currently 97.67% attendance at Nanpean, which is excellent and should be celebrated.</li> <li>• The parent governor commented that her child was very happy to have returned to school and would be very upset if he couldn't.</li> </ul>	



6.0	<p><b><u>School Improvement Plan - SIP</u></b></p> <p>The SDP was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Mark Corbett has 'quality assured' the format of the school improvement plan and small improvements have been actioned. The Headteacher and the Board agreed that it will be interesting to receive Mark Lees opinion on the document.</li> <li>• A governor reminded the Board that 'impact' being evidenced is essential for example the fence implementation impacted that the school was safer.</li> <li>• A governor asked why in the Quality of Education there was no reference to the Covid Recovery Premium in the SIP. The Headteacher replied that there is planning, and the plan will be evidenced on the school website shortly evidencing the high-quality interventions and the additional expenditure on school leadership time. In the Summer Term a teacher is returning from maternity leave and will be facilitating interventions using the funding. Another governor commented that a few facts and numbers should be evidenced on the website.</li> <li>• Discussion followed regarding evidencing the progress being made, it was agreed governors need to be advised as to where pupils are at present and not have to wait until the February meeting. A governor commented that staff should be well aware of where exactly pupils are, regardless of NFER tests being carried out. The tests in a way should back up the progress that has been made.</li> </ul>	
7.0	<p><b><u>Premises and Health and Safety Matters</u></b></p> <p>The Headteacher reported:</p> <ul style="list-style-type: none"> <li>• Mr Ellacott is still in regular contact with the school and ensures all compliance updates are in place.</li> <li>• Health and Safety and Compliance is entirely up to date at present.</li> <li>• Cornwall Council are going to carrying out £35,000 of backlog maintenance at the school. They are hoping to arrange the work asap and the school is happy for some of the work to be carried out during school time that does not affect the classrooms.</li> <li>• The Headteacher has had a meeting with the SENDCO and Admin Staff and reviewed the Accessibility 3 Year Plan for the school, with the aim of completing some actions in the near future.</li> <li>• The Chair asked whether dogs are allowed on the school site, the Headteacher confirmed that they are only allowed on site when a risk assessment is in place. The Headteacher explained that a dog did attend school, but it is an 'unofficial therapy dog' which belongs to a teacher's family. Following discussion, it was agreed for another photograph with children in it explaining what the dog is used for within the school.</li> <li>• The Clerk suggested that she could forward some informative documents that another school had circulated to parents. The Headteacher accepted the offer and Dr Cook requested that he could also be sent them.</li> </ul>	Clerk



8.0	<b><u>Financial Matters</u></b>	
8.1	<p><b><u>Last LFS Team Financial Report dated 12.11.2020</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>As a school the LFS Technician had told the Headteacher that the school should be proud of the savings it has made.</li> <li>The projection is now nearer £40,000 for year end.</li> <li>A governor commented that the school is keeping in line with its planned expenditure. The staff and Headteacher had been very prudent.</li> <li>A governor commented that although the financial position is secure, he felt that the Board should be mindful that the school has not spent much of the Sports Premium. The Headteacher replied that the Sports Premium had been spent but he needed to double check with the Technician as initially the Sports Premium was entered twice. The governor felt that the expenditure on the Teaching Assistant did cause him concern and that he was not sure that the Sports Premium should be used to fund the Teaching Assistant for main central curriculum provision. Discussion followed, the governor checked with the conditions of the grant and shared them with the Board. The school needs to be able to evidence that he uses the grant appropriately and that the teaching assistant's work is above and extra as he facilities clubs. It was agreed that the £11,500 needs to be split and evidenced further.</li> <li>A governor asked for numbers of children to be included in the PE report and also the impact of what is being done. The Headteacher agreed that this could be included.</li> </ul>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
8.2	<p><b><u>3 Year Budget Projection</u></b></p> <p>The Headteacher apologised that the projection was not circulated as the Management Technician felt it was not in a position to be shared with governors at present.</p>	
8.3	<p><b><u>Electricity Invoices</u></b></p> <p>The Headteacher reported that the debt has changed from £30,000 to £3,000 and back to £30,000. British Gas are not giving any accurate responses, the situation is still up in the air, previously governors had asked for meetings to take place. It is still ongoing and relates to invoices in 2016, however the school is no further forward. A governor commented that there should surely be unpaid invoices to be produced by British Gas, the Headteacher explained that each bill has been evidenced as unpaid has been proved as paid in the majority of cases.</p> <p>There was a lengthy discussion regarding the time being taken to sort the ongoing problem and that it needs to be evidenced. The Headteacher added that he has even been contacted by external companies offering their services, the Board felt that the right protocol should be followed, and Cornwall Council should settle the disagreement.</p>	



	<p>The Clerk reported that she had been working in a maintained school a few years ago and that British Gas had experienced horrendous problems with their automated billing system. This had resulted in her receiving possibly 100 envelopes with various invoices and credit notes in, she herself had spent a great deal of time sorting but each day more envelopes arrived, they were all filed, on the advice of the Local Authority, British Gas apologised but the school could not process the excessive amount of invoices and credit notes. She believed this had also happened to other schools at the time. Following further discussion, it was agreed that the Headteacher should contact Mr Winn or Mrs Edwards at the Local Authority and ask for their intervention and assistance. The Board <b>APPROVED</b> that if the support came at a cost that up to £500 could be paid for the assistance. The Headteacher was extremely disappointed that the matter has been ongoing for so many years.</p> <p>Another governor added that if no resolution is found that he will contact the MP Steve Double, the Board hoped that it would not come to that but welcomed the idea if it meant the situation could be resolved.</p>	
<b>9.0</b>	<b><u>Personnel Matters</u></b>	
<b>9.1</b>	<b><u>Teaching Staff</u></b>	
	<p>The Headteacher reported that there were three maternity covers, two NQT's were working well in the school but it does add to the staff workload unfortunately. The Assistant Headteacher returns to school at the end of January, so this should reduce the Headteacher's workload hopefully.</p>	
<b>9.2</b>	<b><u>Non-Teaching Staff</u></b>	
	<p>The Headteacher reported that the part time TA vacancy was advertised, and a member of the admin team has been appointed for 12 hours per week. She does have previous experience of working with children. She has been appointed until December in the first instance. Governors felt it would be difficult to appoint for two six-hour days and it was agreed the contract could be extended until April. Following discussion, it was agreed that the extension be made if the feedback continues to be positive.</p>	
<b>9.3</b>	<b><u>Catering Staff</u></b>	
	<p>The Headteacher reported that all Caterlink staff had returned to work in school now. The third member has returned on slightly reduced hours.</p>	
<b>9.4</b>	<b><u>Cleaning Staff</u></b>	
	<p><i>6.05 pm - The Chair was not in attendance for this item, she was placed in the waiting room as the Caretaker was her husband.</i></p> <p>The Headteacher reported that the vacancy was advertised for three weeks and the recommendation from the HR Department of the Local Authority was that as Mr Watts had been in post for 18 months, he should be given the position on a permanent basis. <b>A governor asked whether he was good in his role, the Headteacher confirmed that he undertook all aspects of the role</b></p>	

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<b>12.0</b>	<b><u>Strengthening Governance</u></b>	
<b>12.1</b>	<b><u>Governor Training/CPD Evaluation Forms</u></b>  The Clerk reminded the Board that any free governor training would be beneficial. Another governor suggested training for governors with Jackie Eason, after discussion it was agreed for the Skills Audit to be tabled at the Spring Meeting along with possibly re-introducing committees once again. The Board could then evaluate training requirements for the future.	First meeting of Spring Term
<b>12.2</b>	<b><u>Governor Visits/Governor Monitoring Schedule</u></b>  The Governor Monitoring Schedule was circulated prior to the meeting. The Headteacher thanked Mr Green for his support in producing the schedule. Mr Green added that the monitoring should be manageable for all governors to undertake.	
<b>12.3</b>	<b><u>Clerk's Update</u></b>  The Clerk requested that governors complete all outstanding paperwork and return it to her asap.	
<b>12.4</b>	<b><u>Chair's Report</u></b>  The Pay Panel has met, and recommendations reviewed and approved. The Chair reported that the Headteacher's Performance Management has been successfully undertaken, the Headteacher had exceeded all his targets.	
<b>12.5</b>	<b><u>Policies</u></b> <ul style="list-style-type: none"> <li>• Curriculum Policy June 2020</li> <li>• Early Years Foundation Stage Policy November 2020</li> <li>• First Aid Policy September 2020</li> <li>• Intimate Care Policy September 2020</li> <li>• Visitors Policy 20202</li> <li>• Business Continuity Plan April 2020</li> </ul> <p>All the policies were circulated prior to the meeting, they were reviewed and <b>APPROVED</b> by the Board for adoption en masse.</p>	
<b>12.6</b>	<b><u>Curriculum Presentation for Governors November, 2020</u></b>  The presentation was circulated prior to the meeting for governor's information. The Headteacher added that the whole curriculum has been re-written and has taken an immense amount of work. Due to Covid-19 only parts of the new curriculum have been implemented. Governors were very positive about this and thanked the Headteacher for the very informative presentation.	
<b>12.7</b>	<b><u>Positive PR for the school</u></b>  The Board felt that it was very difficult at present. A governor asked whether anything has been planned for EYFS at present, the Headteacher replied that	



<p>12.8</p> <p>12.9</p>	<p>two open days are usually offered but will be virtual and hopefully a video will be produced. Sadly, last year there was not a large uptake, however the Board agreed that it will be important for EYFS to be promoted before the January deadline and create a school presence.</p> <p><b><u>Thank you to Dr Cook</u></b></p> <p>The Headteacher wished to thank Dr Cook for his time on the Board at Nanpean School, he has been very supportive of the school. The Board thanked him for his hard work, Dr Cook thanked the Board for welcoming him into Nanpean School, he commented that there are so many good things for the school to be proud of. He wished the school all the very best for the future.</p> <p><i>6.51 pm – Miss Tucker apologised and left the meeting.</i></p> <p><b><u>Impact of Meeting</u></b></p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>• They were working hard to recruit governors.</li> <li>• They had a clear understanding of the impact of Covid on the school.</li> <li>• They were more aware of the need for governor monitoring and welcomed the new monitoring schedule.</li> </ul>	
<p>13.0</p>	<p><b><u>Dates/times of Full Governing Board meetings</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 2<sup>nd</sup> February, 2021 at 4.30 pm</li> <li>• Tuesday 16<sup>th</sup> March, 2021 at 4.30 pm</li> <li>• Tuesday 18<sup>th</sup> May, 2021 at 4.30 pm</li> <li>• Tuesday 22<sup>nd</sup> June, 2021 – Admin Meeting at 4.30 pm</li> <li>• Tuesday 6<sup>th</sup> July, 2021 at 4.30 pm</li> </ul> <p>The meeting closed at 6.56 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 2<sup>nd</sup> February, 2021

Signed: ..... **Chair**  
**Mrs Lee Watts**

Dated: **Tuesday 2<sup>nd</sup> February, 2021**



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

**Tuesday 24<sup>th</sup> November, 2020**

ITEM:	ACTION:	WHO:	BY:
1.0	<b>Welcome and apologies</b> – contact governors who had not tendered their apologies for the last meeting.	Clerk	02.12.2020
2.0	<b>An opportunity to declare any additional Business/Pecuniary Interest/s</b> - All governors to complete their annual paperwork and return to the Clerk.	All Governors	04.12.2020
3.1	<b>Vacancies</b> – Approach all non-teaching staff regarding the non-teaching staff vacancies.	Chair	04.12.2020
7.0	<b>Premises Health and Safety Matters</b> – Circulate some documents regarding Dog Therapy in schools.	Clerk	01.12.2020
8.1	<b><u>Last LFS Team Financial Report dated 12.11.2020</u></b> - Check that Sports Premium figures had not been added twice.  The £11,500 needs to be evidenced and split further.  The number of pupils included in the PE Premium report and the numbers needs to be reported,	Headteacher	15.12.2020
		Headteacher	15.12.2020
		Headteacher	15.12.2020
9.4	<b>Cleaning Staff update</b> – evidence needs to be recorded in the personnel files.	Headteacher	15.12.2020
9.5	<b>Redundancies</b> – it was agreed that all staff should be informed of what might happen.  It was agreed to be an agenda item for future meetings.	Headteacher	15.12.2020
		Clerk	15.12.2020
12.1	<b><u>Governor Training/CPD Evaluation Forms</u></b> - It was agreed for the Skills Audit to be tabled at the Spring Meeting along with possibly re-introducing committees once again.	Clerk	15.12.2020