

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Thursday 26th November, 2015

Clerk to Governing Board - Linda Cackett

Typed: 27.11.2015

Approved for circulation: 02.12.2015



GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/10 Governors)
Chair:	Mrs Kizzy Udy
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 26th November, 2015 at 5.00 pm
Venue:	Nanpean School – Year 6 Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Roy Allsopp – Local Authority	Yes			P
Miss Kerry Dash – Co-opted (Ring fenced-Staff: Non Teacher)	Yes			P
VACANCY – Foundation – Interim Chair	Yes			-
Mr Andy Edmonds – Co-opted	Yes			Ap
Ms Carly Marsden – Headteacher	Yes			P
Miss Clare Morton – Staff	Yes			P
Mrs Karen Singleton – Parent	Yes			P
Mrs Kate Tibbles – Parent	Yes			P
Mrs Kizzy Udy – Co-opted	Yes			P
Mrs Lee Watts – Foundation	Yes			P
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"> Mr Edmonds <p>The Headteacher presented lovely gifts from the Board to Mrs Tibbles whose term of office will expire on 6th December, 2015.</p>	
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 Foundation vacancy at present. The next terms of office to expire are:</p> <ul style="list-style-type: none"> Mrs Tibbles – 06.12.2015 – Parent Mrs Singleton – 14.10.2017 – Parent <p>The Chair was going to send an e-mail to Mr Turpin to invite him to be a governor and to try to address any queries he might have.</p>	Chair



4.0	<p><u>Approval of minutes from the last Full Governing Board meeting – 15.07.2015</u></p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Matters arising not on the agenda</u></p> <p><u>Item 3.0 – Constitution</u></p> <p>The Headteacher reported that the new Foundation Governor will be interviewed.</p> <p><u>Item 7.0 – Headteacher’s Report</u></p> <p>The Headteacher reported that she has discussed the proposal un-scheduled performance management observations with the SLT for ‘Monitoring Weeks’; it has been agreed to postpone this approach as it was felt that it would add more pressure to some staff members at present.</p> <p>The question whether pupil premium pupils have worse attendance than other pupils has been investigated by the Headteacher. She had collated the information and reported it to the Board; in conclusion, there was no evidence to support this, generally pupil premium pupils’ attendance is in line with non-pupil premium pupils.</p> <p><i>5.13 pm – Mrs Singleton joined the meeting.</i></p> <p>It was confirmed that the newsletter is now always uploaded on a Friday. There is a new school website and has ‘headline information’ which is proving very helpful. Governor minutes are now being uploaded to the school website.</p> <p><u>Item 7.1 - Safeguarding</u></p> <p>More governors still require safer recruitment training. Governors were invited and encouraged to book on the training and contact the Headteacher.</p> <p>The School Improvement Plan has been actioned and the Annual Governance Statement completed and uploaded.</p>	
6.0	<p><u>Headteacher’s Report</u></p> <p>The Headteacher’s Report was circulated prior to the meeting; it was further noted that:</p> <ul style="list-style-type: none"> • The Chair asked about the Alan Peat approach. The Headteacher explained that writing in KS2, specifically Level 5’s, was not as good as it should be. The English Subject Leader has introduced the Alan Peat approach. Governors could see evidence of this in the classroom, the posters are the same in each classroom. <p><i>See confidential minutes attached.</i></p>	



<p>6.1</p>	<ul style="list-style-type: none"> • The Headteacher has made 'Safeguarding' high profile in the school; posters with photos of key adults have recently been put on every classroom door and around the school. • The Chair asked how often monitoring of the quality of marking takes place. The Headteacher explained that Ofsted are not interested in the system used but that the policy is followed consistently and that marking is moving learning on. She monitors this once a term as part of performance management observations, and the Core Subject Leaders monitor this each half term when they carry out book scrutiny. The form used for monitoring the quality of marking was explained to the Board and a recently completed one was shown evidencing the traffic light system. Overall, marking is monitored 5 times per term. • A governor asked if Cluster monitoring of marking takes place. The Headteacher explained that the cluster carries out moderation of learning not moderation of marking. • The question was asked whether the use of HLTA's covering classes would be considered good practice by Ofsted. The Headteacher confirmed that it would be because it is good development of Teaching Assistants and provides good value for money. • The Chair asked what the school is doing to promote British Values. The Headteacher replied that she had recently seen a very effective display regarding British Values at another school in Plymouth, and our School Council display has been updated to incorporate key information about British Values. The Headteacher will be putting together a document to list how the school promotes British Values. The school is working towards the Level 1 Award for Rights Respecting Schools. • The outcomes section is the targets for the year. • A governor asked whether the data for Grammar, Punctuation and Spelling results in 2015 was accurate as it seemed too low. The Headteacher confirmed that level 4+ was 80% but she had reported on the table Level 4B+ to show a better comparison with the 'expected standard' in 2016. • The results from the Parents Questionnaire in Autumn 2015 at the end of the report were explained. Parents had received an even more detailed overview of the progress the school had made from the suggestions offered in Autumn 2014. <p><u>Safeguarding</u></p> <p>Level 1 Child Protection and Safeguarding training is on the 4th January 2016 for all staff, and governors are invited to attend. The most recent document, Guidance for Safer Working Practices 2015, has been circulated to all staff to read and sign to say that they have read this. The Chair asked if all Governors have signed to say they have read the 'Keeping Children Safe in Education' document. The Headteacher agreed to create a signature form and invited governors to visit school and sign the document.</p> <p><i>See confidential minutes attached</i></p>	<p>Headteacher All governors</p>
------------	---	--------------------------------------



6.2	<u>ViST's (Vulnerability Screening Tools) Previously known as 121A's</u>	
	The Headteacher explained 121a's are now known as ViST's. Since the last meeting there has been 1 ViST.	
6.3	<u>Pupil Premium</u>	
	<p>The Pupil Premium reports have been circulated prior to the meeting. The Achievement for All programme has been introduced and all staff have been trained. Each teacher has 3 pupils who are their AFA pupils; most teachers have had 'learning conversations' with the parents/carers, and will meet with them each half term to discuss goals, barriers and aspirations for their children.</p> <p>A governor asked how the 3 pupils were chosen; it was explained teachers chose children at the end of the summer term and they chose those vulnerable to underachievement or those not reaching their full potential.</p>	
6.4	<u>Primary Sports Funding</u>	
	<p>The Headteacher referred to the Primary Sports Policy which did not explain the outcomes with clarity. She has now created a 'Primary Sports Expenditure (actual)' report. The Chair asked whether lunchtime behaviour is monitored; it was confirmed that it was and provides evidence of the reduction of bad lunchtime behaviour. The Headteacher and Assistant Headteacher both carry out 30 minutes monitoring each lunchtime.</p>	
	The Chair suggested a 'Parent Conduct Policy' being adopted; it was agreed for this to be investigated.	Headteacher
6.5	<u>School Improvement Plan</u>	
	<p>The new SIP was circulated prior to the meeting; the Headteacher explained the new format. Each action point has been numbered to allow clarity and reference when completing monitoring reports, as suggested by the Vice Chair. The SIP is based on the review carried out by the staff and Governing Board in July. The monitoring section has been made clear as to who is responsible for each area. Governors' responsibilities have been altered to accommodate needs and requirements.</p> <p>Questions were invited; there were none. The next step is to set dates for each monitoring pair to meet with the Headteacher and agree monitoring dates for the Spring and Summer Terms. It was agreed that the training requirements of the new parent governor are not known as yet but once identified will be addressed.</p>	
	6.06 pm – Mrs Tibbles left the meeting.	All governors
7.0	<u>Reports from committee meetings</u>	
7.1	<u>Curriculum – 19.11.2015</u>	
	Minutes were circulated prior to the meeting, there were no further questions.	



<p>7.2</p>	<p><u>Health and Safety – 24.09.2015</u></p> <p>Minutes were circulated prior to the meeting, there were no further questions.</p> <p>The Headteacher informed the Board that on 11th December there is a County Health and Safety Audit. The Health and Safety Consultant had suggested a Health and Safety display for staff in the staffroom; this has already been actioned and Health and Safety is now an agenda item for staff meetings.</p> <p>Interserve have had a Health and Safety audit and have regular Health and Safety checks and visits.</p>	
<p>7.3</p>	<p><u>Finance and Personnel – 20.10.2015</u></p> <p>Minutes were circulated prior to the meeting, there were no further questions.</p>	
<p>8.0</p> <p>8.1</p>	<p><u>Governing Board Business</u></p> <p><u>Governor Monitoring Reports</u></p> <ul style="list-style-type: none"> ○ 11.11.15-K Udy-KP 3.4.1- Monitoring of SIP 2015/2016 ○ 11.11.15-K Udy-Observation of Performance Management observations <p>All the above reports were circulated prior to the meeting; governors were pleased with the monitoring. The accompanying of the Headteacher whilst carrying out Performance Management observations had proved very interesting and informative.</p> <p>8.2</p> <p><u>Next visiting governor/s</u></p> <p>To be agreed for Spring and Summer Term.</p> <p>8.3</p> <p><u>Governor CPD evaluation forms</u></p> <ul style="list-style-type: none"> ○ 14.10.15-K Udy-The new Ofsted Framework ○ 17.07.15-C Marsden-Gender Identity Conference 'Lost in Transition' ○ 21.09.15-C Marsden-L3 Multi Agency Child Protection with a focus on Domestic Violence and Abuse ○ 15/16.10.15-C Marsden-CAPH Conference ○ 12.10.15-C Marsden-Learning Lessons Workshop-'Planning for children' ○ 04.11.15-C Morton-Induction for new governors ○ 19.11.15-C Marsden/K Udy-Your guide to handling complaints, disciplinary and capability procedures ○ 24.11.15-K Udy-The Role of the Safeguarding Governor in Schools <p>All the CPD evaluation forms were circulated prior to the meeting. The Chair suggested governors use the CPD evaluation forms for upskilling themselves, especially on Safeguarding as all governors need to have a sound understanding of how the school Safeguards pupils.</p>	



<p>8.4</p> <p>8.5</p> <p>8.6</p>	<p><u>LFS Team Management Account Report dated 17.11.2015</u></p> <p>The management report was circulated prior to the meeting. Questions were invited; there were none. The Headteacher circulates the reports to all governors monthly and sometimes questions are raised which she replies to straight away. A governor asked whether there had been a heating problem. The Headteacher confirmed that there was and it had been addressed, it was an air lock following re-fuelling. The question was asked whether there would be additional call out charges; it was agreed that there should not be. A governor had prior to the meeting raised concern that the reserves had not been evident; the Headteacher explained that it was being shown in a different line.</p> <p>The Chair asked whether the school have considered the purchase of a mini bus. The Headteacher had considered this, hiring Brannells was discussed and it was agreed to investigate this after the build is finished.</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> • Scheme of Delegation • Governor Visits Policy • SFVS <p>The above policies and SFVS were circulated prior to the meeting, reviewed by governors prior to the meeting and APPROVED for adoption. The Scheme of Delegation and SFVS were signed and the SFVS has been completed well in advance of the deadline.</p> <p>6.30 pm – Mrs Watts left the meeting.</p> <p><u>Governor Action Plan</u></p> <p>The Governor Action Plan was circulated prior to the meeting. It was noted that already some points have been actioned. A governor asked how often the Plan is reviewed. After discussion it was agreed to review it on a termly basis with colour coding to evidence that it is an active working document.</p>	<p></p> <p></p> <p>Headteacher</p>
<p>9.0</p>	<p><u>Academies</u></p> <p>See confidential minutes attached</p>	<p></p>
<p>10.0</p>	<p><u>Chair's Report</u></p> <p>None.</p>	<p></p>
<p>11.0</p>	<p><u>Clerk's Update</u></p> <p>None.</p>	<p></p>



12.0	<u>Date/time of Full Governing Board meetings</u> <ul style="list-style-type: none">• Thursday 28th January, 2016 at 5.00 pm – Assessment System• Thursday 10th March, 2016 at 5.00 pm• Thursday 9th June, 2016 at 5.00 pm – Admin Meeting• Thursday 23rd June, 2016 at 5.00 pm <p>The meeting closed at 7.03 pm</p>	
-------------	--	--

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Thursday 28th January, 2016.

Signed: **Chair**

Mrs Kizzy Udy

Dated: **Thursday 28th January, 2016**