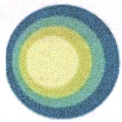


Nanpean Community Primary School



Part of the
Truro and Penwith
Academy Trust

Minutes

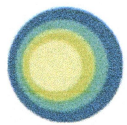
Local Governing Board Meeting

Tuesday 17th October, 2023

Governance Professional - Linda Cackett

Typed: 20.10.2023

Approved for circulation: 21.10.2023



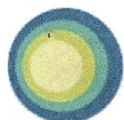
LOCAL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	6 - (11/11 Governors in post)
Meeting Chair:	Mr Mark Tucker - Chair
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 17 th October, 2023 at 4.30 pm
Venue:	Rosemellyn (Year 6) Classroom, Nanpean School – Clerk in virtual attendance

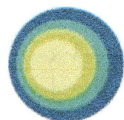
Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Mrs Bex Dyer – Parent	Yes		A
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mr Innes Dowlen – Co-opted	Yes		P
Mr Mark Tucker – Co-opted – Chair	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P
Mrs Tricia Greet – Co-opted	Yes		P
Mrs Anne Bullock – Co-opted – Vice Chair	Yes		P
Mrs Jen Jago – Staff	Yes		P
Mrs Lee Watts – Co-opted	Yes		A
Mrs Melissa Brands - Parent	Yes		A
Mr Jon Mayman – Co-opted	Yes		A
Mrs Linda Cackett		Clerk	P – Virtual Attendance in part

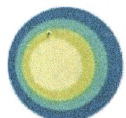
1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>It was noted that Mrs Dyer, Mrs Brands, Mrs Watts, and Mr Mayman were not in attendance and no apologies had been received prior to the meeting. This was the third consecutive meeting that no apologies had been received from Mrs Brands, the Clerk will notify her that she is no longer a governor and remove her from the Board and inform TPAT. The Clerk reminded the Board of the importance and requirement to tender apologies direct to herself to ensure that the meeting will be quorate.</p>	<p>ACTION:</p> <p>Clerk</p>
2.0	<p><u>Curriculum Presentation – A focus on the development of the Wider Curriculum as part of the FAB Curriculum Offer</u></p> <p>The Headteacher presented on the Wider Curriculum to the Board, it is underpinned by the FAB curriculum offer, the Headteacher does not feel the children know it inside out at present nor the parents. One of the targets for this year is to ensure everyone knows what the FAB curriculum is. History was developed as a model, which was reported on last time, it was commented as 'outstanding' by Mr Gould. PE and MFL were then developed over the summer holidays, easy to follow. At the moment DT is being developed, one subject per term will be developed and one subject already developed will be monitored.</p>	



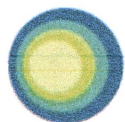
	<p>The school website was shared with the Board, the curriculum area of the website was explained in detail. Governors were asked to view the website page and questions were invited. The Nanpean Primary School Curriculum Statement was shared with the Board. The website will be further updated during the year and updated further as individual subjects are developed. The basic curriculum refers to relationships which are not part of the national curriculum but expected to be covered.</p> <p>A Knowledge-engaged approach intends to make links between subjects within the Curriculum, where appropriate, so that learning becomes relevant, meaningful and contextual to the children through the collation of knowledge and facts that link to, and underpin, skill development.</p> <p>Knowledge is a focus at Nanpean School and we use Knowledge Organisers which cover content and key facts and skills for each subject. These enable children to progressively build on their learning, cumulatively developing knowledge and skills. Our Knowledge-engaged Curriculum:</p> <ul style="list-style-type: none"> • Fosters links between learning and the community and local area; • is Aspirational through immersing children in knowledge and experience of Careers for their future; • Builds and promotes a lifelong love of learning through the application of knowledge and skills, so that they are ready for the next steps of their education and life. <p>The FAB curriculum is 'Fosters' links, 'Aspirational', 'Builds'. Each term a detailed document is sent home to parents with details of what is being covered during the term. 'Fostering real life experiences' was agreed to be included along with Fostering Local Links, and the addition of 'Building' towards a showcase. The keywords will be focussed on posters throughout the school.</p> <p>The school was offered a revamp of the home page, the Headteacher is asking for the front page to be tailored to the FAB offer also. Her first design was excellent. <i>It was asked how promotion to parents is to be stepped up, the Headteacher replied via newsletters, Class Do-Jo, and Facebook. It was asked why the specific drivers had been chosen to underpin the curriculum. The Headteacher replied that the children need to understand their own community, aspirations are important in schools and children have awareness of opportunities. The school is trying to ensure opportunities are realistic. Building skills and knowledge is the sequence of learning that should be progressively harder, and ensure continued progress, over time.</i></p>	Headteacher
3.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
4.0	<p><u>Constitution</u></p>	
4.1	<p><u>Vacancies</u></p> <p>The Clerk reported that there was now one parent governor vacancy following the removal of Mrs Brands at this meeting.</p>	



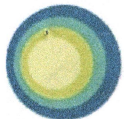
4.2	<p><u>Next term of office to expire</u></p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> Mrs Dyer – Parent Governor – 21.10.2023 <p>The Clerk explained that on the 21st October, the school will have two parent governor vacancies to move forward with.</p>	Headteacher
<p>5.0</p> <p>5.1</p>	<p><u>Financial Matters</u></p> <p><u>July Management Report and Accounts</u></p> <p>The July Report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> Year end should be available soon at the end of the week and August and September accounts available shortly afterwards. A morning only teacher has been appointed, fixed term until July 2024, due to the £140,000 reserves of the school and it may lead to an overspend this financial year, this was licenced and approved by Mr Gould for Maths development at the school. <i>It was asked what will happen then, the Headteacher explained that there will be crucial budget setting prior to the next financial/academic year. It was asked how children will be informed, the Headteacher replied that children be informed regarding timings to leave class but only affects the two classes. It was asked whether if there was an increase in pupil numbers whether it would impact on funding, the Headteacher replied that it perhaps wouldn't until the following year.</i> <p><u>PE and Sport Premium Review and Impact Report 2022/2023</u></p> <p>The document was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> The 2022/2023 document was reviewed and circulated to governors. <p><u>PE and Sport Premium Statement 2023/2024</u></p> <p>The document was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> A more detailed statement has been produced and available on the website by the 31st July, 2023 deadline. A more detailed report will be given in the Spring Term, a lot of items on the report have already taken place. <p><u>Pupil Premium Statement 2023/2024</u></p> <p>The document was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> This report has to be on the website by 31st December, agenda item for next meeting also. A lot of money was spent previously on a successful intervention for Maths (Third Space Learning) which is no longer available, however the intervention planned last year (White Rose Maths) was not as impactful, and was reflected by our Year 6 SATS outcomes (especially Maths). Sadly, children did not enjoy the intervention used last year and it did not evidence the impact required. The planned use of the 	<p>Agenda item – Spring meeting</p>



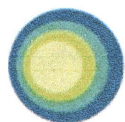
	<p>money this year is now expected to provide more impact and this will be carefully monitored.</p> <ul style="list-style-type: none"> A governor mentioned that Mr Wilson has commented that Year 6 pupils require additional support this year and they need to be targeted. He is very keen to get the results that the children deserve to achieve. It was asked when the Year 5 cohort will be addressed, the Headteacher replied that they will have intervention also. The school is already concerned about Y5 data and additional intervention is already in place with further planned, their timetables have been amended accordingly. 	
6.0	<u>Minutes of the last FGB meeting – Tuesday 19th September, 2023</u>	
6.1	<p><u>Approval</u></p> <p>The minutes were circulated prior to the meeting, they were reviewed and APPROVED as true records of the meetings and signed by the Chair. Subject to the amendment of the '5.46 pm – Miss Tucker joined the meeting' after item 3.3 – Miss Tucker arrived at 4.46 pm not 5.46 pm, the correction was approved and noted.</p>	
6.2	<u>Matters Arising</u>	
6.2.1	<p><u>Item 2.0 - Annual Declaration of Business/Pecuniary Interest/s</u></p> <p>Agenda item for next meeting, as not all paperwork completed and returned to the Clerk.</p>	
6.2.2	<p><u>Item 3.1 – Next term of office to expire</u></p> <p>The Headteacher confirmed that the advert has been placed, closing date will be the first Friday after half term.</p>	
6.2.3	<p><u>Item 3.4 – Review of Governor Responsibilities</u></p> <p>Agenda item for next meeting.</p>	
6.2.4	<p><u>Item 3.6 – Code of Conduct</u></p> <p>Signature sheet available at this meeting for completion.</p>	
6.2.5	<p><u>Item 3.8 – Skills Audit 2023/2024</u></p> <p>Agenda item for next meeting, as not all paperwork completed and returned to the Clerk.</p>	
6.2.6	<p><u>Item 3.13 – LGB Terms of Reference</u></p> <p>Updated document will be circulated to the Board.</p>	



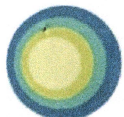
6.2.7	<u>Item 3.15 - Prohibition Check, Section 12 Direction Check and an EEA Sanction List Check</u>	
	The Clerk reported that not all paperwork completed and returned to her yet.	
6.2.8	<u>Item 3.16 - Annual Self Declaration Form</u>	
	The Clerk reported that not all paperwork completed and returned to her yet.	
6.2.9	<u>Item 4.2.3 - May Management Report and Accounts</u>	
	Mr Guttridge to attend first meeting of each term.	
6.2.10	<u>Item 4.2.5 – Budget</u>	
	The insurance query was confirmed by the Management Accountant.	
6.2.11	<u>Item 4.2.7 - Policies/Documents</u>	
	The Headteacher reported that the Clerk had gone back to TPAT but they felt that the document did not require amendment.	
6.2.12	<u>Item 4.2.9 – connectED Portal for LGB Paperwork</u>	
	Governors expressed their concern regarding the portal, they did not feel the circulation of paperwork was as effective via the portal despite the Clerk reminding the Board that paperwork had been uploaded.	
6.2.13	<u>Item 5.4 – Policies</u>	
	The Headteacher confirmed that the contents page had been amended although not his own policy and not his mistake, it was a CAPH model policy.	
6.2.14	<u>Item 5.10 – Equality Act and Objectives</u>	
	The Headteacher confirmed that he will be speaking with Mark and Innes after the meeting and sharing his research after the meeting.	Headteacher
	<i>5.32 pm – The Clerk left the meeting, the meeting continued to be recorded for the purposes of minuting.</i>	
7.0	<u>Premises, Health, and Safety Matters</u>	
7.1	<u>Monitoring Report – ID and BT</u>	
	The report was circulated prior to the meeting. The Headteacher explained that the majority of H&S work is undertaken by TPAT now, Miss Tucker undertakes the majority of the liaising. The Headteacher explained that these documents are still included so Governors are well informed. <i>It was asked whether there was a cost for this, the Headteacher replied that it was</i>	



	<p>part of the top slice paid by the school to TPAT. Miss Tucker did add that she has had issues with TPAT's main contractor being overworked, she has chased and will hopefully be provided with a list of alternative providers to contact shortly by TPAT.</p>	
7.2	<p><u>Asbestos Management Plan – May 2023</u></p> <p>The report was circulated prior to the meeting.</p>	
7.3	<p><u>Fire July 2023 RA Action Plan August 2023</u></p> <p>The report was circulated prior to the meeting.</p>	
8.0	<p><u>Curriculum and Standards</u></p> <p>The Headteacher reported that the data outcomes had been circulated, the overall attainment was low but a good number of children attained higher standards. Maths is a school priority, a lot of children joined the school and they did not achieve well, 11 since Year 4, and this had a huge impact on the school data. The GPS test is tested via SATs and correlated against teacher assessments; individual scores were discussed in detail with the Board. The under and over assessment marks were detailed to the Board.</p> <p>The Year 4 Multiplication results were good, and checked, 89% achieved 20 or above out of 25, class average was 22.5 marks out of 25 which was excellent.</p> <p>KS1 data outcomes, slightly below, writing of concern. Year 1 Phonics outcomes were 100% which is an exceptional result, only 1 out of 2 TPAT schools who achieved this. The Board were pleased with the results.</p>	
9.0	<p><u>Strengthening Governance</u></p>	
9.1	<p><u>Policies/Documents</u></p> <ul style="list-style-type: none"> • Growing Great People Policy • Equality Policy • Equality Statement • Online Safety Policy <p>The policies were circulated prior to the meeting for governors' information, the Headteacher explained that Growing Great People Policy is a TPAT policy for governors' information. It was agreed a good policy. The Chair asked whether all policies were available somewhere, the Headteacher confirmed that all policies were available on TPAT connectED.</p> <p>The Equality Policy will be reviewed in more detail by the working party. The Online Safety Policy is a South West Grid for Learning Policy not TPAT's. The school uses SWGfL as their internet provider. The three non-TPAT policies were APPROVED for adoption by the Board.</p>	



9.2	<u>Governor Training/CPD Evaluation Forms</u> <ul style="list-style-type: none"> Governor Exclusion Training – 09.10.2023 - PG <p>Mrs Greet was thanked for her informative report. She reported that she enjoyed that training, which had been very informative and very useful. She will forward the slides to the Clerk for circulation when she receives them.</p>	Mrs Greet
9.3	<u>Governor Monitoring Reports</u> <ul style="list-style-type: none"> KP2 Safeguarding - AB <p>The report was circulated prior to the meeting, she was thanked for her report, the visit had been positive. She felt a safeguarding summary document would be beneficial for the Board, the Headteacher has agreed to action.</p> <p>The Headteacher added that there were some more monitoring visits to take place this term, he will share some dates after the meeting. Cathy Brokenshire is visiting the school on 30th November and the Headteacher will ask her whether governor input is required. Mrs Bullock added that staff need to celebrate achievements following her SEND visit today, report to follow. Mr Wilson was very complimentary about the school today; he was very positive during his visit. The Board discussed in detail the progress that has been made at the school.</p>	Headteacher Mrs Bullock
9.4	<u>Positive PR for the school</u> <p>The governor monitoring is positive and Mr Wilson had commented how appreciative the children were of the bagels. It was agreed for Christmas dates for governors to be shared.</p>	Headteacher
9.5	<u>Clerk's Update</u>	
9.5.1	<u>Business/Pecuniary Interests/s Register</u> <p>Agenda item for next meeting as not all paperwork had been collated and returned to the Clerk.</p>	Next agenda
9.5.2	<u>Self-Reflection</u> <p>Agenda item for next meeting as not all paperwork had been collated and returned to the Clerk.</p>	Next agenda
9.5.3	<u>Skills Audit</u> <p>Agenda item for next meeting as not all paperwork had been collated and returned to the Clerk.</p>	Next agenda
9.5.4	<u>Governor Responsibilities Grid</u> <p>Agenda item for next meeting as not all paperwork had been collated and returned to the Clerk.</p>	Next agenda



9.6	<p><u>Impact of Meeting</u></p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • Curriculum update was informative. • Positive SEND feedback. • Timeline to adjust gaps discussed. • Justification of finances known. 	
10.0	<p><u>Dates/times of Local Governing Board meetings - 2023/2024</u></p> <ul style="list-style-type: none"> • Tuesday 28th November 2023 – Curriculum Focus and HT Report • Tuesday 6th February, 2024 • Tuesday 19th March, 2024 – Curriculum Focus and HT Report • Tuesday 21st May, 2024 • Tuesday 16th July, 2024 – Curriculum Focus and HT Report <p>The meeting closed at 6.01 pm, the Chair thanked governors for their input and attendance at the meeting and closed the meeting.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Tuesday 28th November, 2023.

Signed: **Chair**

Mr Mark Tucker

Dated: **Tuesday 28th November, 2023**

ACTION POINTS ARISING FROM MINUTES OF LOCAL GOVERNING BOARD MEETING

Tuesday 17th October, 2023

ITEM:	ACTION:	WHO:	BY:
1.0	Welcome and apologies – Write to Mrs Brands to inform her that she is no longer a parent governor.	Clerk	26.10.2023
2.0	Curriculum Presentation – Fostering real life experiences to be added to the FAB description.	Headteacher	31.10.2023
4.2	Next term of office to expire – Two parent governors to be advertised and appointed.	Headteacher	15.11.2023
5.4	Pupil Premium Statement 2023/2024 – Agenda item for Spring meeting.	Clerk	15.11.2023
6.2.14	Equality Act and Objectives – Speak and share research with Mr Dowlen and Chair.	Headteacher	31.10.2023
9.2	Governor Training/CPD Evaluation Forms – Slides to be shared with Board when available.	Mrs Greet	01.11.2023
9.3	Governor Monitoring Reports – Safeguarding summary document to be created. Complete SEND visit report for next meeting.	Headteacher Mrs Bullock	15.11.2023 15.11.2023
9.4	Positive PR for the school – Christmas dates to be shared to governors.	Headteacher	01.11.2023
9.5.1	Business/Pecuniary Interest/s Register – Agenda item for next meeting.	Clerk	01.11.2023
9.5.2	Self-Reflection – Agenda item for next meeting.	Clerk	01.11.2023
9.5.3	Skills Audit – Agenda item for next meeting.	Clerk	01.11.2023
9.5.4	Governor Responsibilities Grid – Agenda item for next meeting.	Clerk	01.11.2023