

# **Nanpean Community Primary School**



## **Minutes**

**Full Governing Board Meeting**

**Tuesday 12<sup>th</sup> July, 2022**

**Clerk to Full Governing Board - Linda Cackett**

Typed: 12.07.2022

Approved for circulation: 13.07.2022



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

<b>School:</b>	<b>Nanpean CP School</b>
<b>Quorum:</b>	<b>6 - (11/13 Governors in post)</b>
<b>Meeting Chair:</b>	<b>Mrs Bex Dyer</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 12<sup>th</sup> July, 2022 at 4.30 pm</b>
<b>Venue:</b>	<b>Rosemellyn (Year 6) Classroom, Nanpean School</b>

#### **Attendance:**

<b>Name:</b>	<b>Governor</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mrs Bex Dyer – Parent – Vice Chair	<b>Yes</b>		<b>P</b>
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	<b>Yes</b>		<b>P</b>
Mr Brett Marsh – Parent	<b>Yes</b>		<b>A</b>
Mr Innes Dowlen – Co-opted	<b>Yes</b>		<b>P</b>
Mr Josh Eyre – Local Authority	<b>Yes</b>		<b>A</b>
Mr Mark Tucker – Co-opted	<b>Yes</b>		<b>P</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	<b>Yes</b>		<b>P</b>
Mrs Jen Jago – Staff	<b>Yes</b>		<b>P</b>
Mrs Lee Watts – Co-opted – Chair	<b>Yes</b>		<b>Ap</b>
VACANCY – Foundation	<b>Yes</b>		<b>-</b>
VACANCY – Foundation	<b>Yes</b>		<b>-</b>
Mrs Linda Cackett		Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Welcome and apologies</u></b></p> <p>The Vice Chair welcomed everyone to the meeting, she agreed to chair the meeting as the Chair was unwell. Mrs Greet was welcomed to her first meeting of the Board, she had previously attended the school, as had many family members. The Board introduced themselves to Mrs Greet.</p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> <li>• Mrs Lee Watts - Unwell</li> </ul> <p>It was noted that Mr Marsh and Mr Eyre were not in attendance, no apologies were received.</p>	
<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> <p>The Clerk reported that there are two foundation governor vacancies to fill, but previously agreed not to be filled. The Instrument of Government still requires amendment due to the Trust being removed from Companies</p>	



	<p>House. The process is ongoing at present but requires the vacancies to stand at present. When the school joins a MAT the Instrument of Government no longer exists.</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> <p>The Headteacher reported that Mr Marsh is possibly going to resign and Mr Eyre has not responded to the Clerk's emails or telephone messages. The Board agreed that the Clerk should write to inform him that due to his lack of response and non-attendance he has been removed from the Board. The Headteacher reported that Mr Jon Mayman would like to join the Board and also an ex-member of staff wishing to join the Board, Heather Wade. Following discussion, it was agreed that there will only be one Local Authority governor vacancy once Mr Eyre is removed, it was agreed to wait to possibly change the Instrument of Government.</p>	Clerk
<b>4.0</b>	<p><b><u>Minutes of the last FGB meeting – Tuesday 22<sup>nd</sup> March and Friday 1<sup>st</sup> July, 2022</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 Vice Chair at the end of the meeting.</p>	
<b>4.1</b>	<p><b><u>Tuesday 22<sup>nd</sup> March, 2022 - Matters Arising</u></b></p>	
<b>4.1.1</b>	<p><b><u>Item 1.0 – Welcome and Apologies</u></b></p> <p>The Clerk reported that she had emailed Mr Marsh and Mr Eyre and also left a message but had received no replies to date.</p>	
<b>4.1.2</b>	<p><b><u>Item 4.1.3 - Ofsted Report and SIP Report</u></b></p> <p>The Headteacher had invited some MATs to present to staff/governors during the summer term and this had taken place.</p>	
<b>4.1.3</b>	<p><b><u>Item 5.3 – Finance and Personnel – 01.03.2022</u></b></p> <p>The Caretaker vacancy has been successfully appointed and he starts on Monday, 2 hours per day 7-9 am daily.</p>	
<b>4.1.4</b>	<p><b><u>Item 6.1 – Management Report dated 03.02.2022</u></b></p> <p>The budget was approved by the Finance and Personnel Committee.</p>	
<b>4.1.5</b>	<p><b><u>Item 8.2 – Governor Monitoring Reports</u></b></p> <p>Monitoring reports are listed in the Headteacher's Report.</p>	



<p><b>4.1.6</b></p> <p><b>4.2</b></p> <p><b>4.2.1</b></p>	<p><b><u>Item 8.3.1 – Skills Audit</u></b></p> <p>The Headteacher and Clerk have spoken regarding keeping the NGA Skills Audits reviewed on an annual basis rather than producing a Nanpean version and re-inventing the wheel. Following discussion, the Board agreed to keep the NGA version.</p> <p><b><u>Friday 1<sup>st</sup> July, 2022 - Matters Arising</u></b></p> <p><b><u>Item 3.0 – Decision on joining a MAT</u></b></p> <p>The Headteacher confirmed that he had contacted Jenny Blunden, CEO, Truro and Penwith Academy Trust regarding joining TPAT. He also sent a courteous email to NCLT, the North Cornwall Learning Trust regarding the school's decision to join TPAT.</p>	
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p>	<p><b><u>Committee Minutes</u></b></p> <p><b><u>Health and Safety – 26.04.2022</u></b></p> <p>The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.</p> <p><b><u>Curriculum and Standards – 10.05.2022</u></b></p> <p>The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.</p> <p><b><u>Finance and Personnel – 24.05.2022</u></b></p> <p>The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.</p>	
<p><b>6.0</b></p> <p><b>6.1</b></p>	<p><b><u>Finance Matters</u></b></p> <p><b><u>Management Reports dated 17.06.2022 and 07.07.2022</u></b></p> <p>The reports were circulated prior to the meeting and reviewed by the Board. It was further noted that:</p> <ul style="list-style-type: none"> <li>• Supply sickness is high at present, there will be some reimbursement via the insurance. Hopefully reimbursement will be received before the end of term.</li> <li>• Residential – always overspent but will balance to zero once parents have paid by the required deadline.</li> <li>• Schools should work on staffing being 75/80% of budget, if staff had not left then 100% of the budget this year (from previous 3-year projections) would have been solely spent on staffing which is unrealistic. The school is now in line with where it should be.</li> <li>• The school is in a much better financial position.</li> <li>• There is a lot being spent on the School Improvement Grant, it will be spent and not included in the carry forward figure. One of the new teachers is in school for 2 weeks and this will be funded by the School</li> </ul>	

Initialled as a true and accurate record: Chair Dated: 25.07.2022 Page - 4 -



8.0	<b><u>Strengthening Governance</u></b>	
8.1	<b><u>Governor Training/CPD Evaluation Forms</u></b>  None received.	
8.2	<b><u>Governor Monitoring Reports</u></b>  Reports are now listed in the Headteacher's Report. Mr Tucker has undertaken Safeguarding and Behaviour monitoring. After further discussion it was agreed that monitoring reports will be circulated as they are undertaken and then they will be recorded by the Clerk and listed on agendas and minutes.	Headteacher Clerk
8.3	<b>Clerk's Update</b>	
8.3.1	<b>School Governance Update – July 2022</b>  The Clerk reported that a few days ago she had circulated a link to the latest school governance update for governors' information.	
8.3.2	<b>Keeping Children Safe in Education – September 2022</b>  The DfE has released the updated Keeping children safe in education (KCSIE) 2022, effective from September 2022 (currently for information only). <b>Two pertinent updates in terms of governance include:</b>  <b>Part 2, paragraph 81:</b> New paragraph explaining how safeguarding and child protection training will help governors and trustees: "Governing bodies and proprietors should ensure that all governors and trustees receive appropriate <b>safeguarding and child protection (including online) training at induction</b> . This training should equip them with the knowledge to provide <b>strategic challenge</b> to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be <b>regularly updated</b> .  <b>Part 2, paragraph 140:</b> Clarity on the role of governors and proprietors (aka trustees) when considering IT system filters and monitoring and ensuring the effectiveness is regularly reviewed:  "Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from the school's or college's <b>IT system</b> . As part of this process, governing bodies and proprietors should ensure their school or college has <b>appropriate filters and monitoring systems in place</b> and regularly review their effectiveness. They should ensure that the leadership team and relevant staff have an <b>awareness and understanding of the provisions in place</b> and <b>manage them effectively</b> and know how to <b>escalate concerns</b> when identified. Governing bodies and proprietors should consider the age range of their children, the number of	



	<p>children, how often they access the IT system and the proportionality of costs verses safeguarding risks".</p> <p>The Clerk suggested that the Headteacher could ask the IT providers to provide an assurance in relation to paragraph 140 that could be given to governors on their induction. The Headteacher agreed this would be a proactive way forward to ensure the compliance of KCSIE.</p>	Headteacher
<b>8.4</b>	<b><u>Chair's Report</u></b>	
<b>8.4.1</b>	<b><u>Roger Green's Leaving Present</u></b>	
	<p>The Headteacher reported that Roger Green has visited the school recently and does not wish to have a leaving gift but would like an annual cup, 'The Green Family Award for Endeavour'. The Board agreed that this was an excellent idea and the Headteacher would arrange the cup to be bought.</p>	Headteacher
<b>8.5</b>	<b><u>Policies</u></b>	
	<ul style="list-style-type: none"> <li>• Behaviour and Discipline Policy 22/23</li> <li>• Behaviour Agreement 2022-2033</li> <li>• EYFS Policy 2022</li> </ul> <p>The documents were circulated prior to the meeting, the policies were reviewed and <b>APPROVED</b> for adoption by the Board.</p>	
<b>8.6</b>	<b><u>Positive PR for the school</u></b>	
	<p>The newsletter continues to be taken to the shop, there is also a lot of positive PR on Facebook.</p>	
<b>8.3.6</b>	<b><u>Impact of Meeting</u></b>	
	<p>The Board agreed that:</p> <ul style="list-style-type: none"> <li>• Positive progress being made with data and results, although not at national levels, the school is close to national and case studies will provide further evidence.</li> </ul>	
<b>9.0</b>	<b><u>Dates/time of Full Governing Board meetings</u></b>	
	<ul style="list-style-type: none"> <li>• Monday 25<sup>th</sup> July, 2022 – Admin Meeting</li> </ul> <p>The meeting closed at 5.54 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Monday 25<sup>th</sup> July, 2022.

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

Dated: **Monday 25<sup>th</sup> July, 2022**



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

**Tuesday 12<sup>th</sup> July, 2022**

ITEM:	ACTION:	WHO:	BY:
3.0	<b>Constitution</b> – Write to Mr Eyre to inform him that he cannot continue to be a governor due to non attendance and response to emails and texts.	Clerk	17.07.2022
7.0	<b>Headteacher's Report</b> – Pass on Board's thanks to Year 4 teacher regarding Year 4 Multiplication Tables results.  Investigate MARU open training sessions.	Headteacher  Headteacher	26.07.2022  30.09.2022
8.2	<b>Governor Monitoring Reports</b> – Circulate monitoring reports when submitted and add to FGB agendas.	Headteacher Clerk	26.07.2022
8.3.2	<b>Keeping Children Safe in Education – September 2022</b> – Ask IT provider to provide an assurance in relation to paragraph 140 that could be given to governors on their induction and for existing governors information.	Headteacher	30.09.2022
8.4.1	<b>Roger Green's Leaving Present</b> – Purchase cup for annual presentation.	Headteacher	30.09.2022