Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 12th July, 2022

Clerk to Full Governing Board - Linda Cackett

Typed: 12.07.2022 Approved for circulation: 13.07.2022

Nanpean CP School - Full Governing Board Meeting Tuesday $12^{\rm th}$ July, 2021 at 4.30 pm



FULL GOVERNING BOARD MEETING MINUTES

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

Attendance:

Name:	Governor	Other	P resent/
		(please	Ap ologies/
		state)	A bsent
Mrs Bex Dyer – Parent – Vice Chair	Yes		Р
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		Р
Mr Brett Marsh – Parent	Yes		Α
Mr Innes Dowlen – Co-opted	Yes		Р
Mr Josh Eyre – Local Authority	Yes		Α
Mr Mark Tucker – Co-opted	Yes		Р
Mr Matt Nicholls – Headteacher	Yes		Р
Mrs Tricia Greet – Co-opted	Yes		Р
Mrs Anne Bullock – Co-opted	Yes		Р
Mrs Jen Jago – Staff	Yes		Р
Mrs Lee Watts – Co-opted – Chair	Yes		Ap
VACANCY – Foundation	Yes		-
VACANCY – Foundation	Yes		-
Mrs Linda Cackett		Clerk	Р

1.0	Welcome and apologies	
	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.	
	Apologies were received, considered, and accepted from: • Mrs Lee Watts - Unwell	
	It was noted that Mr Marsh and Mr Eyre were not in attendance, no apologies were received.	
2.0	An opportunity to declare any additional business or pecuniary interest/s	
	None.	
3.0	Constitution	
	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	



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.

The next term of office to expire is:

• Mrs Dyer – Parent Governor – 21.10.2023

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.

Clerk

4.0 <u>Minutes of the last FGB meeting – Tuesday 22nd March and Friday 1st July, 2022</u>

The minutes were circulated prior to the meeting, they were reviewed and **APPROVED** as true records of the meetings and signed by the Vice Chair at the end of the meeting.

4.1 Tuesday 22nd March, 2022 - Matters Arising

4.1.1 <u>Item 1.0 – Welcome and Apologies</u>

The Clerk reported that she had emailed Mr Marsh and Mr Eyre and also left a message but had received no replies to date.

4.1.2 Item 4.1.3 - Ofsted Report and SIP Report

The Headteacher had invited some MATs to present to staff/governors during the summer term and this had taken place.

4.1.3 <u>Item 5.3 – Finance and Personnel – 01.03.2022</u>

The Caretaker vacancy has been successfully appointed and he starts on Monday, 2 hours per day 7-9 am daily.

4.1.4 <u>Item 6.1 – Management Report dated 03.02.2022</u>

The budget was approved by the Finance and Personnel Committee.

4..1.5 | Item 8.2 - Governor Monitoring Reports

Monitoring reports are listed in the Headteacher's Report.



4.1.6 Item 8.3.1 – Skills Audit

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.

4.2 Friday 1st July, 2022 - Matters Arising

4.2.1 Item 3.0 – Decision on joining a MAT

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.

5.0 Committee Minutes

5.1 <u>Health and Safety – 26.04.2022</u>

The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.

5.2 <u>Curriculum and Standards – 10.05.2022</u>

The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.

5.3 | Finance and Personnel – 24.05.2022

The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.

6.0 Finance Matters

6.1 Management Reports dated 17.06.2022 and 07.07.2022

The reports were circulated prior to the meeting and reviewed by the Board. It was further noted that:

- Supply sickness is high at present, there will be some reimbursement via the insurance. Hopefully reimbursement will be received before the end of term.
- Residentials always overspent but will balance to zero once parents have paid by the required deadline.
- 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.
- The school is in a much better financial position.
- 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



Improvement Grant. Both new teachers will be in school on the 25th for the Transition Day. The Board agreed that this opportunity was excellent for the school

• £100,000 expected carry forward.

Questions were invited, there were none.

7.0 Headteacher's Report

The report was circulated prior to the meeting, it was further noted that:

- School improvement priorities are data driven.
- Data in terms of data, it is fine, the school has done guite well.
- Reception baseline assessment just above 40%.
- Year 1 Phonics 86% pass, above national average.
- Year 2 Data teacher assessment Reading = 13/20 65% expected standard, 4/20 20% Greater Depth; Writing = 11/20 expected standard, zero greater depth; Maths = 55% expected standard, 15% greater depth.
- Year 4 Multiplication 45% gained full marks (30% is national average), the Year 4 teacher has worked hard on this with the class, multiplication skills underpin so much and the Board wished to pass on their congratulations to Mr Prince. The official data is not released until October, 63% were above the reported average on the Insight data analysis system.

Headteacher

- KS2 SATs, Reading 59%, 11.1% greater depth, Writing 56%, 3.7% greater depth, GPS Grammar Punctuation and Spelling 63%, 22% greater depth, Maths 59% expected standard and 11.1% greater depth. The results include children who are disapplied and a child who recently joined the school. RWM combined 14/27, 52%. The data is roughly similar to 2019 and the school is touching national averages. The school was moderated for writing, the inspector's comments were excellent and she was very positive with the moderation process in the school.
- It has been a good year data wise following having two interrupted years. One paper has been re-submitted for re-marking as a query and this could change the results.

The Board wished to thank all staff for the hard work to achieve the results. The school has improved at least 20% on the combined result since the Headteacher joined the school. The school is certainly 'closing the gap' even though still not quite at National Expectation, most schools the Headteacher has spoken to, have got lower results than Nanpean.

The Headteacher has included the Safeguarding on the Headteacher Report. The S175 has been undertaken by a peer-on-peer review with two other schools. A governor asked whether Penhaligon's Friends are going to be approached as an action point, the Headteacher confirmed that he would be contacting them regarding Bereavement and Critical Incident. She asked whether any staff attend MARU open training sessions which would be good CPD, the Headteacher agreed to investigate.

Headteacher



8.0 <u>Strengthening Governance</u>

8.1 Governor Training/CPD Evaluation Forms

None received.

8.2 Governor Monitoring Reports

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 Clerk's Update

8.3.1 | School Governance Update – July 2022

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 | Keeping Children Safe in Education – September 2022

The DfE has released the updated Keeping children safe in education (KCSIE) 2022, effective from September 2022 (currently for information only). **Two pertinent updates in terms of governance include:**

Part 2, paragraph 81: 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 **safeguarding and child protection (including online) training at induction.** This training should equip them with the knowledge to provide **strategic challenge** 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 **regularly updated**.

Part 2, paragraph 140: 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 *IT system*. As part of this process, governing bodies and proprietors should ensure their school or college has *appropriate filters and monitoring systems in place* and regularly review their effectiveness. They should ensure that the leadership team and relevant staff have an *awareness and understanding of the provisions in place* and *manage them effectively* and know how to *escalate concerns* when identified. Governing bodies and proprietors should consider the age range of their children, the number of

Initialled as a true and accurate record: ____ Chair Dated: 25.07.2022 Page - 5 -



children, how often they access the IT system and the proportionality of costs verses safeguarding risks".

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.

Headteacher

8.4 Chair's Report

8.4.1 Roger Green's Leaving Present

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.

Headteacher

8.5 Policies

- Behaviour and Discipline Policy 22/23
- Behaviour Agreement 2022-2033
- EYFS Policy 2022

The documents were circulated prior to the meeting, the policies were reviewed and **APPROVED** for adoption by the Board.

8.6 Positive PR for the school

The newsletter continues to be taken to the shop, there is also a lot of positive PR on Facebook.

8.3.6 Impact of Meeting

The Board agreed that:

 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.

9.0 <u>Dates/time of Full Governing Board meetings</u>

Monday 25th July, 2022 – Admin Meeting

The meeting closed at 5.54 pm.

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Monday 25 th July, 2022.				
Signed:	Chair Mrs Lee Watts			
Dated:	Monday 25 th July, 2022			
Daica.	Monday 25 July, 2022			



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 12th July, 2022

ITEM:	ACTION:	WHO:	BY:
3.0	Constitution – 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	Headteacher's Report – Pass on Board's thanks to Year 4 teacher regarding Year 4 Multiplication Tables results.	Headteacher	26.07.2022
	Investigate MARU open training sessions.	Headteacher	30.09.2022
8.2	Governor Monitoring Reports – Circulate monitoring reports when submitted and add to FGB agendas.	Headteacher Clerk	26.07.2022
8.3.2	Keeping Children Safe in Education – September 2022 – 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	Roger Green's Leaving Present – Purchase cup for annual presentation.	Headteacher	30.09.2022