

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Monday 26th March, 2018

Clerk to Governing Board - Linda Cackett

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GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/10 Governors)
Chair:	Mrs Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 26th April, 2018 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Kerry Dash – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mr Andy Edmonds – Co-opted	Yes		Ap
Mr Brett Marsh – Parent	Yes		P
Miss Clare Morton – Staff	Yes		P
Mr John Sibley – Local Authority	Yes		Ap
Mrs Karen Singleton – Foundation	Yes		P
Miss Dionne Thornhill – Parent	Yes		P
Mrs Lee Watts – Foundation	Yes		Ap
Mrs Carly Wicks – Headteacher	Yes		P
VACANCY – Co-opted	Yes		-
Mrs Linda Cackett		Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed everyone to the meeting, apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Edmonds • Mr Sibley • Mrs Watts 	
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>	
3.1	<p><u>Vacancy</u></p> <p>The Clerk reported that there was still one co-opted vacancy.</p>	
3.2	<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"> • Mr Andy Edmonds – Co-opted – 08.12.2018 	



4.0	<u>Approval of Minutes</u>	
4.1	<u>Minutes from the last Full Governing Board meeting – 05.12.2017</u>	
4.1.1	<u>Approval</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting held.	
4.1.2	<u>Matters arising not on the agenda</u>	
4.1.2.1	<u>Item 3.1 - Vacancy</u> The Headteacher reported that she had contacted the prospective governor; sadly she feels that she doesn't have the time commitment required. The Headteacher had already registered the school with 'Inspiring Governance', she recently went through the list of available candidates from the website. After discussion it was agreed to request CV's from the local candidates.	Headteacher
4.1.2.2	<u>Item 4.2.1 – Headteacher's Report</u> It was confirmed that Mr Marsh had informally carried out a website audit but had not recorded this. Miss Dash had carried out a full website audit, but it was agreed that it would be more beneficial for a governor to carry out the audit in future. Mr Marsh agreed to carry out an audit. The Headteacher reported that the Film Club did not run in the Spring term so the computing lead had agreed to complete the promotional video; this will be completed in the summer term due to IT issues this term.	Mr Marsh Headteacher
4.2.2.3	<u>Item 4.2.2 – Governor CPD evaluation forms</u> The evaluation form had been completed by the Chair.	
4.2.2.4	<u>Item 5.1 – Headteacher's Report</u> A detailed outcomes analysis had been added to the Curriculum committee agenda and has been included in the Headteacher's Report; it will continue to be reported each meeting.	
4.2.2.5	<u>Item 6.2 – Health and Safety – 26.09.2017</u> The Headteacher reported that there had been a successful bid so a new bid can now be written. A classroom is now used each lunchtime following a governor's suggestion at the meeting, this has massively improved lunchtimes.	
4.2.2.6	<u>Item 7.4 -LFS Financial Report dated 17.11.2017</u> The Headteacher reported that Andy Winn will be putting information in the next LFS newsletter. However, the 3-year budget prediction is looking fine.	



4.2.2.7	<p><u>Item 7.5 - Policies</u></p> <p>The Scheme of Delegation has been added to the FGB Admin Agenda for the summer term.</p>	
4.2.2.8	<p><u>Item 11.0 – Data Training</u></p> <p>The Headteacher confirmed that two governors had attended the training and thanked them for their attendance.</p>	
<p>5.0</p> <p>5.1</p>	<p><u>Headteacher's Report</u></p> <p><u>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"> • A new teacher has been appointed for the summer term. • Another HLTA has passed her training and the fourth one is being assessed on the 11th June. • An additional EAL pupil has joined. • The SENDCo has completed her Play Therapy training and now has 4 clients. • Leadership monitoring is now more focussed than before. The IDSR was discussed during the Data training so the monitoring of Reading now takes place more regularly. • % of teaching that is Outstanding, Good and Requires Improving has now been added to the report. • Marking symbols have now been rolled out for English also. • % improvement in the parent questionnaire. • The Silver PADL award has been awarded to the School Council. • Silver Rights Respecting Schools Award has also been awarded. • 20 pupils still persistent absentees, regular attendance monitoring continues by Mrs Thornhill and the Education Welfare Officer. A governor asked the % of Pupil Premium pupils, the Headteacher reported that one has since left the school and two are Service children. Holidays continue to be the highest amount of unauthorised absence, illness is carefully monitored, and comments are entered in the register for individual sessions. • Outcomes for pupils were explained; the new format requested for the curriculum committee is now in the Headteacher's Report also. A governor asked whether pupils who fail the Year 1 Phonics test, retake in Year 2, this was confirmed to be the case. Intensive phonics intervention has taken place and Mrs Hayes will undertake the screening in June. Miss Wood carried a mock screening test in February and 30% passed, 54% passed at the March retake. The school continues to strive to meet the 70% target set this year. No mocks have been undertaken for the Year 2 pupils yet, they will have their SATs also, but targeted intervention will take place. • The Headteacher drew attention to the Reading, Writing and Maths Combined February review data. 50% of Year 6 are SEND pupils, all access arrangements requested have been approved. • Governors were impressed with the whole school pupil visioning results. 	



5.2	<ul style="list-style-type: none"> The Parent/Carer Questionnaire results were included in the report, one child equates to 1%. Overall governors felt that the results were very positive. A governor felt that perhaps there are too many options by including 'strongly', the Headteacher explained that it was in line with the Ofsted questionnaire. <p>The Chair thanked the Headteacher for her very informative report.</p> <p><u>Safeguarding -ViST's (Vulnerability Screening Tools)</u></p> <p>The Headteacher had nothing new to report, 11 ViSTs equating to three families. The Section 175 return is due at the end of June, Mrs Watts will be involved in the report.</p>	Mrs Watts
6.0 6.1 6.2 6.3	<p><u>Reports from committee meetings</u></p> <p><u>Curriculum – 20.02.2018</u></p> <p>Minutes were circulated prior to the meeting. The Headteacher gave a brief resume of the meeting: Mr Tonkin had given a very informative presentation to the committee. Sport Relief had taken place last week where pupils raised sponsorship money for taking part in daily physical activity. A governor asked whether permission is given for pupils to attend sporting events during school time. The Headteacher confirmed that she had in the past, attendance has to be above 95% in the first instance. A governor asked whether pupils from the school take part in local sporting events. The Headteacher confirmed that they compete in local events connected to the cluster and the school receives information from the Mid Cornwall Sports Network.</p> <p><u>Health and Safety – 23.01.2018</u></p> <p>Minutes were circulated prior to the meeting. The Committee Chair gave a brief resume of the meeting; the parking policy was a big focus of the meeting. The Headteacher reported that there is a County Health and Safety Audit next week.</p> <p><u>Finance and Personnel – 06.02.2018</u></p> <p>Minutes were circulated prior to the meeting. The Chair gave a brief resume of the meeting; the main focus being the Finance Action Plan. There had been a lot of challenge regarding the LFS financial statement and Finance Action Plan agenda items.</p> <p>A governor asked whether there had been a budget allocation for staff wellbeing. The Headteacher agreed that it had been discussed at another meeting but an amount was not agreed upon. The governors agreed that £1000 could be allocated to Staff Wellbeing.</p> <p>Another governor asked whether the pond area could be budgeted for as it was too much work for volunteers to maintain. The Headteacher confirmed that there were now services in place to address many external areas and she would ensure it is added to the list. The Caretaker position was not filled;</p>	Headteacher



	however, some grandparents have since come forward with an interest, it was agreed that the position could be re-advertised. A Catering Assistant position also requires advertising.	Headteacher
7.0	<u>Governing Board Business</u>	
7.1	<u>Governor Monitoring Reports</u> Reports were received prior to the meeting and circulated: <ul style="list-style-type: none"> • Attendance – DT - KP3.5 23.11.17, 8.1.18 and 6.2.18 • Website audit - KD - January 2018 	
7.2	<u>Next visiting governor/s</u> The next visiting governors are: <ul style="list-style-type: none"> • LW & JS – 17.4.18 – summer term monitoring dates for KP2 • DT – 18.4.18 - Attendance monitoring • KD & BM – 23.4.18 – summer term monitoring dates for KP4 • Diary dates to be arranged by governors who have not arranged dates as yet. 	
7.3	<u>Governor CPD evaluation forms</u> Reports were received prior to the meeting and circulated: <ul style="list-style-type: none"> • 17.05.2017 - Effective Financial Management - KS • 27.11.2017-29.11.2017 - L3 Health & Safety - CW • 05.12.2017 - Dealing with Difficult Visitors - KD • 26.01.2018 - Safer Recruitment - KD • 19.02.2018 - GDPR Peninsula Seminar - KD • 20.02.2018 - Learning Lessons Workshop – CW <p>The Chair thanked governors for their informative reports. The Chair agreed to submit a report regarding her recent e-learning Safeguarding course.</p>	Chair
7.4	<u>LFS Financial Report dated 26.02.2018</u> The management report was circulated prior to the meeting. It was further noted that: <ul style="list-style-type: none"> • Repairs and maintenance is massively over budget due to having no building works on site. • The Headteacher reported that originally it was thought that the flooding on site was due to a damaged culvert in St George's Road, Highways visited but couldn't CCTV the drainage due to excessive water in the system. A natural spring was diverted during the new build which the Headteacher feels could be the issue due to a silt build-up. Metrorod have since visited and the pathway was pumped out. There was an agreement drawn up in the past for a soak away being diverted towards the river behind Imerys; Metrorod need to also clear this drainage system. Then Highways can be called back to check for a damaged culvert. • A governor asked if new grids are to be purchased for the pathway, it was confirmed that these are on the maintenance list. 	



<p>7.5</p>	<ul style="list-style-type: none"> The eighty-eight thousand pounds for the conference room and link corridor has been put into a separate budget line, the snagging list has not been signed off as yet. <p><u>Policies</u></p> <ul style="list-style-type: none"> GDPR Data Protection Policy December 2017 (including privacy notice for school workforce and privacy notice for pupils and families) Health and Safety policy 2017/18 <p>The policies were circulated prior to the meeting, the policies were reviewed, amended as agreed and APPROVED for adoption. The Data Protection Officer will be added to the policy when known, references to Mrs Wicks will be amended to 'the Headteacher'. Staff have signed their acceptance of the new Health and Safety Policy.</p>	
<p>7.6</p>	<p><u>School Improvement Plan 2017/2018</u></p> <p>The School Improvement Plan was circulated prior to the meeting and monitoring will take place in the summer term.</p>	
<p>8.0</p>	<p><u>Headteacher's Appointment</u></p> <p>The Chair reported that following a rigorous day and a half of activities and formal interviews the Governing Board were able to successfully appoint Ms Susannah Storey to the role of Headteacher ensuring good succession planning. By appointing this early in the year, the school has the whole Summer Term to ensure a smooth transition and thorough handover from Mrs Wicks to Ms Storey. Ms Storey will start on 1st September 2018. Parents/Carers and pupils will be informed on Wednesday this week.</p>	
<p>9.0</p>	<p><u>Clerk's Update</u></p> <p>None.</p>	
<p>10.0</p>	<p><u>Chair's Report - Impact of the meeting</u></p> <p>Governors continue to challenge the school to ensure it drives forward, there has been more detailed data scrutiny. All governors continue to have clear roles and responsibilities and fulfil these very effectively. Paperwork being completed and circulated prior to the meeting continues to ensure focussed meetings.</p>	
<p>11.0</p>	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> Tuesday 19th June 2018, 4.30 pm (Admin) Tuesday 3rd July 2018, 4.30 pm <p>The meeting closed at 5.58 pm.</p>	



These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 19th June, 2018.

Signed: **Chair**
Mrs Karen Singleton

Dated: **Tuesday 19th June, 2018**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Monday 26th March, 2018

ITEM:	ACTION:	WHO:	BY:
4.1.2.1	Matters arising - Item 3.1 – Vacancy - Request CVs from the local candidates.	Headteacher	19.06.2018
4.1.2.2	Matters arising - Item 4.2.1 – Headteacher's Report – Website audit to be carried out.	Mr Marsh	19.06.2018
	Matters arising – Item 4.2.1 – Headteacher's Report – Promotional video at Film Club	Headteacher	19.06.2018
5.2	Safeguarding – ViSTs – S175 Return to be completed.	Headteacher & Mrs Watts	30.06.2018
6.3	Finance and Personnel – 06.02.18 – Pond area to be addressed to be added to 'To Do' list.	Headteacher	20.04.2018
	Catering Assistant position to be advertised,	Headteacher	0.04.2018
7.3	Governor CPD Evaluation Forms – E-Learning Safeguarding course report to be produced.	Chair	19.0.2018