

Nanpean Community Primary School



Minutes

**Full Governing Board Meeting -
Admin**

Monday 25th July, 2022

Clerk to Full Governing Board - Linda Cackett
Typed: 25.07.2022
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FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	6 - (11/13 Governors in post)
Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 25th July at 4.30 pm
Venue:	Rosemellyn Classroom, Nanpean School

Attendance:

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

1.0	<p><u>Welcome and apologies</u></p> <p>The Acting Chair, Mr Dowlen, welcomed everyone to the meeting.</p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> • Mrs Lee Watts – work commitments • Mrs Bex Dyer – emergency family commitments • Miss Bryony Tucker – childcare issues <p>It was noted that Mr Marsh and Mr Eyre were not in attendance.</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 were two vacancies at present, naturally the two Foundation Governors were still vacant which had been previously agreed not to be filled. They will cease to exist when the school joins TPAT.</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>Following discussion, it was agreed that the Instrument of Government be amended to add one additional Co-opted Governor. Due to joining Truro and Penwith Academy Trust the Local Authority Governor will not be required so it makes sense not to advertise the vacancy, the two Foundation governors will also not exist. The Clerk agreed to request the amendment to the Local Authority. The Headteacher agreed to approach Mr Jon Mayman regarding the new co-opted vacancy agreed by the Board. The Board felt it was important to recruit another governor to help ensure meetings are quorate.</p>	<p>Clerk Headteacher</p>
4.0	<p><u>Minutes of the last FGB meeting – Tuesday 12th July, 2021</u></p> <p>The minutes were circulated prior to the meeting, they were reviewed and APPROVED as a true record of the meeting.</p>	
4.1	<p><u>Matters Arising</u></p>	
4.1.1	<p><u>Item 3.0 - Constitution</u></p> <p>The Clerk explained that she had not written to Mr Eyre yet as she was awaiting some further clarification from the Local Authority as he is a Local Authority governor. However, this was confirmed this afternoon and as he had not completed a DBS within 21 days of his appointment then he is no longer a governor. He also has not attended any meetings or replied to any emails or phone calls. The Clerk will send a letter confirming that he is no longer a governor via post after the meeting.</p>	<p>Clerk</p>
4.1.2	<p><u>Item 7.0 – Headteacher’s Report</u></p> <p>The Headteacher confirmed that he had passed on the congratulations from the Board to Mr Prince and thanks to all the staff.</p> <p>The open training sessions facilitated by the MARU will be investigated by the Headteacher next term.</p>	<p>Headteacher</p>
4.1.3	<p><u>Item 8.2 – Governor Monitoring Reports</u></p> <p>The agreed format for the distribution of monitoring reports was now in place.</p>	
4.1.4	<p><u>Item 8.3.2 – Keeping Children Safe in Education – September, 2022</u></p> <p>The Headteacher reported that he had not managed to confirm with IT but will asap and obtain the confirmation before the next meeting.</p>	<p>Headteacher</p>
4.1.5	<p><u>Item 8.4.1 – Roger Green’s Leaving Present</u></p> <p>The Headteacher confirmed that the cup has been arranged.</p>	



5.0	<u>Election of Chair and Vice Chair</u> After discussion it was agreed postponing the election of both positions until the next meeting. There was a discussion regarding the importance of good attendance for meetings and plenty of notice given if not attending. Three governors had sent their apologies for today's meeting this afternoon, naturally emergencies do happen, attendance is reported on the Annual Business and/or Pecuniary Interest/s Register and there has been poor attendance from some governors this year. It is important to evidence good governorship in minutes and noting that apologies have not been received on numerous occasions is not ideal.	Clerk – Agenda item for next meeting
6.0	<u>Annual Business/Pecuniary Interest/s Conflict of Interest/s Form</u> The annual form was circulated prior to the meeting for completion. The Clerk will produce the Register and send a copy to school once the forms are completed.	Clerk
7.0	<u>Annual Skills Audit</u> The Annual Skills Audit document was circulated prior to the meeting, governors were reminded to complete it and return to the Clerk ASAP so that she can collate the information and it can be an agenda item for the next meeting.	All Governors Clerk – Agenda item next FGB meeting
8.0	<u>Governor Committee Structure</u> The Governor Responsibilities Table was circulated prior to the meeting, governors discussed the roles reallocated. The Governor Committee Structure document was reviewed and APPROVED for adoption, it will be updated after the meeting and be circulated by the Clerk.	Clerk
9.0	<u>Review Terms of Reference</u> The Terms of Reference for the Full Governing Board were circulated prior to the meeting. They were reviewed, amendments noted and APPROVED for adoption. The Clerk will update the Terms of Reference with the agreed amendments and circulate after the meeting.	Clerk
10.0	<u>Review Decision Planner</u> The Decision Planner was circulated prior to the meeting, it was reviewed, no amendments were required and APPROVED for adoption.	
11.0	<u>Standing Orders</u> The Standing Orders were circulated prior to the meeting, they were reviewed, no amendments required and APPROVED for adoption.	



12.0	<u>Review Code of Conduct</u> The NGA Code of Conduct was circulated prior to the meeting, it was reviewed and APPROVED for adoption. The consent sheet for governors to sign which will be kept on record and the Code of Conduct kept for reference by the individual governors. Once all governors have signed the record sheet, she will send a copy for the Governor File in the school.	Clerk
13.0	<u>Review Instrument of Government dated 2nd February, 2021</u> The Clerk explained why the document is reviewed on an annual basis and the way in which the Governing Board was constituted, it was reviewed, and APPROVED subject to the agreed increase of one co-opted governor, making the total number on the Board 14. When the school joins TPAT the instrument will no longer exist, nor will the Local Authority or Foundation Governor positions.	
14.0	<u>Review Scheme of Delegation</u> The Scheme of Delegation was circulated prior to the meeting, it was reviewed and APPROVED for adoption by the Board.	
15.0	<u>Review Governor Action Plan</u> The Governor Action Plan was circulated prior to the meeting and reviewed by governors. It was agreed for the objectives to be carried forward to the next academic year and incorporated into the Governance Development Plan. It was agreed that 'Ofsted Preparation' could be added as a FGB standard agenda item, and the Q and A document which the Headteacher has prepared can be reviewed, in part, at each meeting.	Clerk – agenda item for future meetings
16.0	<u>Governance Development Plan 2022/2023</u> The draft Governance Development Plan was circulated prior to the meeting, for the Board to approve. It was reviewed, it was agreed to add 'Clerk to continue with CPD'.	Headteacher
17.0	<u>Review Annual Governance Statement</u> The Annual Governance Statement was circulated prior to the meeting and reviewed; it was APPROVED for submission on the website, subject to the Clerk confirming governance numbers once the Instrument of Government had been amended.	Headteacher
18.0	<u>Mid Cornwall Co-operative Learning Trust – Appoint Directors</u> The Trust had been dissolved by Companies House and any legalities will be actioned when the school joins the Truro and Penwith Academy Trust.	



19.0	<p><u>Governance Handbook</u></p> <p>The handbook was circulated prior to the meeting, there is no updated version at present.</p>	
20.0	<p><u>KCSIE – Keeping Children Safe in Education – Section 2</u></p> <p>The revised version, effective from 1st September, 2022 was circulated prior to the meeting. Governors signed a sheet to confirm that they had read and understood Section 2 of the document.</p>	
21.0	<p><u>Dates/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 22nd November, 2022 • Tuesday 21st March, 2023 • Tuesday 20th June, 2023 – Admin Meeting • Tuesday 18th July, 2023 	
22.0	<p><u>Conversion to Academy</u></p> <p>The Headteacher reported to the Board on the latest update regarding joining Truro and Penwith Academy Trust. He suggested that the letter to the parents is circulated in the new academic year rather than at the end of this academic year. The Equality Impact Assessment, July 2022 document and letter to parents, documents were handed out to all governors for their information. The Board APPROVED both documents.</p> <p>The meeting closed at 5.48 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 22nd November, 2022.

Signed: **Chair**

Mrs Lee Watts

Dated: **Tuesday 22nd November, 2022**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Monday 25th July, 2021

ITEM:	ACTION:	WHO:	BY:
3.0	Constitution – Clerk to request amendment to loG to increase Board to 14 with 1 additional Co-opted Governor. Approach Mr Jon Mayman regarding proposed vacancy.	Clerk Headteacher	31.08.2022 31.09.2022
4.1.1	Constitution – Contact Mr Eyre re removal as governor.	Clerk	31.07.2022
4.1.2	Headteacher's Report – Investigate open training sessions by MARU.	Headteacher	31.10.2022
4.1.4	KCSIE – Confirm with IT re confirmation of filters and IT security systems in place – request assurance document.	Headteacher	31.10.2022
5.0	Election of Chair and Vice Chair – Agenda item for next meeting in November.	Clerk	02.11.2022
6.0	Annual Business/Pecuniary Interest/s Conflict of Interest/s Form – Prepare register for uploading to school website.	Clerk	31.08.2022
7.0	Annual Skills Audit – Governors to complete and Clerk to collate information, agenda item for next meeting.	All governors Clerk	31.08.2022 02.11.2022
8.0	Governor Committee Structure – Update information and circulate after meeting.	Clerk	31.08.2022
9.0	Review Terms of Reference – Update terms of reference and circulate after the meeting.	Clerk	31.08.2022
12.0	Review Code of Conduct – All governors to sign consent sheet and copy to be sent to office.	All governors Clerk	22.11.2022 22.11.2022
15.0	Review Governor Action Plan – 'Ofsted Preparation' to be added as standard agenda item.	Clerk	31.08.2022
16.0	Governance Development Plan 2022/2023 – Add Clerk to continue with CPD to plan.	Headteacher	31.08.2022



17.0	Review Annual Governance Statement – Confirm governance numbers following change to Instrument of Government and upload to website.	Clerk Headteacher	31.08.2022
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