

Nanpean Community Primary School



Minutes

Virtual Full Governing Board Meeting

Thursday 14th May, 2020

Clerk to Governing Board - Linda Cackett

Typed: 14.05.2020

Approved for circulation: 15.05.2020



VIRTUAL FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (10/13 Governors)
Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 14th May, 2020 at 4.30 pm
Venue:	Virtual meeting facilitated by Zoom online platform

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Dr Tim Cook – Co-opted	Yes		P
Miss Bex Hancock – Parent – Vice Chair	Yes		Ap
Miss Bryony Tucker – Co-opted	Yes		P
Miss Clare Morton – Staff – Assistant Headteacher	Yes		P
Miss Kerry Dash – Co-opted	Yes		P
Mr Brett Marsh – Parent	Yes		P
Mr John Sibley – Local Authority	Yes		A
Mr Matt Nicholls – Headteacher	Yes		P
Mr Roger Green – Co-opted	Yes		Ap
Mrs Lee Watts – Co-opted - Chair	Yes		P
VACANCY – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		-
VACANCY – Foundation	Yes		-
VACANCY – Foundation	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 Green – family illness • Miss Hancock – work commitments <p>It was noted that Mr Sibley was not in attendance.</p>	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s and protocol for virtual meetings</u></p> <p>None. The Board agreed the protocol for the virtual meeting.</p>	
3.0	<p><u>Constitution</u></p>	
3.1	<p><u>Vacancies</u></p> <p>The Clerk reported that there was still the one Co-opted vacancy, previously agreed to be filled by a non-teaching member of staff and two Foundation governor vacancies. The Headteacher reported that the non-teaching staff vacancy had been advertised and re-advertised but no one had come forward yet.</p>	



3.2	<u>Next term of office to expire</u> The next term of office to expire is: <ul style="list-style-type: none"> Mr J Sibley – Local Authority – 29.08.2020 	
4.0	<u>Minutes of the last meeting – 10.03.2020</u>	
4.1.1	<u>Approval of Minutes – 10.03.2020</u> The minutes were APPROVED as a true reflection of the meeting.	
4.1.2	<u>Approval of Confidential Minutes – 10.03.2020</u> The confidential minutes were APPROVED by the governors who attended.	
4.2	<u>Matters arising not on the agenda – 10.03.2020</u>	
4.2.1	<u>Item 2.0 - EHSW and Oracy Project Presentation – Miss Morton</u> The Headteacher had circulated information after the last meeting.	
4.2.2	<u>Item 5.2.5 - Health and Safety Action Plan</u> The Headteacher reported that due to Covid-19 the work was delayed but is now due to commence at the end of May. It has not been an issue as the gate in question has not been used.	
4.2.3	<u>Item 7.0 – SIP Visit by Mrs D Tregellas – Maths Focus – 04.03.2020 – Verbal Feedback</u> The Clerk confirmed that she had circulated 'Flight or Fight' to governors after the last meeting.	
5.0	<u>Business critical decisions (e.g. budget approval, ratifying school leadership appointments etc.)</u>	
5.1	<u>Redundancy update</u> The Headteacher reported that the school was unable to carry out a redundancy process at present due to Covid-19 redundancy processes cannot be undertaken. At the earliest it will be this time next year that the process can be undertaken but the budget is now more positive.	
5.2	<u>Staffing Structure</u> - tabled after Item 5.3 The Headteacher reminded governors that the budget needed to be approved today. The budget has been set as worst-case scenario with 7 classes being kept. He felt that it would be best to remain at 7 classes to serve the pupils and parents of Nanpean, it would only be fair to give warning to parents. Nothing has been shared with parents due to Covid-19. The	



	<p>Headteacher reported to the Board that Mr Green had sent his agreement regarding keeping the 7 classes prior to the meeting. It was asked how many pupils were joining in September, the Headteacher confirmed there were 21 pupils. The Headteacher commented that the number on roll was rising, three new admissions since Covid-19 began. The school has spent a lot of time re-vamping the school's curriculum, at the next governors meeting there will be a curriculum presentation.</p> <p>A governor commented that there is still forecast to be a deficit in year 2 (of the 3-year budget forecast), relating to 2021-22, and asked what would therefore happen if numbers didn't rise. The Headteacher replied that this time next year there will have to be a redundancy process as a balanced budget will not be able to be set. Another governor commented that the Headteacher should be applauded for being able to set a balanced budget and endorsed 7 classes but had the reservation that the decision had been made by the Board for a redundancy. The Headteacher confirmed the redundancy process will still have to happen April/Easter next year. The governor confirmed that he was reassured but the Board needs to keep a tight reign on the budget moving forwards. The Headteacher reminded the Board that the monthly Management Report is circulated via the Clerk each month from the Local Authority.</p> <p>The Clerk suggested Zoom meetings might continue for Finance in the future after Covid-19, the Board agreed that this would be a positive way forward reducing the need for governors to travel.</p>	
5.3	<p><u>Budget 2020/21</u></p> <p>The Headteacher was pleased to report that due to maternity leave, savings have now been made plus due other savings, the budget is still based on 7 classes in the proposed budget. The budget was proposed, seconded and unanimously APPROVED for submission to the Local Authority. It was also unanimously APPROVED for the school to remain with 7 classes for the next academic year. A governor did raise his concern that perhaps an NQT could be appointed for September. Following discussion, it was APPROVED for the maternity appointment to be advertised internally, however it will only be for two terms and not allow them to complete their NQT year. It was agreed to advertise on the school website.</p>	Headteacher
6.0	<p><u>Monitoring how the school is continuing to provide care for children who are vulnerable, children with EHCP plans the children of key workers, associated risks, issues etc.</u></p> <p><i>School is open to children who are classed as Vulnerable (i.e. with EHCP plans or recent social worker involvement) and children with 'key worker' parents.</i></p> <p><i>Pastoral 'tiered system': RAG rated (weekly, fortnightly, monthly calls). All recorded on CPOMS, as have things such as collected FSM parcel, Breakfast items, etc...</i></p> <p><i>Home Learning and specific learning to meet their needs has been provided. All of these children have been offered places. Some have chosen not to take the place. These children are re-offered their places on a weekly basis during check in phone call by SLT.</i></p>	



	<p><i>FSM parcels (fortnightly). Breakfast items from Magic Breakfast. The breakfast items are available to any family (not just those in receipt of FSM). Unwanted FSM parcels are also re-distributed to families we know are financially struggling, if required staff delivering the parcels to the family home.</i></p> <p><i>SENDCo has completed risk assessments for the EHCP children to stay at home (their choice). Bespoke Home Learning Tasks have been created by Class Teachers and SENDCo for children with EHCp linked with the outcomes in their EHCp. SENDCo also submits data required concerning children with EHCps on a weekly basis to County.</i></p> <p><i>Teams call with Kim Boddy updating the E.P Service on what we are currently offering. Correspondence also with School Nurse. Collaboration with Visual Impairment (VI) Team to ensure equipment available should the family of child with EHCp require it.</i></p> <p><i>TIS/Play Therapy children have received packs from the adult that they normally work in school with. School email has also been given so parents/children can still communicate.</i></p> <p><i>SALT packs provided for children with the most complex speech and language needs.</i></p> <p>The Information above for this agenda item was given to the Board prior to the meeting by the Headteacher, it was further noted:</p> <ul style="list-style-type: none"> • Feedback from parents is that the support has been brilliant and lovely comments made on Facebook. • A governor asked whether the Headteacher had to chase any pupils, the Headteacher explained that one family is not attending but in conjunction with the previous local authority they lived in there are no concerns. All children with ECHP or recent social worker involvement are contacted on a weekly basis. • The Headteacher is updating risk assessments, the revised one will be more detailed. • Between 6-10 pupils attend daily. The Headteacher felt that it would be difficult with larger class sizes w.r.t. social distancing. • It was asked whether the FSM food parcels have been well received. The Headteacher replied that the vast majority were pleased with the food parcels. The Headteacher ensured that food was going home to these families and not vouchers that could be mis-spent. 	
7.0	<p><u>Any issues arising from how the building is currently being used and remote working for staff.</u></p> <p><i>No issues as such. Using minimal areas (communal areas, offices and one classroom). This ensures cleaning staff can focus on fewer areas and deep clean these. A change of classroom at the end of April due to another heating issue which left the classroom cold. MN has been in contact with Fiona Dash (Cleaning Supervisor) regarding a deep clean prior to school re-opening. We are now awaiting Government instruction as to how schools will re-open. Once we know this, a plan will be in place to ensure required areas are ready and have been deep cleaned.</i></p> <p><i>Social Distancing (tables moved so children are sat at least 2m apart). Parents - social distancing signs and zones implemented at the front of school. Regular handwashing (advice being followed). First Aider always on site (on rota).</i></p> <p>The Information above for this agenda item was given to the Board prior to the meeting by the Headteacher, it was further noted:</p>	



	<ul style="list-style-type: none"> A governor asked whether the school has to be cleaned, the Headteacher explained no reductions can be made as school is funded by the government and not areas are cleaned but others are cleaned on a much more thorough basis. 	
8.0	<p><u>Support being given to parents and carers to help them educate their children at home.</u></p> <p><i>Home Learning Tasks uploaded to Dojo, Social Media and Website. These have also been e-mailed / printed (at request of parents for their children) where requested. These are very detailed, but also trying not to overwhelm parents. Staff continually supporting parents, via e-mail / messaging service on Class Dojo. Obviously want children to continue with education, and they have a right to this, but main message is focus on happiness, health and wellbeing of family and not to get stressed by the Home Learning as parents aren't teachers!</i></p> <p><i>Home Learning section on website with links to other resources that parents can use if they are looking for more. As well as this, child-friendly social stories have been provided to help parents explain the pandemic to their children.</i></p> <p><i>Staff working from home: Teachers have clear tasks to focus on. Many of these link to preparing Home Learning and responding to parents so as to support them, as well as providing social media updates via Facebook / Dojo. This has also (inadvertently) increased staff knowledge / skills in this area!</i></p> <p><i>Staff are also focusing on Curriculum improvements, as this was our main focus for the Summer Term (in preparation for next year anyway).</i></p> <p><i>PSHE – SCARF, CWP, Cornwall Healthy Schools.</i></p> <p><i>Teaching Assistants are completing a Level 2 course aimed at supporting children's mental health, as this is going to be massively pertinent when the children return to school. Intervention will focus on pastoral support when we return.</i></p> <p>The Information above for this agenda item was given to the Board prior to the meeting by the Headteacher, it was further noted:</p> <ul style="list-style-type: none"> A governor asked what % are engaging online, the Headteacher confirmed that most parents/children are engaging, those that are not have resources printed for them or emailed. 112/150 children are engaging which gives a rough estimate and reception children are using Tapestry. It was asked if pupils are still being rewarded, the Headteacher explained that he himself did not have the time to reward Busy Bees. A governor commented that there is engagement of tasks being received but where is the evidence of the pupil's completing the tasks. The Headteacher explained the Red, Amber, Green calling system which is checking on the engagement of those pupils on home learning as everyone's mental health is very important. The Assistant Headteacher added that some work will look different for some families as different levels and work is being carried out. Everyone is trying to do their best, but it is difficult to measure. 	
9.0	<p><u>Monitoring the wellbeing and welfare of pupils, staff and stakeholders.</u></p> <p><i>Pastoral 'tiered system': RAG rated (weekly, fortnightly, monthly calls). All recorded on CPOMS, as have things such as collected FSM parcel, Breakfast items, etc...This has ensured regular communication with children / parents.</i></p>	



	<p><i>Regular communication with staff via e-mail and seeing those that are in the building working at 'skeleton school'.</i></p> <p><i>School is now a food bank voucher distributor.</i></p> <p><i>Revised model of Family Support Worker contact (now Link Family Worker) for vulnerable families (two families have benefitted from this so far).</i></p> <p><i>Advice from MARU has been sought, when required, in relation to two families in particular.</i></p> <p>Item covered in previous items.</p>	
10.0	<p><u>SEND Presentation – Mrs Sarah Morrison, SENDCo</u></p> <p>Miss Morrison's SEND Presentation was circulated prior to the meeting; it was further noted that:</p> <ul style="list-style-type: none"> The Board wished to give a huge thank you to Miss Morrison for the SEND provision at the school. The school often has new pupils who highly praise the school regarding SEND and this attracts new pupils. The Headteacher commented that Miss Morrison is the best SENDCo he has ever worked with. Governors were aware that there are a huge number of pupils with SEND needs. The Nanpean pupils truly have SEND needs, children arrive with a SEND need not always have the need to the same degree. 25.6% pupils have SEND, a governor asked whether the school could access any additional funding. The Headteacher confirmed he was not aware of any. He asked if their support was sustainable, the Headteacher confirmed the school was still facing a redundancy situation and it did worry him that the level of the support can remain. A governor asked how the Headteacher triangulated his view about SEND. The Headteacher replied that he would not make this sweeping statement to Ofsted, the SIP has not had a specific focus on SEND but has positively mentioned SEND in her reports. The Headteacher is very impressed with the SEND provision at the school at present. The governor added that he couldn't see a breakdown of the 25.6%, the Headteacher replied that a lot of the pupils go across the categories, he agreed to ask Miss Morrison to provide the breakdown after the meeting. The report evidences a lot of input but asked about reporting of attainment and progress of SEND pupils to be evidenced. The Headteacher confirmed that this is discussed on a weekly basis and will be reported to the Board ASAP. The Board agreed that the data exists but clearly needs to be evidenced also and will be. A governor suggested that mobility could evidence the excellent SEND progress and also the small steps of progress made through their monitoring, the story behind the progress needs to be known. Evidence could easily be added which would allow a more complete picture and evidence progress being made. 	<p>Headteacher</p> <p>Headteacher</p>
11.0	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> Tuesday 23rd June, 2020 – Admin Meeting Tuesday 7th July, 2020 	



	The meeting closed at 5.50 pm.	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 23rd June, 2020

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 23rd June, 2020**



**ACTION POINTS ARISING FROM MINUTES OF
VIRTUAL FULL GOVERNING BOARD MEETING**

Thursday 14th May, 2020

ITEM:	ACTION:	WHO:	BY:
5.3	Budget 2020/2021 – Maternity Cover Teacher post to be advertised internally.	Headteacher	22.05.2020
10.0	SEND Presentation – Mrs Sarah Morrison, SENDCo – Breakdown of SEND figures to be reported back to the Board.	Headteacher	23.06.2020
	Attainment and progress of SEND pupils to be reported back to the Board.	Headteacher	23.06.2020