

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 10th March, 2020

Clerk to Governing Board - Linda Cackett

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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:	Tuesday 10th March, 2020 at 4.30 pm
Venue:	Nanpean School – Drinnick Classroom

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Dr Tim Cook – Co-opted	Yes		P
Miss Bex Hancock – Parent – Vice Chair	Yes		P – in part
Miss Bryony Tucker – Co-opted	Yes		P – in part
Miss Clare Morton – Staff – Assistant Headteacher	Yes		Ap
Miss Kerry Dash – Co-opted	Yes		Ap
Mr Brett Marsh – Parent	Yes		P
Mr John Sibley – Local Authority	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P
Mr Roger Green – Co-opted	Yes		P
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"> • Miss Morton - unwell • Miss Dash – work commitments <p>Miss Tucker apologised that she had to leave at 5.45 pm and Miss Hancock apologised that she also had to leave at 6.45 pm.</p>	
2.0	<p><u>EHSW and Oracy Project Presentation – Miss Morton</u></p> <p>The Headteacher gave Miss Morton's informative presentation on EHSW and the Oracy Project in her absence.</p> <p>A governor requested that where percentages are given in the future that actual numbers could be given also to make the data more informative. The Headteacher agreed that he would ensure that it would. It was further noted that an indicative indication could also be given. It was asked whether the school uses Read, Write, Inc, the Headteacher confirmed that the school was. It was then asked how many children are on yellow books, the Headteacher agreed to confirm this after the meeting, he reminded the Board that it was not his presentation and therefore did not have the</p>	Headteacher



	<p>information at the meeting. A governor commented that if the data was not positive then a narrative needs to be added explaining why. A one line or two line case study for the pupils who cannot achieve is required.</p> <p>The Board felt a narrative would be helpful for the school so that 'areas' could be targeted in the future to support the school and teachers. A governor suggested that having 'inspirational' peer groups might be an option, the Headteacher confirmed that paired reading does take place already. It was asked whether the phonics screening showed an improvement from the EYFS data, it was confirmed that improvement had been made.</p> <p>The Headteacher explained 'The Challenge' and how everything had or will be met, e.g. Phonics is taught for 30 minutes a day for EYFS and KS1. If a pupil has not met it by Year 3 they attend a KS2 phonics group until they achieve the required level. RWI is taught from the start of Reception as soon as they enter the school, and home reading books match the RWI decodable books. A governor asked whether any of the work carried out is being carried out at Nippers also, the Chair replied that there was a link a few years ago but sadly this has not happened over the last few years. The governor felt that the earlier the engagement would offer earlier opportunities. The school is running a Parent Information Session on Phonics tomorrow. It was asked how many parents will attend, unfortunately the Headteacher did not know, it has been advertised and re-advertised.</p> <p>The school is now part of the Oracy Project, the school is in very early stages of the project. The two core elements are:</p> <ul style="list-style-type: none"> • Learning through talk – the dialogic classroom • Learning to talk – explicit teaching of skills <p>The in-school challenges were explained to the Board, things that the school sees all the time. The impact in school key areas were identified and explained. School data from other schools clearly evidenced upward trends. A whole school three year action plan will start in September, 2020, Miss Morton is currently trialling in her own classroom for the Summer Term.</p> <p>A governor asked whether local councillors could be asked to fund boxes of books in a van around the area. Cllr Sibley explained that in the past he had identified pro active ways for the community, he felt that something could be put in place for children. It was asked whether the 'Find the book' scheme was still active in the area. The Headteacher explained that sadly Brannel had allowed the books to be kept so the scheme has not flourished. The Board agreed that it was a problem for the clay area and books need to be brought to the people.</p>	
3.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	



4.0	<u>Constitution</u>	
4.1	<u>Vacancy</u> 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 but no one had come forward yet.	
4.2	<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 	
5.0	<u>Minutes of the last meetings – 28.01.2020 and 25.02.2020</u>	
5.1.1	<u>Approval of Minutes – 28.01.2020</u> The minutes were APPROVED as a true reflection of the meeting. The confidential minutes from this meeting were APPROVED at the Extraordinary meeting held on 25.02.2020.	
5.1.2	<u>Approval of Confidential Minutes – 25.02.2020</u> The confidential minutes were APPROVED by the governors who attended.	
5.2	<u>Matters arising not on the agenda – 28.01.2019</u>	
5.2.1	<u>Item 4.2.4 – School Improvement Plan 2019/2020</u> The Headteacher confirmed that he is using the latest format now.	
5.2.2	<u>Item 4.2.6 – Policies</u> The Clerk had created a Nanpean version of the S128 form for governors to complete.	
5.2.3	<u>Item 5.5 – School Improvement Plan</u> The Headteacher confirmed that the new format is now being used.	
5.2.4	<u>Item 6.2 – Data</u> The Quality of Education Group have met, sadly only Mr Green and the Headteacher were available for the meeting. The Headteacher is currently collating questions which might be asked by Ofsted and will allow governors to discuss and make an action plan for the future monitoring. At the end of the day the questions are relevant for the school, it is the governor's role to be able to answer the questions. The document will evolve during the year, a governor asked whether a 'monitoring visit note' will be produced after these meetings, it was agreed that there will be when more governors meet.	



5.2.5	<p><u>Item 7.3 – Health and Safety Action Plan</u></p> <p>The Headteacher confirmed that he had received three quotations, Topan Fencing, Jacksons Fencing and Newquay Fencing, the quotations were circulated to the Board. A governor expressed his concern that due to the Coronavirus in China steel production is reportedly an issue. The Board APPROVED that Topan Fencing be awarded the contract. The Board agreed that a reserve plan needs to put in place if the fencing is delayed, the Headteacher agreed to carry out a risk assessment and if there is a 3 month delay then the H&S team needs to be contacted. A governor challenged the decision as even if there is a theoretical possibility it needs to be addressed. The Chair confirmed that the school and Nippers do communicate and it was APPROVED that a 'self closer' be installed on the gate. He asked when it was first brought to the Board's attention, the Clerk confirmed that it was on the 28th January, 2020. The Headteacher explained that he thought the Board needed to approve the quotations however the work could not be carried out until Easter. The Headteacher added that there has been a Health and Safety Audit and it was not picked up and has been like it for 4 years. Th governor added that bad people are sometimes clever and he felt that as a governor that if there is a risk apparent then it needs to be addressed urgently. The Board agreed that it was a Safeguarding issue and the school's practice has changed if the work can not be carried out by Easter then the Headteacher, alongside Nippers staff, will continue to ensure adequate measures are taken.</p>	Headteacher
9.2	<p><u>Indicative 2020/2021 Budget – Tabled before Headteacher's Report</u></p> <p><i>See confidential minutes attached</i></p> <p><i>5.43 pm – Miss Tucker left the meeting during this agenda item.</i></p>	
6.0	<p><u>Headteacher's 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"> • It was a very comprehensive report. • The school now has a mini bus and a policy needs to be put in place. • The school can rent the vehicle to the local community once a policy is put in place and generate income. • The school has gained funding to purchase 32 laptops, the three quotations were circulated to the Board for their consideration. The Board APPROVED the quote recommended by Lloyd Piper (IT technician). • A governor wished to comment that the attendance figures were good and attendance was clearly not an issue. • The Headteacher will share data with governors, he has predicted data for Year 6, Reading 60%, GPS 55%, Reading 60% and Maths 55% as a minimum with excellent interventions. A governor asked if monitoring is rigorous, the Headteacher confirmed that the monitoring was. It was asked if there was an action tracker to pick up on afterwards, it was confirmed that there was. Discussion followed about 'wording'. 	



	6.44 pm – Miss Hancock left the meeting.	
7.0	<p><u>SIP Visit by Mrs D Tregellas – Maths Focus – 04.03.2020 – Verbal Feedback</u></p> <p>The Headteacher gave verbal feedback on the recent SIP visit undertaken by Mrs Tregellas. It was noted that:</p> <ul style="list-style-type: none"> • Mrs Tregellas has updated where the school is regarding Maths, the Headteacher read her report to the Board. A few ideas were suggested which the school was already going to do. • The Board felt they needed to support the Headteacher more in the future regarding external advisors etc. Dr Cook asked the Clerk to circulate an Ofsted document “Fight or flight? How ‘stuck’ schools are overcoming isolation” to governors after the meeting. The Clerk agreed to straight after the meeting. 	Clerk
8.0	<p><u>Premises and Health and Safety Matters</u></p> <p>The Headteacher reported that the Health and Safety Audit by Sally Wollacott had gone extremely well. A governor asked whether Coronavirus is an issue with parents, the Headteacher replied that there has been a couple of comments but the school was taking appropriate actions. He asked whether anything was in place if the school had to close, the Headteacher replied that the school has DoJo. The governor felt that the school should have something in place and another governor commented that perhaps staff should think of getting something ready if the school was made to close.</p>	
9.0	<u>Financial Matters</u>	
9.1	<p><u>Last LFS Team Financial Report dated 07.02.2020</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • Yesterday's financial report will be circulated at the end of the week. • There is not a lot of change on the report, £5,000 gain on FSM income. 	
9.2	<u>Indicative 2020/2021 Budget – Covered before Item 6.0</u>	
9.3	<p><u>SFVS</u></p> <p>The completed SFVS was circulated prior to the meeting for governors information.</p>	
10.0	<u>Personnel Matters</u>	
10.1	<p><u>Teaching Staff</u></p> <p>The Headteacher reported that Ali Bevis commences maternity leave in April, this will be covered by Jo Cooper and an HLTA. A governor asked whether maternity insurance will be claimed, this was confirmed. It was asked whether the HLTA would provide good quality cover, this was also confirmed.</p>	



<p>10.2</p> <p>10.3</p> <p>10.4</p>	<p><u>Non-Teaching Staff</u></p> <p>The Headteacher reported that previously the school had 4 HLTA's and now has 2, he asked whether the Board would approve two teaching assistants to be trained up. A governor felt that if there were willing candidates then it would be worth considering.</p> <p><u>Catering Staff</u></p> <p>No real change.</p> <p><u>Cleaning Staff</u></p> <p>The current caretaker's contract needs to be reviewed ASAP.</p>	
<p>11.0</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.5.1</p> <p>11.5.2</p>	<p><u>Strengthening Governance</u></p> <p><u>Governor Training/CPD Evaluation Forms</u></p> <p>None.</p> <p><u>Governor Visits</u></p> <p>None. A governor suggested a governor visit day in the summer term, this was agreed rather than having different visits on different days. This would be in addition to individual visits.</p> <p><u>Clerk's Update</u></p> <p>Nothing to report.</p> <p><u>Chair's Report</u></p> <p>None.</p> <p><u>Policies</u></p> <p><u>Feedback on new Assessment and Marking Policy</u></p> <p>The policy was slightly amended following an over complicated marking symbols, reviewed and APPROVED for adoption. The Headteacher explained in detail the way in which marking is carried out to the Board. A governor asked for assurance that 'triple tier marking' is not being carried out, the Headteacher confirmed that the school is trying to move away from this and carry out 'live marking'. A governor commented that Ofsted do not want triple tier marking.</p> <p><u>S157.175 Annual Safeguarding Return</u></p> <p>The Annual Safeguarding Return was circulated prior to the meeting. The yellow highlighted areas need to be revisited before submission.</p>	



11.5.3	<p><u>SEND Local Offer</u></p> <p>The Headteacher wished to record thanks to Sarah Morrison (SENDCo) for her work in preparation of the offer. The school receives a lot of positive comments regarding SEN and the support the school provides.</p>	
11.6	<p><u>Positive PR for the school</u></p> <p>The Board agreed there were many positives:</p> <ul style="list-style-type: none"> • Grant funding for 32 new laptops • The mini bus has arrived • Positive SIP visit • Positive H&S Audit Report. 	
11.7	<p><u>Impact of Meeting</u></p> <p>Governors had made some difficult decisions for the future and sustainability of the school and thanked the Headteacher and Chair for leading the school at this difficult time.</p>	
12.0	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 5th May, 2020 • Tuesday 23rd June, 2020 – Admin Meeting • Tuesday 7th July, 2020 <p>The meeting closed at 6.30 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 5th May, 2020

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 5th May, 2020**



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

Tuesday 10th March, 2020

ITEM:	ACTION:	WHO:	BY:
2.0	<u>EHSW and Oracy Project Presentation – Miss Morton</u> – Confirm the number of children on yellow books.	Headteacher	27.03.2020
5.2.5	<u>Health and Safety Action Plan</u> – If gate is not addressed by the Easter holiday, ensure that adequate measures are put in place.	Headteacher	27.03.2020
7.0	<u>SIP Visit by Mrs D Tregellas – Maths Focus – 04.03.2020 – Verbal Feedback</u> – Circulate Fight or flight? How 'stuck' schools are overcoming isolation' to governors.	Clerk	13.03.2020