

Nanpean Community Primary School



Minutes

Local Governing Board Meeting

Tuesday 19th September, 2023

Governance Professional - Linda Cackett

Typed: 19.09.2023

Approved for circulation: 20.09.2023

LOCAL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (11/11 Governors in post)
Meeting Chair:	Mr Mark Tucker - Chair
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 19th September, 2023 at 4.30 pm
Venue:	Rosemellyn (Year 6) Classroom, Nanpean School

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Mrs Bex Dyer – Parent	Yes		Ap
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P – in part
Mr Innes Dowlen – Co-opted	Yes		P
Mr Mark Tucker – Co-opted – Chair	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P
Mrs Tricia Greet – Co-opted	Yes		P
Mrs Anne Bullock – Co-opted – Vice Chair	Yes		P
Mrs Jen Jago – Staff	Yes		Ap
Mrs Lee Watts – Co-opted	Yes		P
Mrs Melissa Brands - Parent	Yes		A
Mr Jon Mayman – Co-opted	Yes		P – in part
Mrs Linda Cackett		Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Dyer • Mrs Jago <p>It was noted that Mrs Brands was not in attendance and no apologies had been received. This was the second consecutive absence without apologies.</p> <p>Mr Mayman and Miss Tucker had sent their apologies that they would be arriving slightly late.</p>	ACTION:
2.0	<p><u>Annual Declaration of Business/Pecuniary Interest/s</u></p> <p>The annual form was circulated prior to the meeting for completion. Once all the forms have been returned to the Clerk, she will produce the Annual Register for uploading to the school website.</p>	Clerk



3.0	<u>Constitution and Annual Paperwork</u>																															
3.1	<u>Next term of office to expire</u> The next term of office to expire is: <ul style="list-style-type: none"> • Mrs Dyer – Parent Governor – 21.10.2023 The Headteacher will advertise the forthcoming parent vacancy in the newsletter. Mrs Dyer has confirmed she would serve a further term of office if required but if someone else comes forward she would step down and no election would be required.	Headteacher																														
3.2	<u>Vacancies</u> The Clerk reported that there were no vacancies.																															
3.3	<u>Election of Chair and Vice Chair</u> – <i>The Clerk chaired the first part of this agenda item.</i> Mr Tucker was proposed, seconded, and unanimously APPROVED to be appointed as the Chair. Mrs Bullock was proposed, seconded, and unanimously APPROVED to be appointed as the Vice Chair. The Clerk will notify TPAT of the new appointments, she handed the chairing of the meeting back to the newly appointed Chair. <i>5.46 pm – Miss Tucker joined the meeting.</i>																															
3.4	<u>Review of Governor Responsibilities</u> <table border="0"> <tr><td>Whistleblowing</td><td>-</td><td>Mrs Anne Bullock</td></tr> <tr><td>Safeguarding</td><td>-</td><td>Mrs Anne Bullock</td></tr> <tr><td>Health & Safety</td><td>-</td><td>Mr Innes Dowlen</td></tr> <tr><td>Equality & Diversity</td><td>-</td><td>Mr Innes Dowlen & Mr Mark Tucker</td></tr> <tr><td>School Council</td><td>-</td><td>Mrs Lee Watts</td></tr> <tr><td>Pupil Premium</td><td>-</td><td>Mr Jon Mayman</td></tr> <tr><td>Sports Premium</td><td>-</td><td>Mr Jon Mayman</td></tr> <tr><td>Curriculum (core and wider)</td><td>-</td><td>Mark Tucker and Mrs Anne Bullock</td></tr> <tr><td>SEND</td><td>-</td><td>Mrs Pat Greet & Mrs Anne Bullock</td></tr> <tr><td>Personal Development</td><td>-</td><td>Mrs Pat Greet & Miss Bryony Tucker</td></tr> </table> The Headteacher reminded the Board of the governor responsibilities and explained their roles. The Clerk agreed to create a table and circulate to the Board after the meeting.	Whistleblowing	-	Mrs Anne Bullock	Safeguarding	-	Mrs Anne Bullock	Health & Safety	-	Mr Innes Dowlen	Equality & Diversity	-	Mr Innes Dowlen & Mr Mark Tucker	School Council	-	Mrs Lee Watts	Pupil Premium	-	Mr Jon Mayman	Sports Premium	-	Mr Jon Mayman	Curriculum (core and wider)	-	Mark Tucker and Mrs Anne Bullock	SEND	-	Mrs Pat Greet & Mrs Anne Bullock	Personal Development	-	Mrs Pat Greet & Miss Bryony Tucker	Clerk
Whistleblowing	-	Mrs Anne Bullock																														
Safeguarding	-	Mrs Anne Bullock																														
Health & Safety	-	Mr Innes Dowlen																														
Equality & Diversity	-	Mr Innes Dowlen & Mr Mark Tucker																														
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Personal Development	-	Mrs Pat Greet & Miss Bryony Tucker																														
3.5	<u>Scheme of Delegated Authority</u> The revised and updated TPAT document was circulated prior to the meeting.																															

3.6 TPAT Code of Conduct

The document was circulated prior to the meeting, governors will be asked to sign the register, electronically, that they agree to abide by the Code of Conduct. The Clerk will action after the meeting, as everything was heading towards electronic circulation, she was trialling this approach.

Governors
Clerk

3.7 Review of 2022/2023 Attendance

Attendance figures were shared at the meeting:

<u>NANPEAN SCHOOL - LOCAL GOVERNING BODY - ATTENDANCE 2022/2023</u>						
	04.10.2022	07.02.2023	21.03.2023	23.05.2023	18.07.2023	%
Bex Dyer - Parent	Ap	P	Ap	P	P	60%
Bryony Tucker - Co-opted (Ring Fenced)	P	P	P	Ap	P	80%
Innes Dowlen - Co-opted	Ap	P	P	P	P	80%
Mark Tucker - Chair - Co-opted	P	P	P	Ap	P	80%
Matt Nichols - Headteacher - Ex-Officio	P	P	P	P	P	100%
Tricia Greet - Co-opted	Ap	P	P	P	P	80%
Anne Bullock - Vice Chair - Co-opted	P	P	P	P	P	100%
Jen Jago - Staff	P	P	P	P	P	100%
Lee Watts - Co-opted	P	Ap	Ap	A	A	20%
Jon Mayman - Co-opted	P	P	A	P	P	80%
Melissa Brands - Parent		P	P	Ap	A	50%
	7/10	10/11	8/10	7/11	9/11	

These were reviewed by the Board. The Clerk reminded the Board of the TPAT Code of Conduct Policy and highlighted the expectations of what governors should undertake and their important role.

Commitment to Governance:

- Will attend all meetings where possible. Where we cannot attend, we will explain our valid reason and give suitable notice
- Understand and accept the time and workload commitments of the role
- Understand that work should be shared among members and that all those holding a governance role are expected to take an active role
- Will prepare ahead of meetings to ensure we make informed contributions
- Will participate in regular pre-arranged school visits in accordance with our policies
- Will attend any training or development activity needed to ensure the board has a wide range of skills and expertise

5.06 pm – Mr Mayman joined the meeting.

3.8 Skills Audit 2023/2024

The document was circulated prior to the meeting for completion, the Clerk will collate the forms and present the information at the next meeting and

	to TPAT. Governors were reminded to return their completed forms to the Clerk ASAP.	
3.9	<u>Self-Reflection</u> This document was circulated prior to the meeting for completion. The Clerk will collate the forms and present an overview of the information to TPAT, the contents will be kept confidential and governors will not be identified. The report will be shared with the Governance Officer.	Clerk All governors
3.10	<u>TPAT LGB Role</u> The TPAT document was circulated prior to the meeting for governors information.	
3.11	<u>Academy Trust Handbook</u> The updated version for 2023 of the Academies Trust Handbook was circulated prior to the meeting, the Clerk reminded the Board of its contents, it is published annually and good for governor reference.	
3.12	<u>Governance Handbook 2020</u> The handbook was circulated for reference prior to the meeting.	
3.13	<u>LGB Terms of Reference</u> This new document was circulated prior to the meeting, it was reviewed by the Board and amendments and revisions made. The Clerk will circulate the updated document after the meeting.	
3.14	<u>Keeping Children Safe in Education 2023</u> The Clerk reminded governors of the importance of this document, circulated prior to the meeting and had recently been reviewed. Governors will again sign electronically that they have read and understood Part 2 of the document.	Clerk
3.15	<u>S128 – Prohibition Check, Section 128 Direction Check and an EEA Sanction List Check</u> The form was circulated prior to the meeting, governors were reminded to complete and return to the Clerk.	All governors
3.16	<u>Annual Self Declaration Form</u> The form was circulated prior to the meeting, governors to complete and return to Clerk to send to the school office.	All governors All governors

4.0	<u>Minutes of the last FGB meeting – Tuesday 18th July, 2023</u>	
4.1	<u>Approval</u> The minutes were circulated prior to the meeting, they were reviewed and APPROVED as true records of the meetings and signed by the Chair.	
4.2	<u>Matters Arising</u>	
4.2.1	<u>British Values at Nanpean School</u> The Headteacher reported that British Values at Nanpean School video could not be uploaded as unfortunately there was a child without permission granted to be on the school website. The Headteacher said that another will be produced, in line with Governor Monitoring, during this Summer Term (June / July 2024), and permissions for website will be checked carefully.	
4.2.2	<u>Item 1 – Welcome and apologies</u> The Clerk reported that she had spoken to the TPAT Governance Officer, and she had emphasised the need for the Board not to accept apologies if they did not feel they were because of exceptional circumstances. If there were no apologies for three consecutive meetings then the governor would need to be removed from office.	
4.2.3	<u>Item 4.1 – May Management Report and Accounts</u> The Headteacher reported that he had actioned the supply cost changes and everything was fine with the budget, the overspend was due to the local authority and TPAT having a different financial year end date, March and August respectively. The Clerk will invite the Management Accountant to the first meeting of the term.	Clerk
4.2.4	<u>Item 4.2 – Proposed PE and Sport Premium Expenditure for 2023/2024</u> The Headteacher confirmed that the statement had been circulated after the last meeting. He has also uploaded to the school website.	
4.2.5	<u>Item 5.1 – 2023/2024 Budget</u> The Clerk agreed to confirm the insurance query with the Management Accountant after the meeting.	Clerk
4.2.6	<u>Item 9.0 – Premises, Health and Safety Matters</u> Item removed from agenda of second meeting of term.	


<p>4.2.7</p> <p>4.2.8</p> <p>4.2.9</p>	<p><u>Item 10.1 – Policies/Documents</u></p> <p>The Clerk will chase for a written response.</p> <p><u>Item 10.5.1 – Governor Induction Pack</u></p> <p>The Chair and Headteacher met but unfortunately this item was postponed to another meeting. A buddy system of pairing up will be undertaken for new governors.</p> <p><u>Item 10.5.2 – Connect Portal for LGB Paperwork</u></p> <p>ConnectedED will now be used for circulation of all paperwork, the Clerk encouraged all governors to ensure they had access to it and let her know if any issues were encountered.</p>	<p>Clerk</p> <p>All governors</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Strengthening Governance</u></p> <p><u>Governor Training 2023/2024</u></p> <p>The Clerk reported that training information was available on TPAT ConnectedED. She encouraged governors to keep their training updated.</p> <p><u>Governor Monitoring Reports</u></p> <p>None.</p> <p><u>Governor Monitoring Plan 2023/2024</u></p> <p>The Headteacher went through the Governor Monitoring Plan for the year and went through the key highlights of the document. The key focuses were gone through in detail and the governors allocated to specific monitoring was confirmed. The Board approved the monitoring plan for implementation.</p> <p><i>5.56 pm – Mrs Watts left the meeting.</i></p> <p>The Vice Chair raised the link between Safeguarding and Attendance and the importance regarding KCSiE, the Board agreed to amend the monitoring schedule to have monitoring attendance to include Mrs Bullock as a link to attendance and safeguarding.</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> • Assessment and Feedback Policy 2023/2024 • Safeguarding and Child Protection Policy 2023 <p>The policies were circulated prior to the meeting, they were reviewed and APPROVED for adoption by the Board. The Headteacher will amend the contents page error, 'peer on peer' to be amended to 'child on child' abuse.</p> <p>There were some minor changes in the Assessment and Feedback Policy, the Headteacher reported that TPAT however are thinking of producing a</p>	<p>Headteacher</p>



	Trust Wide Policy to incorporate the Advantage Project. Feedback is that the things being trialled are being positively received and the policy might require further changes.	
5.5	<u>Clerk's Update</u> Nothing further to report.	
5.6	<u>Chair's Report</u> Nothing further to report.	
5.7	<u>Positive PR for the school</u> Miss Tucker confirmed that she is continuing to produce the newsletter and it is being circulated locally. Facebook also continues to be updated.	
5.8	<u>Interviews next Wednesday</u> Although reduced to 6 classes, for Maths in particular authorisation has been given for additional staffing of a morning only teacher. They will also focus on Maths interventions. It is a niche role, only three applications received, two candidates are being interviewed next week. Governors asked whether the start of the term had gone well, the Headteacher confirmed new staff had settled in well and there had been a good start to the year.	
5.9	<u>RAAC – Reinforced Autoclaved Automated Concrete</u> The Headteacher confirmed that the school has not been contacted, the school building is too old (in part) and new (in part), therefore there was no need for concern.	
5.10	<u>Equality Act and Objectives</u> The Headteacher reported that he has subscribed to a newsletter which might be of interest to governors. The Headteacher will share some information with the Governor working party for Equality and Diversity.	Headteacher
5.11	<u>Impact of Meeting</u> The Board agreed: <ul style="list-style-type: none"> • All paperwork has been completed or will be shortly. • All annual tasks have been completed. 	
6.0	<u>Dates/times of Local Governing Board meetings - 2023/2024</u> <ul style="list-style-type: none"> • Tuesday 17th October, 2023 – Clerk attending remotely • Tuesday 28th November 2023 – Curriculum Focus and HT Report • Tuesday 6th February, 2024 • Tuesday 19th March, 2024 – Curriculum Focus and HT Report • Tuesday 21st May, 2024 	

	<ul style="list-style-type: none"> Tuesday 16th July, 2024 – Curriculum Focus and HT Report <p>The meeting closed at 6.20 pm, the Chair thanked governors for their input and attendance at the meeting.</p>	
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These Minutes were passed as true and accurate at the Local Governing Board Meeting on Tuesday 17th October, 2023.

Signed:  **Chair**
Mr Mark Tucker

Dated: **Tuesday 17th October, 2023**

ACTION POINTS ARISING FROM MINUTES OF LOCAL GOVERNING BOARD MEETING

Tuesday 19th September, 2023

ITEM:	ACTION:	WHO:	BY:
2.0	Annual Declaration of Business/Pecuniary Interest/s – Produce Annual Register for uploading to the school website.	Clerk	30.09.2023
3.1	Next term of office to expire – Advertise the forthcoming parent vacancy in the newsletter.	Headteacher	30.09.2023
3.4	Review of Governor Responsibilities – Create a table and circulate to the Board after the meeting.	Clerk	30.09.2023
3.6	Code of Conduct – Create a signature document for electronic signatures.	Clerk	30.09.2023
3.8	Skills Audit 2023/2024 – Collate papers ready for next meeting.	Clerk	15.11.2023
3.13	LGB Terms of Reference – Update document and circulate to Board.	Clerk	31.10.2023
3.15	S128 – Prohibition Check, Section 12 Direction Check and an EEA Sanction List Check – Return forms to Clerk for her to collate and send to School Office.	All governors Clerk	30.09.2023 30.09.2023
3.16	Annual Self Declaration Form – Governors to return forms to Clerk for collation and reporting to TPAT Governance Officer.	All governors Clerk	30.09.2023 30.09.2023
4.2.3	May Management Report and Accounts – Invite Management Accountant to the first meeting each term.	Clerk	30.09.2023
4.2.5	Budget – Confirm insurance query with Management Accountant.	Clerk	23.09.2023
4.2.7	Policies/Documents – Clerk to chase for a response.	Clerk	23.09.2023
4.2.9	connectED Portal for LGB Paperwork - Ensure access to connectED.	All governors	30.09.2023
5.4	Policies – Amend contents page error.	Headteacher	30.09.2023
5.10	Equality Act and Objectives – Share information with governor working party.	Headteacher	30.09.2023


Nanpean FGB Minutes 19.09.2023 - V3.C

Final Audit Report

2023-10-19

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Status:	Signed
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"Nanpean FGB Minutes 19.09.2023 - V3.C" History

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2023-10-19 - 11:50:08 AM GMT- IP address: 145.224.66.34

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2023-10-19 - 11:50:33 AM GMT

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