

Nanpean Community Primary School

Full Governing Body Meeting

Tuesday 11th November at 5.30pm

Present:

Roy Allsopp
 Michael Barritt
 Jeff Davis (Chair)
 Andrea Howard
 Carly Marsden
 Karen Singleton
 Kate Tibbles
 Kizzy Udy
 Lee Watts

Not Present:

Also Present:

Kerry Dash (Clerk)

1.	Apologies for absence All Governors who were required to attend were present at the meeting.	
2.	Declaration of Conflicts of Interest/ Pecuniary Interests There were no new conflicts of interests/ pecuniary interests disclosed.	
3.	Minutes from the last meeting held on 26th March 2014 The minutes from the meeting held on Wednesday 16 th July 2014 were agreed to be a true and accurate account of the meeting and were signed accordingly.	
4.	Matters arising from previous meetings' minutes Governors confirmed that they had all received and read the minutes. The head teacher confirmed that the £5,000 the Governors questioned in point 8 was additional surplus funds that had been brought forward.	
5.	Reports from Committee meetings: <u>Curriculum - Michael Barritt</u> Due to the change in date of the Full Governors Meeting, this term's curriculum meeting has not yet taken place. Governors have already been updated with a report from the previous Curriculum Meeting. <u>Health and Safety – Kizzy Udy</u> Governors confirmed that they had read the minutes for the most recent Health and Safety meeting. No Governors had any questions or concerns relating to these minutes. <u>Finance and Personnel - Andrea Howard</u> The Chair of the Finance and Personnel reported some of the key issues arising from the most recent Finance and Personnel Meeting: <ul style="list-style-type: none"> ➤ The school is awaiting a letter of resignation from the member of staff currently on maternity. Governors have been informed of this staff member's intention to resign but an official letter has not yet been handed in. ➤ Governors were informed that due to some concerns about inviting a volunteer to work in the school office, especially with regards to the 	

	<p>highly confidential nature of working in the school office. The Head teacher has had a discussion with the school secretary with regards to assistance in the office and it was suggested that alternative options, for example, looking into hiring an apprentice be explored.</p> <ul style="list-style-type: none"> ➤ Governors were informed of some unexpectedly high water bills. It was confirmed that there is a leak on the school grounds causing the bills to be higher than normal. South West Water has been out to investigate the site and has stated that repairing the leak is the responsibility of the school. We have contacted companies who specialise in leak detection and repair to rectify this issue, after which the school can apply for grants to assist in paying the high bills. ➤ Analysis of the costs involved in being part of the Co-operative Learning Trust is ongoing. ➤ The Head teacher now has some more information on the cost of building a proper link corridor and conference room as part of the expansion of the school. These costs are lower than anticipated. ➤ The Head teacher is looking into different methods for online payment methods for parents. 	
6.	<p>Safeguarding</p> <p>Safeguarding issues within the school were discussed.</p>	
7.	<p>Vulnerable Pupils</p> <p>Governors discussed that this item had been added to the agenda as a means of making Governors more generally aware of how vulnerable children in the school were progressing and being supported by the school.</p> <p><u>Governors challenged how the school identifies a vulnerable pupil.</u></p> <p>It was agreed that a vulnerable pupil is a child who is not making expected progress for any reason. This can go beyond those children on Child Protection plans and can include more able pupils who are not being challenged enough to make expected progress.</p>	
8.	<p>Attendance Target</p> <p>Feedback presented to the Governing Body from recent training courses recommended setting a realistic annual attendance target, with Governors being updated at least termly with regards to attendance rates.</p> <p><u>Governors challenged how persistent absenteeism could be tackled without the support of the Education Welfare Officer.</u></p> <p>Governors were informed that the school has brought into the Student Welfare Service offered by the local Secondary School and this service provides more support to the school and families than was previously offered by the EWO. It was agreed that this would be more beneficial in improving school attendance because the Student Welfare Officer was able to intervene at a far earlier stage and so can more effectively improve attendance before a child becomes a persistent absentee. Also all the local cluster schools have bought into this services there is now a uniform approach to attendance throughout the cluster.</p> <p>It was agreed that a realistic attendance target for this academic year is 95.8%, to ensure that the whole school attendance does not fall below the previous year's percentage.</p>	
9.	<p>Approval of SFVS Return</p> <p>Governors confirmed that they had received and read the SFVS return. Governors approved this return with no amendments requested.</p>	
10.	<p>Approval of Scheme of Delegation</p>	

	<p>It was agreed that, due to the length of the Scheme of Delegation, the document would be completed outside of the meeting and brought back to Governors for approval.</p> <p><u>Governors challenged whether the school's insurance covers having more than £1000 in a free standing safe.</u></p> <p><u>This will be investigated prior to the document being presented to Governors for approval.</u></p>	CM
11.	<p>Approval of Instrument of Governance</p> <p>The Instrument of Governance was approved by Governors.</p> <p>It was noted that, due to the recent departure of a Governor, there is now a vacancy for one co-opted Governor. Governors were informed that the Head teacher had contacted the local Secondary School to invite a member of their senior leadership team on to the Governing Body. It was agreed that this would strengthen the link between primary and secondary school, which would be of benefit to the majority of children who transition to the local Secondary School.</p>	
12.	<p>Headteacher's Report and any questions arising</p> <p>Governors were informed that the Head teacher had incorporated feedback from the Ofsted report into the Head teacher's report.</p> <p>Governors were made aware of the following key aspects of the report:</p> <p><u>Leadership and Management:</u></p> <p>School Governance was noted as an area that required strengthening. Middle leadership will continue to be strengthened.</p> <p><u>Behaviour and Safety:</u></p> <p>This was noted as one of the school's strengths. The importance of raising the aspirations of the children was emphasised.</p> <p><u>Governors challenged whether the school could work within the local cluster of schools to further raise aspirations.</u></p> <p><u>This was discussed at the most recent cluster Head teacher/ Governor's meeting and will be a part of work with other local schools. Brannel School have started doing events to raise their student's aspirations.</u></p> <p>Governors suggested asking parents of children to come into school and talk to the children about their jobs. This recently happened at a local Secondary School, but there has been no feedback as yet as to the success of the event. It was agreed that the recent London residential that year 5 and 6 went on raised the aspirations of the children and consolidated teaching on what it is to be British. Governors were informed that the London trip would take place every other year, so each child would get the opportunity to go at least once.</p> <p><u>Quality of Teaching:</u></p> <p>The school is aiming to consistently implement the marking policy and to ensure that all children are challenged particularly the more able children.</p> <p><u>Achievement:</u></p> <p><u>Governors noted that the EYFS cohort entered the school below expected development and challenged whether this is a common occurrence.</u></p> <p><u>It was explained that for the previous couple of cohorts, the majority of children have started school at this level.</u></p> <p><u>Governors asked who did the assessment.</u></p> <p><u>It was explained that the EYFS teacher assesses the children when they join the school and take into account information from the children's pre-school care providers. The school will be working closely with our pre-school on site to ensure their assessment systems match ours.</u></p>	

	<p><u>Governors challenged why the target for the Phonics testing for year 1 children is lower than the number of children who passed the Phonics screening this year.</u></p> <p>It was explained that the current target is not as high as the pass rate from last year because it is more reflective of the cohort who will be undertaking the assessment.</p> <p>Governors were informed that the current year 6 targets takes into account the high level of intervention in place for them and that it is a much more stable cohort in terms of mobility than in previous years.</p> <p><u>Governors challenged whether additional support has been put in place for the more able children.</u></p> <p>It was confirmed that there is additional intervention in place for the most able children, including maths lessons at Brannel School with other year 6 children from cluster schools.</p> <p><u>Governors challenged how the gender discrepancies in Key Stage 1 will be addressed.</u></p> <p>Governors were informed that the new curriculum the school has adopted is more appealing to boys and the literacy co-ordinator will be ordering more books that appeal to boys.</p>	
13.	<p>Budget Report</p> <p>No questions arose from Schools Financial statements.</p> <p>Governors were informed that the majority of school funding will be spent on Curriculum items. Reserves will be spent on building a covered corridor as part of the new build and a conference room as the estimates for building both of these are far lower than anticipated. Governors were informed that the Head teacher is currently awaiting a more detailed breakdown of these costs.</p> <p><u>Governors challenged whether the school will provide an outdoor learning space.</u></p> <p>Governors were informed that the school will use these funds to provide outdoor learning spaces for the children.</p>	
14.	<p>Pupil Premium</p> <p>Governors' attention was drawn to the expenditure report emailed out to everyone, detailing what Pupil Premium funding is used for and the impact that the use of the funding has had. It was explained that where a child may not appear to need additional funding to support them, the Pupil Premium funding will be utilised to challenge them. Governors were informed that the school has implemented a variety of intervention as well as academic intervention, including intervention based on social and emotional skills. Governors were also informed that this report will be put on our website.</p> <p><u>Governors asked if the school has any service children or children in care and how were they progressing.</u></p> <p>It was confirmed that there is one service child and one child in care attending the school. They are doing well and progressing as expected.</p> <p><u>Governors challenged whether the school offers subsidised music tuition for Pupil Premium children.</u></p> <p>Governors were informed that the school offers music lessons that are subsidised for Pupil Premium children by the Local Authority.</p> <p>Governors were informed that this funding is also used to subsidise school trips, if parents request this subsidising ahead of time.</p> <p><u>Governors challenged whether parents are aware that this funding is</u></p>	

	<p><u>available.</u></p> <p>It was confirmed that they are aware, and any trip letters mention that they can approach the Head teacher if they feel they are unable to pay the full cost of the trip.</p> <p>It was suggested that Pupil Premium children receive a trip subsidy automatically rather than having to approach the school for it. It was agreed, however, that the school would have to be so careful so as not to single out children who are in receipt of Pupil Premium funding.</p> <p>It was also agreed that the Head teacher should continue to make the decision as to who should benefit from any subsidy requested, as they are more aware of the familial circumstances of each child.</p>	
	<p>Governor Self-Evaluation Feedback</p> <p>Self-evaluation sheets were circulated and Governors were asked to complete and return these evaluation forms to determine what aspects of Governance the Governing Body feels confident in and where more training or support is required.</p> <p>Governors were informed that a meeting has been arranged for Tuesday 27th January 4:30pm where Governors can look at school data together and can analyse their role within the school to ensure that each Governor is confident in their role and knowledge of the school and subsequently can identify any issues that arise and resolve them quickly.</p> <p>Governors were notified that another Governor is required to analyse and monitor data. All Governors were asked if anyone was interested in taking up this role. KU agreed to take on this role.</p> <p><u>Governors challenged whether the school has put appropriate alternatives to levels in place for assessment.</u></p> <p>It was explained that a system has been implemented that should allow staff and Governors to continue to monitor pupil's progression and to identify who is not progressing as expected so measures can be put in place to support any child not achieving their potential.</p>	KU
16.	<p>Ofsted Inspection Findings</p> <p><i>KT left the meeting.</i></p> <p>It was noted that the Ofsted Report commented very positively about the Head teacher and the Governing Body is confident that she can lead the school out of Requires Improvement.</p> <p><u>Governors challenged whether there was much parental feedback from the Ofsted report.</u></p> <p>Governors were informed that some parents could not understand how the school seems to have improved so much, but the Ofsted report categorised the school as Requires Improvement, when it was previously good. The changes to the Ofsted Inspection were explained and parents were informed of the school's plans to develop and move forward.</p>	
17.	<p>Post Ofsted Governor Action Plan</p> <p>Governors were informed that the Post Ofsted Governor Action Plan will be largely directed by the Governors' self-evaluation plans, the outcome of the Governor data meeting and an Ofsted publication called 'Learning from the Best'.</p> <p>Governors agreed that they need to ensure that each Governor monitoring visit contributes to the school's development.</p>	
18.	<p>Cooperative Trust</p> <p>Governors discussed whether they felt the school was benefitting from being</p>	

	<p>part of the Trust. It was agreed that the Governors saw no benefits from the Trust and working as part of a local cluster of schools was more valuable than working as part of the Trust but Governors could not see a viable alternative to it at present.</p> <p><i>LW left the meeting</i></p> <p>It was agreed that the school should focus on working with Cluster schools and reconsider alternative options after the next Ofsted Inspection. In the meantime, it was suggested that a working party of Governors could consider the pros and cons of the Trust.</p>	
19.	<p>Other business considered necessary by the Chairman</p> <p>Dates of future meetings were confirmed as:</p> <p>Curriculum Committee Meeting on Thursday 27th November 5:30pm.</p> <p>Governors were invited into school on the next Inset Day: Monday 5th January from 1pm to 3pm, to join the staff in a focus on vulnerable pupils.</p> <p>A data training session will take place on Tuesday 27th January 4.30pm.</p> <p>Governors were made aware that there will be two Full Governing Body meetings next term.</p> <p>It was agreed that, to accommodate Governors, the school would look into providing childcare for at least the data training session on Tuesday 27th January.</p>	CM
20.	With no other business to discuss, the meeting closed at 6.35pm	
	<p>Signed: _____</p> <p>Date: _____</p>	