

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 8th December, 2021

Clerk to Full Governing Board - Linda Cackett

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FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (10/13 Governors in post)
Meeting Chair:	Mr Roger Green
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 8th December at 4.30 pm
Venue:	Rosemellyn (Year 6) Classroom, Nanpean School

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Bex Hancock – Parent – Vice Chair	Yes		Ap
Mr Brett Marsh – Parent	Yes		Ap
Mr Innes Dowlen – Co-opted	Yes		P
Mr Mark Tucker – Co-opted	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P
Mr Roger Green – Co-opted	Yes		P
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mrs Jen Jago – Staff	Yes		P
Mrs Lee Watts – Co-opted – Chair	Yes		Ap
Mrs Anne Bullock – Co-opted	Yes		P
VACANCY – Foundation	Yes		-
VACANCY – Foundation	Yes		-
VACANCY – Local Authority	Yes		-
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"> • Mr Marsh – family commitments • Miss Hancock – work commitments • Mrs Watts – work commitments <p>Mrs Jago was in attendance via speakerphone.</p> <p>Mr Green kindly agreed to chair the meeting in the absence of Mrs Watts.</p>	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None. The Headteacher reported that he had been invited to become an Executive Member of the Board for SCITT, the Board passed on their congratulations, it was agreed that there was no business/pecuniary interest to declare.</p>	



3.0	<p><u>Constitution</u></p> <p>The Clerk reported that there was one vacancy at present to fill, one Local Authority, naturally the two Foundation Governors were still vacant which had been previously agreed not to be filled. The Clerk confirmed that she was waiting on a reply from Governor Services that the Instrument of Government could reflect that that the school was no longer part of the Trust.</p> <p>The Headteacher reported that Mr Josh Eyre, a parish counsellor has expressed an interest to become the Local Authority governor, the Headteacher added that there were two other expressions of interest. It was agreed to invite them to attend as a guest at the next meeting. Mr Eyre will be sent a Local Authority application form.</p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> • Miss Hancock – Parent Governor – 21.10.2023 	
4.0	<p><u>Minutes of the last FGB meeting – Tuesday 6th 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> <p>4.1 <u>Matters Arising</u></p> <p>4.1.1 <u>Item 3.0 - Constitution</u></p> <p>Mr Green had spoken to Mrs Bullock regarding the vacancy, she has since been appointed as a Co-opted Governor.</p> <p>4.1.2 <u>Item 5.0 – Election of Chair and Vice Chair</u></p> <p>Both the Chair and Vice Chair had agreed to stand a further term of office.</p> <p>4.1.3 <u>Item 6.0 – Annual Business/Pecuniary Interest/s Conflict of Interest/s Form</u></p> <p>The Register was almost complete and will be sent to the school shortly for uploading to the school website.</p> <p>4.1.4 <u>Item 7.0 – Annual Skills Audit</u></p> <p>The Skills Audit was almost complete and will be an agenda item for the next meeting.</p> <p>4.1.5 <u>Item 8.0 – Governor Committee Structure</u></p> <p>The updated committee structure was circulated after the last meeting.</p> <p>4.1.6 <u>Item 9.0 – Review Terms of Reference</u></p> <p>The Terms of Reference were reviewed and circulated after the last meeting, however they will require updating with new governor terms of office after each appointment.</p>	<p>Clerk – Agenda item next meeting.</p>



<p>4.1.7</p> <p>4.1.8</p> <p>4.1.9</p> <p>4.1.10</p> <p>4.1.11</p> <p>4.1.12</p>	<p><u>Item 12.0 – Review Code of Conduct</u></p> <p>The signature sheet was sent to the school office for signature.</p> <p><u>Item 12.0 – KCSIE</u></p> <p>The updated KCSIE document was updated in September and circulated to governors, a signature sheet was sent to the school office for governors' signatures.</p> <p><u>Item 13.0 – Review Instrument of Government dated 06.06.2017</u></p> <p>The Clerk confirmed that the Instrument of Government had been updated.</p> <p><u>Item 14.0 – Review Scheme of Delegation</u></p> <p>The Finance and Personnel Committee had reviewed the document. The Headteacher confirmed that he had clarified signatories on the school account.</p> <p><u>Item 17.0 – Review Annual Governance Statement</u></p> <p>The Annual Governance Statement had been uploaded to the school website.</p> <p><u>Item 19.0 – Chair's Report</u></p> <p>The Headteacher confirmed that he had passed on the thanks of the Board to the staff.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Committee Minutes</u></p> <p><u>Health and Safety – 19.10.2021</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information.</p> <p><u>Curriculum and Standards – 12.10.2021</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information.</p> <p><u>Finance and Personnel – 02.11.2021</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information. The Headteacher reported that there had been another resignation, sadly recruitment is difficult at present and expressions of interest are low in the education sector. After discussion it was agreed to recruit from supply agencies. An overspend was noted on compliance and health and safety, this has been investigated and everything was correct.</p> <p>Mr Green thanked the Clerk for clear and informative committee minutes</p>	



	which allowed governors to have a clear understanding of the committee meetings held that they were not members of.	
6.0	<u>Finance Matters</u>	
6.1	<u>Budget 2022-2023 – Verbal Update</u> The Headteacher reported that he had received an indicative budget, the Local Authority do not know the agreed funding formula for next year yet. It was agreed to wait to discuss in more detail when the funding formula was known.	
6.2	<u>Management Report – 30.11.2021</u> The last three management reports were circulated prior to the meeting, the most recent, dated 30.11.2021 was reviewed by the Board. It was further noted that: <ul style="list-style-type: none"> • Reserves have not really changed, £70,000, since the last report. • Mr Green congratulated the Headteacher for managing the budget effectively since January, 2019. The school did go down to reserves of £832 during this time, thankfully a healthier buffer is now in place. • Today there was a Finance Audit, it was very intense and thorough. At the feedback meeting they were very positive, there were lots of strengths identified. The Headteacher was pleased to be told that the school was above average in the audit! Mr Green was pleased to have such a good report, with newly appointed financial staff only recently trained in this area. The audit had been very helpful and thorough. The Board asked the Headteacher to formally thank Mrs Houston and Miss Tucker for their hard work. 	Headteacher
7.0	<u>Headteacher's Report</u> The report was circulated prior to the meeting, Mr Green commented that the ethos regarding safeguarding was picked up by Ofsted and complimented the school. A governor asked whether there were any 'ghost' children following return from lockdown. It was confirmed that children of concern that are absent are chased straight away, children are closely monitored. The Headteacher added that missing children would be reported after days but he had never got to that stage. There was one child who did not return after the first lockdown, however the Headteacher did speak to them every week on the phone and fortnightly he met with the child to ensure that he saw the pupil face to face. It was asked what happens when a child does not attend and a reason not given, it was explained that texts are sent and monitored and by lunchtime a reason is usually recorded. The Headteacher added that there are three contacts for each child on SIMS, all absences are dealt with as a priority, and further contacts are called on the rare occasion the school can't get hold of a family. The Headteacher reported that attendance at present is 94%, which is a concern as it is below the historic national average of 96%. However, he is aware that the local and national average figure is currently 88% due to the continued impact of Covid-19.	



<p>8.0</p>	<p><u>OfSTED Report and SIP Report</u></p> <p>The areas for improvement regarding the OfSTED report have already begun.</p> <p>When the OfSTED Report was received, academisation was discussed. The Headteacher explained that he feels isolated as a maintained school with very little support being given to the school. He felt that other MATs have excellent subject leader support and this concerned him. Any bad inspection report would mean compulsory academisation. The staff governor felt that staff's perceptions should be gauged and consulted with. The Board agreed that staff would be consulted, and different MATs could perhaps attend, if this was the chosen way forward, to showcase their MAT. The staff governor was concerned that control would be lost, it would be important to join the 'right' MAT which matched the context of Nanpean. It was agreed for the Headteacher to speak with the staff to ascertain their feelings.</p> <p>Mr Green commented that throughout the Covid pandemic, Ofsted and the British Gas Electricity Bill issues, the Headteacher's response had been excellent, and this was evidenced in the Headteacher's performance management. The staff governor thanked the Headteacher for arranging the wellbeing afternoon but added that the Headteacher does need to look after his own wellbeing also.</p>	<p>Headteacher</p>
<p>9.0</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.3.1</p> <p>9.3.2</p>	<p><u>Strengthening Governance</u></p> <p><u>Governor Training/CPD Evaluation Forms</u></p> <p>None received.</p> <p><u>Governor Monitoring Reports</u></p> <ul style="list-style-type: none"> • 15.09.21 – KP2 - KCSIE – R Green (Paper 9.2.1) • 3.09.21 – KP4 – H&S – B Hancock (Paper 9.2.2) • 29.11.21 – KP2 – Attendance – L Watts (Paper 9.2.3) • 26.11.21 – KP2 – Safeguarding – M Tucker (Paper 9.2.5) <p>All monitoring reports were circulated prior to the meeting. The Headteacher will add the three Ofsted action points to the monitoring schedule. Mr Green added that the monitoring questions were very good and thorough, and clearly give Governors evidence about the school.</p> <p><u>Clerk's Update</u></p> <p><u>Skills Audit</u></p> <p>The Clerk reported that the collation had not been undertaken as there was still some outstanding paperwork from governors.</p> <p><u>Chair's Report</u></p> <p>None.</p>	



<p>9.3.3</p>	<p>Mr Green wished to wish all the staff and pupils a Merry Christmas and wished the Headteacher to thank staff on the Board's behalf. Clearly 94% attendance evidenced that children wish to attend the school.</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> • Pay Policy Support Staff 21-22 • Pay Policy Teachers 21-22 <p>The policies were circulated prior to the meeting, governors were reminded that any comments need to be submitted by this Friday. Governors in attendance noted that these are model policies and therefore should be approved, and that they had no further comments to make.</p>	
<p>9.3.4</p>	<p><u>Positive PR for the school: Sailing, Head Boy/Girl and Prefects, Etc...</u></p> <p>Mr Green commented that on leaving the school the other day he met with the Prefects, who were a delight to meet. The short piece written in a recent newsletter was excellent. Mr Green suggested that it would be great to have short piece by pupils included in future newsletters.</p>	
<p>9.3.5</p>	<p><u>Impact of Meeting</u></p> <p>The Board felt that Safeguarding and attendance issues were addressed extremely well by the school. Governors were aware of the challenges being faced by staff.</p>	
<p>10.0</p>	<p><u>Dates/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 22nd March, 2022 • Tuesday 21st June, 2022 • Tuesday 12th July, 2022 – Admin Meeting <p>The meeting closed at 5.57 pm.</p>	

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

Signed: **Chair**
Mrs Lee Watts

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



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

Wednesday 8th December, 2021

ITEM:	ACTION:	WHO:	BY:
4.1.4	Annual Skills Audit – Agenda item for next meeting.	Clerk	31.12.2021
6.2	Management Report – Formally thank Mrs Houston and Miss Tucker for their hard work.	Headteacher	17.12.2021
8.0	Ofsted Report and SIP Report – Speak to staff regarding their feelings about joining a MAT.	Headteacher	31.12.2021