

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Wednesday 15th July, 2015

Clerk to Governing Board - Linda Cackett

Typed: 18.07.2015

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GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	4 - (8/10 Governors)
Chair:	Mrs Kizzy Udy
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 15th July, 2015 at 4.30 pm
Venue:	Nanpean School – Melbur Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Roy Allsopp – Local Authority	Yes			P
Miss Kerry Dash – Co-opted (Ring fenced-Staff: Non Teacher) – appointment pending	Yes			P
Mr Jeff Davis – Foundation – Interim Chair	Yes			P
Mr Andy Edmonds – Co-opted	Yes			P
Ms Carly Marsden – Headteacher	Yes			P
Miss Clare Morton – Staff – appointment pending	Yes			P
Mrs Karen Singleton – Parent	Yes			P
Mrs Kate Tibbles – Parent	Yes			P
Mrs Kizzy Udy – Co-opted	Yes			P
Mrs Lee Watts – Foundation	Yes			Ap
Mrs Linda Cackett			Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed governors to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> Mrs Watts 	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
3.0	<p><u>Constitution</u></p> <p>The Clerk reported that there were no vacancies at present as the paperwork was currently being processed for the two new governors by the Local Authority. There would be one Foundation Governor vacancy as Mr Davis would end his term of office on the 31st August.</p> <p>Discussion followed regarding considerations to be taken into account when appointing new governors. <u>A governor suggested that those approached regarding the Foundation Governor position should be interviewed. This was agreed.</u></p> <p>The next terms of office to expire are:</p> <ul style="list-style-type: none"> Mrs Tibbles – 06.12.2015 – Parent 	<p>Headteacher</p> <p>Secretary</p>



	<ul style="list-style-type: none"> Mrs Singleton – 14.10.2017 – Parent <p>The revised Instrument of Government had been circulated by the Clerk prior to the meeting.</p>	
4.0	<p><u>Dates for next year's meetings, timings of committee meetings to be agreed</u></p> <p>Full Governing Body:</p> <ul style="list-style-type: none"> Wednesday 7th October, 2015 at 3.30 pm – Data Thursday 26th November, 2015 at 5.00 pm Thursday 28th January, 2016 at 5.00 pm – Assessment System Thursday 10th March, 2016 at 5.00 pm Thursday 9th June, 2016 at 5.00 pm – Admin Meeting Thursday 23rd June, 2016 at 5.00 pm <p>Finance and Personnel Committee:</p> <ul style="list-style-type: none"> Thursday 1st October, 2015 at 4.30 pm Thursday 4th February, 2016 at 5.15 pm Thursday 21st April, 2016 at 4.30 pm <p>Health and Safety Committee:</p> <ul style="list-style-type: none"> Thursday 24th September, 2015 at 5.15 pm Thursday 14th January, 2016 at 5.15 pm Thursday 14th April, 2016 at 5.15 pm <p>Curriculum Committee:</p> <ul style="list-style-type: none"> Thursday 19th November, 2015 at 5.00 pm Thursday 25th February, 2016 at 5.00 pm Thursday 19th May, 2016 at 5.00 pm 	
5.0	<p><u>Approval of minutes from the last Full Governing Board meeting – 24.06.2015</u></p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.</p>	
6.0	<p><u>Matters arising not on the agenda</u></p> <p>None.</p>	
7.0	<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"> The Chair congratulated the Headteacher for a very positive monitoring visit from the Cornwall School Improvement Team this term. <u>The Chair asked what actions are being taken regarding the inconsistencies in teaching and learning.</u> The Headteacher explained that more stringent procedures had been put in place and additional dates for monitoring next year have been agreed. There are non-negotiables in place, and objectives are clear. If teachers are not following agreed policies and procedures, including non-negotiables, a support plan is offered or a follow up observation takes place within 	



	<p>2 weeks. A governor asked whether observations are pre-arranged and how the Headteacher knows that observations are typical of everyday practice. It was explained that book scrutiny using a RAG system shows typical practice and the learning that is taking place over time. Termly drop in sessions also take place and feedback is provided following these. Governors agreed that it was important for all teachers to strive to get out of 'RI'. A governor challenged whether the Headteacher had thought of doing all 'no notice' observations rather than pre-arranged. The Headteacher agreed to discuss this with staff.</p> <p>Governors felt that this could have a positive impact as it would prevent staff from feeling nervous about observations and would demonstrate their typical practice. Teachers would be informed at the start of the day and could opt out if needed but this would be recorded. It would mean amending the Performance Management Policy.</p> <ul style="list-style-type: none"> A governor asked whether whole school attendance had improved from last year to this year. The Headteacher replied that it had dropped by 0.3%; overall attendance is hovering around 96%. A governor asked whether there were any persistent absentees. One pupil was a persistent absentee at the start of the year but the Headteacher has worked closely with the family and this child's attendance is now above 90%. Another child is close to becoming a persistent absentee and is being monitored closely. There is a note going on the newsletter this week regarding attendance. The Headteacher is supported by the Student Welfare Officer at Brannel School and this service is of a very high quality. A governor asked whether rewards for attendance could be improved The Headteacher explained that rewards are given on a termly and yearly basis, and feels the focus should be on keeping parents/carers informed of the rules regarding absence. The question was asked whether pupils in receipt of pupil premium have worse attendance than other pupils. The Headteacher did not feel that this is the case but would need to carry out some specific analysis of this. The Headteacher explained that the Year 2 and Year 6 data was looking very positive this year. However, it was noted that no children achieved Level 5 in Writing despite 3 pupils achieving a Level 5 for the Grammar, Punctuation and Spelling test so had the skills to achieve this; the Headteacher will be following this up. A governor asked whether any pupils had been entered into the Level 6 tests this year. The Headteacher confirmed that none had, however one child scored extremely high in the Maths papers. There are 12 pupils in Year 6 next year, and they will be taught their core subjects by the newly appointed Assistant Headteacher. Governors felt that the Parent Questionnaire was well received with very positive views expressed. A governor asked whether the newsletter could be uploaded to the website as soon as it is sent home on Fridays and whether spare copies could be held in the reception area. The newsletter is uploaded to the website on Fridays 90% of the time, however it was agreed to put spare copies in the reception area. It was also agreed that governor meeting minutes would be made 	<p>Headteacher</p> <p>Headteacher</p> <p>Secretary</p>
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	<p>available on the website.</p> <ul style="list-style-type: none"> • <u>It was asked if Family Learning could be made available for families, especially the new Reception families. The Headteacher has already actioned this; she has circulated a flyer and 30 parents have responded. Dates will be set and advertised in September.</u> 	
7.1	<p><u>Safeguarding</u></p> <p>The latest Safeguarding Leaflet and policy was circulated prior to the meeting. There are a lot of safeguarding matters in the media at the moment, which staff and governors needs to be made aware of so the Headteacher is providing Single Agency Safeguarding training on Friday 4th September 9.30 to 12.30. All governors have been invited, along with cleaning and kitchen staff.</p> <p><i>See Confidential Minutes attached</i></p> <p>The Headteacher explained the Section 175 Annual Safeguarding Assurance Return to the Governing Board. She had completed it by the required deadline and drew attention to the actions. It was agreed for more governors to complete the Safer Recruitment training.</p>	Headteacher
7.2	<p><u>121A's</u></p> <p>The Headteacher explained what a 121A was to the Governing Board in detail. She circulated an anonymised form to governors and explained the process. The Headteacher explained that she normally is aware of the situation before she receives information. This year there have been 3 121A's 2 relating to welfare and 1 to domestic. A governor further explained how the MARU triages the 121 to the Board.</p>	
7.3	<p><u>Pupil Premium</u></p> <p>The Pupil Premium reports were circulated prior to the meeting which were very informative and clearly evidence the whole picture. All individual interventions were explained and the impact of the expenditure. <u>The Chair was surprised at how low the number of pupils in receipt of Free School Meals was. The Headteacher explained that it was higher than the national and she does speak to individual families where it is felt they might meet the criteria. A governor asked if the impact report included Free School Meal Ever 6 pupils, it was confirmed that it did.</u></p>	
7.4	<p><u>Primary Sports Funding</u></p> <p>A draft Primary Sports Funding Policy was circulated prior to the meeting, there is a new member of staff who is taking on the role of PE Lead. <u>The Chair commented that the Clay Sports events were excellent opportunities but pupils needed to be trained better. Unfortunately these events were arranged rather last minute so pupils were unprepared. The school will be able to prepare children better in the future. A governor asked whether any parents might be able to help out that have an interest in different sports. The Headteacher and new PE Lead have had a discussion about this already.</u></p>	



	Governors were pleased with the use of Sports Funding.	
8.0	<u>Reports from committee meetings</u>	
8.1	<u>Curriculum</u> Minutes were circulated prior to the meeting. AE gave a brief resume of the meeting and policies adopted at the meeting including the School Offer. Achievement for All and Rights Respecting Schools were discussed. Website monitoring was also briefly discussed and the new website audit tool.	
8.2	<u>Health and Safety</u> Minutes were circulated prior to the meeting. KU gave a brief resume and monitoring agreed that will commence in September. All the Health and Safety Checks are carried out and the independent Health and Safety person's informative reports are circulated. The Headteacher reported that only two of the four new classrooms will be ready for September but this will not impact upon the pupils' learning. She explained the classroom changes to the Board. Although the Year 5/6 class will be in the new classroom for ½ a term they will then be moved into the old Reception Class which will become a 'classroom of the future'! <u>A governor asked if the link corridor will be ready. The Headteacher explained that a temporary arrangement might need to be put in place.</u>	
8.3	<u>Finance and Personnel</u> Minutes were circulated prior to the meeting. JD explained that at the meeting it was asked how many interventions are led by teachers or teaching assistants. The Headteacher replied that all children's needs are mapped out in order for provision to be facilitated across the school. All intervention trackers are reviewed every half term, there is one HLTA at present, 2 have expressed an interest and 1 has reapplied. JD explained that it is important for the more able pupil premium pupils to be targeted for intervention. <u>A governor felt that any under achieving pupil should be targeted. The Headteacher confirmed that they are targeted.</u>	
9.0	<u>Governing Board Business</u>	
9.1	<u>Review Decision Planner</u> The Decision Planner was circulated prior to the meeting and reviewed and APPROVED for adoption.	
9.2	<u>Governor Monitoring Reports</u> <ul style="list-style-type: none"> • KP4: Reviewing the provision of mathematics – 25.09.2014 – KS • KP4: Numeracy Provision – 16.10.2014 – KS • KP3: Behaviour and Safety – 12.11.2014 - KU • KP3: Behaviour and Safety – Pupil Conferencing - 25.11.2014 - KU & RA • KP3: Behaviour and Safety – 25.11.2014 – KU & RA 	



	<ul style="list-style-type: none"> • KP2: Teaching and Learning – 28.11/03.12.2014 – KT • KP3: Behaviour and Safety – Behaviour for learning– 05.12.2014 – KU & RA • KP3: Behaviour and Safety – 05.12.2014 – KU & RA • KP3: Behaviour and Safety – Attendance – 14.01.2015 – KU & RA • KP4: Performance Management – 11.02.2015 – KS & LW • KP4: Mid-Year Review Monitoring – 11.02.2015 – KS & LW • KP3: Governor Review of Child Protection & Safeguarding provision – 04.03.2015 – KU • KP2: Teaching and Learning – 17.03.2015 – LW & KT • KP3: Behaviour and Safety – Attendance – 17.03.2015 – KU • KP4: Pupil conferencing – 17.04.2015 – KS • KP4: Leadership and Management – 20.04.2015 – KS • KP4: Middle Leaders – 23.04.2015 – KS • KP3: Behaviour and Safety – Attendance – 19.05.2015 – KU • KP5: Reception learning journeys – 02.05.2015 – LW • KP4: School Website – 22.05.2015 – LW • KP4: Governance Discussions – 15.06.2015 – KU <p>All the above reports were circulated prior to the meeting; governors were pleased with the monitoring. The CSIT monitoring visit confirmed the excellent practice during governor monitoring.</p> <p>5.55 pm – KS left the meeting.</p>	
9.3	<p><u>Next visiting governor/s</u></p> <p>RA – Health and Safety weekly check. All priorities have been set and a new draft School Improvement Plan will be circulated.</p>	Headteacher
9.4	<p><u>Governor CPD evaluation forms</u></p> <ul style="list-style-type: none"> • Induction for Governors – Part 2 – 19.09.2014 – KS • Pupil Premium Briefing – 07.10.2014 – CM • Headteachers Finance Training – 09.10.2014 – CM • Headteacher Performance Management – 14.10.2014 – KU • Handling complaints, disciplinary and capability – 07.11.2014 – CM • Managing Allegations – 17.11.2014 – CM • Ofsted 'Getting to Good' seminar – 16.01.2015 – CM • An Aid to Strategic Governance – Effective Governors' Meetings – 07.02.2015 – CM • The role of the SEN governor – 23.04.2015 – KT • Single Central Record Training – 24.04.2015 – KD • The role of the Chair of Governors – 16.06.2015 – KU • Finance for Governors – 12.06.2015 – CM & KS • Train the trainer for Designated Safeguarding Leads – 22.06.2015 – CM <p>All the CPD evaluation forms were circulated prior to the meeting. The new training directory has been circulated prior to the meeting.</p>	
9.5	<p><u>LFS Team Management Account Report dated 16th June, 2015 & 6th July, 2015</u></p>	



<p>9.6</p>	<p>The management report was circulated prior to the meeting. Questions were invited; there were none. The Headteacher reported that there is now a new LFS Technician, Mrs Gaynor Edwards, who is very effective. There has been a lot of expenditure for the pupils recently which was considered brilliant for the school because the reserves need to be spent on the children's education.</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy <p>The above policy was circulated prior to the meeting, reviewed by governors and APPROVED for adoption.</p> <p>9.7 <u>Governor Action Plan</u></p> <p>The Governor Action Plan Review was circulated prior to the meeting. It will continue to be a rolling programme and it was agreed to review it on a termly basis.</p> <p>9.8 <u>Annual Governance Statement</u></p> <p>The Annual Governance Statement was circulated prior to the meeting; it was APPROVED to be published on the school website.</p>	<p>Secretary</p>
<p>10.0</p> <p>10.1</p> <p>10.2</p>	<p><u>Chair's Report</u></p> <p><u>Photocopier Lease</u></p> <p>The Chair reported that the Clerk has circulated the proposed new lease for the photocopier, for an extra £100 there will be 2 photocopiers instead of 1. One photocopier will go in the new building. <u>A governor asked the exact location of the other photocopier and whether it could go in the library. The Headteacher felt that it might be situated in the new intervention room.</u></p> <p>The English Subject Leader is carrying out a huge re-organisation of the library, including carrying out a library book sale; all funds raised will be used for some comfortable furniture in the library so space shouldn't be used for the photocopier. There will be a mini KS1 library in the new build, but they will also have library time in the main library.</p> <p><u>Thank you</u></p> <p>The Chair wished to thank the Headteacher for an excellent year and the Interim Chair was thanked for his work on the Governing Board and presented with a card and a box of chocolates.</p>	
<p>11.0</p>	<p><u>Clerk's Update</u></p> <p>None.</p>	
<p>12.0</p>	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Wednesday 7th October, 2015 at 3.30 pm – Data 	



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| <ul style="list-style-type: none">• Thursday 26th November, 2015 at 5.00 pm• Thursday 28th January, 2016 at 5.00 pm – Assessment System• Thursday 10th March, 2016 at 5.00 pm• Thursday 9th June, 2016 at 5.00 pm – Admin Meeting• Thursday 23rd June, 2016 at 5.00 pm <p>The meeting closed at 6.14 pm</p> | |
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Thursday 26th November, 2015.

Signed: **Chair**
Mrs Kizzy Udy

Dated: **Thursday 26th November, 2015**