

# **Nanpean Community Primary School**



## **Minutes**

**Full Governing Board Meeting**

**Thursday 23<sup>rd</sup> June, 2016**

**Clerk to Governing Board - Linda Cackett**

Typed: 23.06.2016

Approved for circulation: 26.06.2016



### GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>Nanpean CP School</b>
<b>Quorum:</b>	<b>5 - (8/10 Governors)</b>
<b>Chair:</b>	<b>Mrs Kizzy Udy</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Thursday 23<sup>rd</sup> June, 2016 at 5.00 pm</b>
<b>Venue:</b>	<b>Nanpean School – Rosemellyn Classroom</b>

#### Attendance:

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Miss Kerry Dash – Co-opted (Ring fenced-Staff: Non Teacher)	<b>Yes</b>			<b>P</b>
Mr Andy Edmonds – Co-opted	<b>Yes</b>			<b>P</b>
Mr David Emmett – Parent	<b>Yes</b>			<b>P</b>
Ms Carly Marsden – Headteacher	<b>Yes</b>			<b>P</b>
Mr Brett Marsh – Parent	<b>Yes</b>			<b>A</b>
Miss Clare Morton – Staff	<b>Yes</b>			<b>P</b>
Mr John Sibley – Local Authority (paperwork pending)	<b>Yes</b>			<b>P</b>
Mrs Karen Singleton – Foundation (paperwork pending)	<b>Yes</b>			<b>P</b>
Mrs Kizzy Udy – Co-opted	<b>Yes</b>			<b>P</b>
Mrs Lee Watts – Foundation	<b>Yes</b>			<b>P</b>
Mrs Linda Cackett			Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Welcome and apologies</u></b></p> <p>The Chair welcomed governors to the meeting.</p> <p>It was noted that Mr Marsh was not in attendance.</p>	
<b>2.0</b>	<p><b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b></p> <p>None.</p>	
<b>3.0</b>	<p><b><u>Constitution</u></b></p> <p>The Clerk reported that there were no vacancies at present.</p> <p>The next terms of office to expire are:</p> <ul style="list-style-type: none"> <li>Mrs Watts – 02.03.2018 – Foundation</li> </ul> <p>The Clerk reported that she had chased Governor Services regarding the processing of the paperwork for the 2 new governors; hopefully the new governors should be appointed soon.</p>	
<b>4.0</b>	<p><b><u>Approval of minutes from the last Full Governing Board meetings – 10.03.2016 and 09.06.2016</u></b></p> <p>The minutes were circulated prior to the meeting. They were both <b>APPROVED</b> as a true and accurate record of the meetings held.</p>	



<b>5.0</b>	<b><u>Matters arising not on the agenda</u></b>	
<b>5.1</b>	<b><u>10.03.2016 - Item 7.3 – Finance and Personnel – 04.02.2016</u></b>  The Clerk had confirmed that there was no reason for the Chair not to be Chair of the Finance committee, however this was not required as Mrs Singleton has been appointed as Chair of the Finance Committee.	
<b>5.2</b>	<b><u>10.03.2016 - Item 8.3 – Governor CPD Evaluation Forms</u></b>  The Headteacher had circulated the forms after the meeting. It was confirmed that governors need to complete their feedback forms within 10 days of the visit. <b>A governor asked if course handouts should be included, the Headteacher confirmed that they could be if applicable.</b>	
<b>5.3</b>	<b><u>10.03.2016 - Item 8.5 – Spending of Financial Reserves</u></b>  The Headteacher is not pursuing the purchase of the mini bus at present.	
<b>5.4</b>	<b><u>09.06.2016 – Item 10.0 – Review of Code of Conduct</u></b>  The form with signatures had been copied for the office.	
<b>5.5</b>	<b><u>10.03.2016 – Item 12.0 – Review Governor Action Plan</u></b>  The Headteacher has updated the Action Plan 2016/17 for this meeting.	
<b>5.6</b>	<b><u>10.03.2016 – Item 13.0 – Review Annual Governance Statement</u></b>  The statement cannot be issued until the Ofsted report has been published. This will be by the end of the summer term.	
<b>6.0</b>	<b><u>Headteacher's Report</u></b>	
<b>6.1</b>	<b><u>Report</u></b>  The Headteacher's Report was circulated prior to the meeting; it was further noted that: <ul style="list-style-type: none"> <li>• The Headteacher is unable to add the Ofsted comments as yet.</li> <li>• <b>A governor asked how the impact of intervention trackers is monitored, the Headteacher explained that each intervention tracker is reviewed on a half termly basis and the impact on children's progress is recorded.</b></li> <li>• <b>The Chair asked when Classroom Monitor data will be reviewed next, it was confirmed that it is monitored on a half termly basis.</b> Teachers input information onto Classroom Monitor on a weekly basis. Until recently, April, there was not enough information on Classroom Monitor to be able to analyse percentages of children on track, below or above expected standards for each year group. At the end of the Autumn Term 2016, it should be possible to monitor the children's progress using Classroom Monitor. <b>A governor asked whether individual reports can be produced, it was confirmed that the</b></li> </ul>	



	<p>programme allows you to analyse individual reports, however an additional module can be purchased to generate parent reports.</p> <ul style="list-style-type: none"> <li>• Year 6 external moderation of writing took place this week and the school was well challenged. The moderators were very impressed with the standards of writing and quality of assessment and even suggested that the Year 6 teacher becomes an external moderator for them. 5 pupils were moderated and they suggested that the remaining 6 pupils have their work re-checked to ensure that they were not judged too harshly. The Board were very pleased with the feedback from moderation.</li> <li>• The EYFS, Year 6 and Phonics data were submitted today.</li> <li>• The Chair asked about the targets set for EYFS pupils and why the school has not reached the target for pupils exceeding expectations, the Headteacher confirmed that it was just one pupil who did not exceed but potential was there for the future.</li> <li>• A governor asked what SALT stood for, the Headteacher confirmed that it was Speech and Language Therapy support and explained that the school has a trained Teaching Assistant who delivers speech and language therapy intervention in EYFS and KS1.</li> <li>• A governor asked when the KS2 SATs results are published, it was confirmed the 5<sup>th</sup> July.</li> <li>• Governors felt the colour coding on the attainment overview was very self-explanatory.</li> </ul>	
6.2	<p><b><u>Safeguarding</u></b></p> <p>See confidential minutes attached</p>	
6.3	<p><b><u>ViST's (Vulnerability Screening Tools)</u></b></p> <p>Since the last meeting it was reported that there had been no ViSTs.</p>	
6.4	<p><b><u>Section 175 Return</u></b></p> <p>The Section 175 Self-Assessment was circulated to all governors prior to the meeting. The return gets longer each year, this year it is 25 pages long. The Safeguarding Governor also carries out her own Safeguarding Audit. There was favourable feedback from the Local Authority on last year's submitted return. A governor asked whether evidence could be attached, the Headteacher confirmed that she had previously asked but evidence is not required. However, from a governor point of view the Chair could assure the Board that everything is completed and paperwork is very detailed.</p>	
6.5	<p><b><u>Pupil Premium</u></b></p> <p>The Headteacher apologised for not completing the Pupil Premium actual expenditure report in time for the meeting. The server suffered a ransomware attack this week and the report was lost. She explained how the report is produced and will email it by the end of the summer term.</p> <p>The Headteacher confirmed that £51,560 was awarded to the school this year; £2,000 more than anticipated.</p>	



<p><b>6.6</b></p>	<p><b><u>Primary Sports Funding</u></b></p> <p>The Headteacher apologised for not completing the Sports Funding impact report in time for the meeting for the same reasons as above. The Headteacher confirmed that £8,462 was awarded to the school for Primary Sports Funding.</p> <p>The Headteacher will email both reports when they are completed, she has informed the person due to carry out the external financial audit tomorrow of the severity of the lost data. Luckily files were encrypted and no information has been circulated and there is no security compromise.</p>	<p>Headteacher</p>
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p>	<p><b><u>Reports from committee meetings</u></b></p> <p><b><u>Curriculum – 07.06.2016</u></b></p> <p>Minutes were circulated prior to the meeting, there were no further questions. The Committee Chair commented that the SEND presentation from Sarah Morrison was very informative. Attendance has now been moved to this committee, questions were invited, there were none.</p> <p><b><u>Health and Safety – 12.04.2016</u></b></p> <p>Minutes were circulated prior to the meeting, there were no further questions. The Committee Chair updated the Board that the Accessibility Plan will be actioned in the Autumn term following the completion of the new build. At the end of year review on Tuesday 12<sup>th</sup> July the current school improvement plan will be reviewed and new priorities will be set for next year. Governors felt that this was a very positive meeting last year and thoroughly enjoyed it. The school scored 84% for its external Health and Safety Audit which was very good. A governor asked how this can be kept in place, the Headteacher confirmed that there is an Action Plan following the audit and continual monitoring takes place.</p> <p>The travel plan was drawn up with the use of the church rooms, it cannot be re-assessed until the use of the church rooms ceases.</p> <p><b><u>Finance and Personnel – 21.04.2016</u></b></p> <p>Minutes were circulated prior to the meeting, there were no further questions. The main focus of the meeting was the budget, this year the governors have approved going to single form entry in September, 2016. This will mean an in year deficit and will impact on the reserves. A trim trail was approved to be purchased at the meeting and the installation process begins on Monday. £2,500 was funded by the parish council for the trim trail and will cost £12,000. The company providing the trim trail provides various warranty cover on different parts. A governor asked how access will be given to pupils, the Headteacher confirmed that it will be done by 'House Teams' as there are 5 houses and 5 days of the week!</p>	



<b>8.0</b>	<b><u>Governing Board Business</u></b>	
<b>8.1</b>	<b><u>Governor Monitoring Reports</u></b>  <p>Reports were received prior to the meeting and circulated:</p> <ul style="list-style-type: none"> <li>o 10.02.16- K Dash-Outcomes KP4</li> <li>o 02.03.16- K Udy-British Values KP3.1.3</li> <li>o 02.03.16- K Udy-Single Central Record</li> <li>o 07.03.16- K Udy-Safeguarding Audit and Checklist KP3.5</li> <li>o 09.03.16- K Udy-AfA KP1.3.6</li> <li>o 09.03.16- K Udy-Attendance KP3.4</li> <li>o 09.03.16- K Udy-Rights Respecting Schools KP3.1.2</li> <li>o 20.04.16- K Udy-Attendance KP3.4</li> <li>o 20.04.16- K Udy-Staff Attendance</li> <li>o 27.04.16- K Udy-Section 175 Return KP4</li> <li>o 27.04.16- K Udy-Lesson observation KP2.1.4</li> <li>o 11.05.16- K Udy-Attendance KP3.4</li> <li>o 14.06.16- K Udy-Attendance KP3.4</li> <li>o Governor Monitoring Form - Blank</li> <li>o Governor Discussion Form - Blank</li> </ul> <p>The Headteacher thanked governors once again for the challenge in the monitoring visits and the production of the reports afterwards. The folders continue to contain excellent evidence of all governors carrying out a broad range of monitoring.</p>	
<b>8.2</b>	<b><u>Next visiting governor/s</u></b>  <p>Mr Marsh and Miss Dash – Data Monitoring – 6<sup>th</sup> July</p>	
<b>8.3</b>	<b><u>Governor CPD evaluation forms</u></b>  <p>All the CPD evaluation forms were circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>o 18.03.2016-C Marsden-CAPH Conference</li> <li>o 19.03.2016-C Marsden-Governor Conference</li> <li>o 23.03.2016-C Marsden-Whole School Approach to Good Mental Health</li> <li>o 04.05.2016-C Marsden-Managing Challenging Behaviour at work</li> <li>o 05.06.2016-L Watts-Head Teacher Performance Management</li> <li>o 07.06.2016-K Udy &amp; L Watts-Role of Governors in Teachers Performance Related Pay</li> <li>o 14.06.2016-C Marsden-Learning Lessons Workshop</li> <li>o 18.06.2016-B Marsh-Introduction for New Governors (Part One)</li> <li>o CPD Form</li> </ul> <p>It was agreed that any CPD Evaluation Forms or Governor Monitoring Forms received by the Clerk after the agenda is circulated will be kept for the following Governing Board meeting.</p>	
<b>8.4</b>	<b><u>Governor Action Plan 2016/2017</u></b>  <p>The 2015/16 Action Plan was reviewed at the recent Admin Board Meeting; the Headteacher has added governors comments to the last column. This information has been used to formulate the 2016/17 Action Plan which was circulated prior to the meeting. Governors agreed that the Action Plan proves to continue to be a valuable document.</p>	



8.5	<p><b><u>Annual Governance Statement</u></b></p> <p>The statement will be approved via email after the meeting.</p>	Headteacher
8.6	<p><b><u>LFS Team Financial Report dated 13.06.2016</u></b></p> <p>The management report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• The report is financial year not academic.</li> <li>• The budget is teacher heavy as single form entry has been funded.</li> <li>• In year admissions are received on a regular basis.</li> <li>• 139 on roll at present, 155 on roll for September already, 210 will be the maximum number.</li> </ul>	
8.7	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>○ <b>Child Protection and Safeguarding Policy</b></li> <li>○ <b>Governor Visits Policy</b></li> </ul> <p>The above policies were circulated prior to the meeting, to be in line with the S175 and policies required. They were reviewed by governors prior to the meeting, questions were raised and answered both were <b>APPROVED</b> for adoption. The staff and governors will sign the sheet now that the child protection and safeguarding policy has been approved. <b>A governor asked if any additional action takes place to ensure staff know and understand what they are signing for, the Headteacher confirmed that safeguarding is on the agenda for staff meetings. She suggested that a scenario could perhaps be introduced into a staff meeting, the Headteacher agreed that she could ask staff what they have done to keep pupils safe in their class! She is currently amending paperwork and will incorporate this.</b></p>	Headteacher
9.0	<p><b><u>Academies</u></b></p> <p>The Headteacher reminded the Board that the school is not in a massive rush following the recent Ofsted inspection. In the local cluster of 7 schools there are 4 different multi academy trusts. The Chair and Headteacher are attending a 'Multi-Academy Trust Information session' on 12<sup>th</sup> July and will report back to the Board. There is a new Regional Commissioner, Rebecca Clarke, and by January 2017 only 70 schools will remain under the Local Authority control. In the future, possibly before 2020, any maternity or redundancy pay will cease as there will be so few schools, at this point the white paper will be expedited.</p> <p>The Chair and Headteacher will keep the Board informed, Mrs Singleton confirmed that she wishes to attend any meetings.</p>	Chair Headteacher Mrs Singleton
10.0	<p><b><u>Chair's Report - Impact of the meeting</u></b></p> <p>The Chair felt the Board is continuing to challenge and carry out monitoring visits effectively.</p>	



11.0	<p><b><u>Clerk's Update</u></b></p> <p>None, a newsletter had been produced since the last meeting and she circulate relevant news/updates in between meetings to all governors.</p>	
12.0	<p><b><u>Date/time of Full Governing Board meetings</u></b></p> <ul style="list-style-type: none"> <li>• Thursday 22<sup>nd</sup> September, 2016 at 4.30 pm – Governor Training with Bex Couch</li> <li>• Tuesday 29<sup>th</sup> November, 2016 at 4.30 pm</li> <li>• Tuesday 21<sup>st</sup> March, 2017 at 4.30 pm</li> <li>• Tuesday 20<sup>th</sup> June, 2017 at 4.30 pm – Admin Meeting</li> <li>• Tuesday 4<sup>th</sup> July, 2017 at 4.30 pm</li> </ul> <p>There will be an additional training meeting in March, 2017, it might be a focus on 'Data' with the CoreStats team or 'Finance' with Gaynor Edwards (LFS team).</p> <p>The meeting closed at 6.24 pm</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 29<sup>th</sup> November, 2016.

Signed: ..... **Chair**  
**Mrs Kizzy Udy**

Dated: **Tuesday 29<sup>th</sup> November, 2016**