

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 22nd March, 2022

Clerk to Full Governing Board - Linda Cackett

Typed: 22.03.2022

Approved for circulation: 27.03.2022



FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	6 - (11/13 Governors in post)
Meeting Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 22nd March, 2022 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		P
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mr Brett Marsh – Parent	Yes		A
Mr Innes Dowlen – Co-opted	Yes		Apologies
Mr Josh Eyre – Local Authority	Yes		A
Mr Mark Tucker – Co-opted	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P – in part
Mr Roger Green – Co-opted	Yes		P
Mrs Anne Bullock – Co-opted	Yes		P
Mrs Jen Jago – Staff	Yes		Apologies
Mrs Lee Watts – Co-opted – Chair	Yes		P
VACANCY – Foundation	Yes		-
VACANCY – Foundation	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"> • Mrs Jago – unwell • Mr Dowlen – on holiday <p>It was noted that Mr Marsh and Mr Eyre were not in attendance, no apologies were received. The Clerk agreed to email after the meeting.</p> <p>The Headteacher has tendered his apologies that he would be late arriving at today's meeting as he was at an 'away' school football match.</p>	Clerk
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 are two foundation governor vacancies to fill, but previously agreed not to be filled. The Instrument of Government still</p>	



	<p>requires amendment due to the Trust being removed from Companies House. The process is ongoing at present but requires the vacancies to stand at present.</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 8th December, 2022</u></p> <p>The minutes were circulated prior to the meeting, they were reviewed and APPROVED as a true record of the meeting. The Clerk was thanked once again for her excellent minute taking by a governor.</p>	
4.1	<p><u>Matters Arising</u></p>	
4.1.1	<p><u>Item 4.1.4 – Annual Skills Audit</u></p> <p>The Clerk reported that it had not been completed as not all paperwork had been received despite chasing several times.</p>	
4.1.2	<p><u>Item 6.2 – Management Report – 30.11.2021</u></p> <p>Miss Tucker confirmed that the Headteacher had passed on the thanks of the Board for the work undertaken in the Finance Audit by Mrs Houston and herself.</p> <p><i>4.50 pm – The Headteacher joined the meeting.</i></p>	
4.1.3	<p><u>Item 8.0 - Ofsted Report and SIP Report</u></p> <p>The Headteacher reported that he had spoken to staff and most staff were happy to find out more about MATs. It was agreed for the Headteacher to invite some MATs to present to staff/governors during the summer term.</p>	Headteacher
5.0	<p><u>Committee Minutes</u></p>	
5.1	<p><u>Health and Safety – 25.01.2022</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information.</p>	
5.2	<p><u>Curriculum and Standards – 06.02.2022</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information. A governor drew attention to the data analysis and poor data results for boys in particular, therefore the committee had asked the Headteacher to look at resources to improve learning. The Headteacher undertook this and reported back to the Finance and Personnel Committee regarding resources required and estimated costings.</p>	



<p>5.3</p>	<p><u>Finance and Personnel – 01.03.2022</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information.</p> <p>Since the meeting, the Caretaker has left the school, the Headteacher agreed to send him a letter of thanks on behalf of the Board for the sterling work he undertook during the pandemic.</p> <p>The Headteacher thanked the Finance and Personnel Committee for authorising a £8,000 spend which he had been asked to action following the Curriculum and Standards Committee's decision to allocate funds for resources. Already resources have been purchased and put in place, it was too soon for evidence of impact.</p> <p>The Headteacher added that he has not been able to replace the role of the caretaker, one cleaner is going to undertake 8 hours overtime in the interim period. All other options suggested were investigated by the Headteacher and he asked to advertise immediately rather than wait until the summer term. A governor asked who is undertaking the additional roles not being undertaken. Miss Tucker will be undertaking the fire alarm testing, she will ask Waldon's to give her some training by the end of this week. Another governor suggested that the Assistant Headteacher, Headteacher, Mrs Cooper and Mrs Houston also be trained, this was agreed. It was suggested that the caretaker role could be linked with a teaching assistant role in the classroom perhaps. The Headteacher agreed to try this and if successful then one of the agency staff could be dropped, but would advertise just the caretaker role in the first instance as agreed by the Board.</p> <p>The Headteacher reported that an email has been received from Cornwall Council today, the lowest non-teaching staff bands would increase by 1.75%. The Board was in full agreement with the proposed pay increases.</p> <p>It was agreed, following discussion, to have 7 classes the next academic year if any possibility, if however, when the budget is being set there would be a deficit budget then an emergency FGB meeting would be held.</p>	<p>Headteacher</p>
<p>6.0</p> <p>6.1</p>	<p><u>Finance Matters</u></p> <p><u>Management Report dated 03.02.2022</u></p> <p>The report was circulated prior to the meeting and reviewed by the Board. It was further noted that:</p> <ul style="list-style-type: none"> The Finance and Personnel Committee Chair felt that it was an excellent management report. He would like to thank the Local Authority regarding reporting the worst scenario which has led to a brilliant audit and prudent use of the budget, reserves of £39,000 to over £100,000 is an excellent result. <p>The Finance Committee have been delegated the responsibility to set the initial budget with the Chair and Finance and Personnel Committee Chair. The budget will be approved by the Finance and</p>	<p>Finance and Personnel Committee</p>



	Personnel Committee, via email if the deadline date is before the committee meeting date.	
7.0	<p><u>Headteacher's Report</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> A governor asked about the children are heard reading at least once a week, he hoped it would be more. The Headteacher confirmed that the school targets the lowest 40% rather than 20%, all children working below expected standards will have additional interventions. 	
8.0	<u>Strengthening Governance</u>	
8.1	<p><u>Governor Training/CPD Evaluation Forms</u></p> <p>None received.</p>	
8.2	<p><u>Governor Monitoring Reports</u></p> <ul style="list-style-type: none"> Mrs Watts – 07.03.2022 – Attendance Mrs Watts – 07.03.2022 – Safeguarding Mrs Bullock – 10.01.2022 – Safeguarding Mrs Bullock – 10.01.2022 – SEND Mr Green – 16.03.2022 – Finance Mr Green – 16.03.2022 – Finance Audit <p>All monitoring reports were circulated prior to the meeting. Governors felt that it was very useful to see all the reports. Following discussion, it was agreed for monitoring reports to be sent out immediately and to be listed in the Headteacher's Report.</p>	Headteacher
8.3	<u>Clerk's Update</u>	
8.3.1	<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. After a lengthy discussion the Board asked that a more simpler and 'Nanpean version' of the form is created to replace the one circulated.</p>	Clerk
8.3.2	<p><u>Clarification from Cornwall Council's Education Safeguarding Lead</u></p> <p>The Clerk reported that it is common practice in many schools that the governing body check the single central record. However, it is not the role of the governors. Essentially, a governor's role is to ensure that the school are keeping the SCR up to date, and that the Head and DSL are upholding their responsibility for checking this regularly. A governor can gather this information from the DSL/Head Teacher to report back to the governing body. It's good practice to keep this in your monitoring visits, but that would be simply to check the front page, which should have a list of dates and times that it has been</p>	



	<p>checked, and by whom. To check the SCR with all the details could be considered a breach of confidentiality.</p> <p>After discussion it was agreed that the current school practice was in line with the recommendations.</p>	
8.4	<p><u>Chair's Report</u></p> <p>None.</p>	
8.5	<p><u>Policies</u></p> <ul style="list-style-type: none"> • S157/175 – Annual Safeguarding Return 22.04.21 • S175/175 – Information 2022 • SEC 175 – Generic Information 2021 • SEC Safeguarding QA 2021 Nanpean <p>The documents were circulated prior to the meeting, S157/175 does not require submission this year only peer on peer review.</p>	
8.6	<p><u>Positive PR for the school</u></p> <p>A governor commented that the newsletter was very informative and full of important material as well as interesting. He wished to congratulate the school for circulating a great newsletter.</p> <p>Another governor added that the attendance clearly evidences the support of parents. He suggested that there is a budget line for wellbeing, that perhaps a wellbeing day being undertaken during an inset day next year. This was agreed by the Board.</p>	
8.3.6	<p><u>Impact of Meeting</u></p> <p>The Board agreed that it had been a very positive meeting, the school is now in a very different positive light. The Headteacher has managed a fantastic turnaround from when he joined the school.</p>	
9.0	<p><u>Dates/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 21st June, 2022 • Tuesday 12th July, 2022 – Admin Meeting <p>The meeting closed at 6.01 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 21st June, 2022.

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 21st June, 2022**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 22nd March, 2022

ITEM:	ACTION:	WHO:	BY:
1.0	Send email regarding no apologies to Mr Marsh and Mr Eyre.	Clerk	26.03.22
4.1.3	Invite some MATs to present to staff/governors during the summer term.	Headteacher	08.04.22
5.3	Advertise Caretaker vacancy.	Headteacher	08.04.22
6.1	Approve Budget.	Finance and Personnel Committee	13.05.22
8.2	Governor monitoring reports to be circulated upon receipt – with immediate effect.	Headteacher	27.03.22
8.3.1	Circulate the Skills Audit collated document after the meeting although not 100% completed.	Clerk	27.03.22
	Create a 'Nanpean Version' of the Skills Audit for future use.	Clerk	27.04.22