

Nanpean Community Primary School



Minutes

Virtual Full Governing Board Meeting

Tuesday 2nd February, 2021

Clerk to Governing Board - Linda Cackett

Typed: 02.02.2021

Approved for circulation: 16.02.2021



FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/13 Governors)
Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 2nd February, 2021 at 4.30 pm
Venue:	Virtual meeting hosted by Zoom Online Platform

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Bex Hancock – Parent – Vice Chair	Yes		P – in part
Miss Bryony Tucker – Co-opted	Yes		Ap
Miss Clare Morton – Staff – Assistant Headteacher	Yes		P – in part
Mr Brett Marsh – Parent	Yes		P
Mr Innes Dowlen – Co-opted	Yes		Ap
Mr Matt Nicholls – Headteacher	Yes		P
Mr Roger Green – Co-opted	Yes		P
Mrs Lee Watts – Co-opted - Chair	Yes		P – in part
VACANCY – Co-opted	Yes		-
VACANCY – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		-
VACANCY – Foundation	Yes		-
VACANCY – Foundation	Yes		-
VACANCY – Local Authority	Yes		-
Mrs Linda Cackett – Independent Clerk		Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed everyone to the meeting, Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> Miss Tucker – childcare issues Mr Dowlen – (LA approval just received not in time for the meeting) 	
2.0	<p><u>An opportunity to declare any additional Business/Pecuniary Interest/s</u></p> <p>None.</p> <p>The Clerk reminded governors to complete their annual paperwork and return it to her as soon as possible.</p>	Applicable governors
3.0	<p><u>Constitution</u></p>	
3.1	<p><u>Vacancies</u></p> <p>The Clerk reported that there was still the one co-opted vacancy, previously agreed to be filled by a non-teaching member of staff, one co-opted, one Local Authority and two Foundation governor vacancies.</p>	



3.2

Next term of office to expire

The next term of office to expire is:

- Mrs Lee Watts – Co-opted Governor – 31.03.2021

The Headteacher gave the Board an update on Miss Dash, who had resigned after the last meeting due to work commitments and Mr Sibley who was not going to serve a further term of office due to ill health. Mr Sibley will be welcomed back at a later stage should he wish to return and a space on the Board is available. It was agreed for a thank you card to be sent to Mr Sibley on behalf of the Board, the Chair asked the Clerk to send her his address.

Clerk

Governor Recruitment

The Headteacher was pleased that Mr Ian Stephens has agreed to become a governor, the Clerk reported that Mr Innes Dowlen has been appointed this afternoon. The Chair suggested another possible governor, the Board agreed for her to make contact and report back.

The Clerk explained that in order for Mr Stephens to be a co-opted vacancy and keep the co-opted (non-teaching staff) governor the Instrument of Government needs to be increased by one co-opted governor. The Board felt it important to keep the non-teaching staff vacancy and to fill it in the future, it was unanimously **APPROVED** for the number of Co-opted governors to be increased by one. The Clerk will contact the Local Authority and advise them of the decision so that the Instrument of Government can be amended.

Committee Structure

The proposed committee structure was circulated prior to the meeting. The Headteacher wishes to return to committees in the summer term and one full governing board meeting towards the end of each term. He explained the rationale behind his decision, the Board **APPROVED** the committee structures. The Board agreed that it was the time for committees to be re-introduced.

A governor wished to formally thank the Headteacher for the decision making regarding the third lockdown and the school closure. The Board agreed to table Item 11.0 at this point in the meeting as it is an extremely important agenda item. He felt the Headteacher's approach was first class and that he had handled an incredibly difficult situation in a reassuring, impressive manner. The Headteacher wished to express his thanks that he had the support of the whole Governing Board and the Senior Leadership Team on the Sunday (3rd January, 2021) in question. He appreciated the positive and reassuring comments. The Chair commented that she had 110% reassurance as a parent let alone as a Chair.



4.0	<u>Minutes of the last meetings – 24.11.2020</u>	
4.1	<u>Approval of Minutes dated 24.11.2020</u> The minutes were APPROVED as a true reflection of the meeting.	
4.2	<u>Matters arising not on the agenda</u>	
4.2.1	<u>Item 1.0 – Welcome and apologies</u> The Clerk confirmed she had chased both governors who had not attended the last meeting, see Item 3.2.	
4.2.2	<u>Item 2.0 – An opportunity to declare any additional Business/Pecuniary Interest/s</u> The Clerk reported that there were still outstanding forms to be submitted in order for the register to be completed and then sent to the school for uploading to the school website.	Clerk
4.2.3	<u>Item 3.1 - Vacancies</u> The Headteacher reported that he had successfully recruited two new governors to the Board. The Headteacher thanked Roger Green for his involvement in the recruitment of one of the members.	
4.2.4	<u>Item 7.0 – Premises and Health and Safety Matters</u> The Clerk confirmed that she had forwarded the documents regarding having a dog in school to the Headteacher after the last meeting. The Headteacher confirmed that, as suggested by the Board, this was used to inform parents.	
4.2.5	<u>Item 8.1 – Last LFS Team Financial Report dated 12.11.2020</u> The Headteacher reported on the Sports Premium budget line, he confirmed that the LFS Technician is still looking at this as there is still a lot of funds in this budget line. The £11,500 has now been split and evidenced further in documents tabled for this meeting. The Headteacher confirmed that numbers of children and impact was now included in the PE Report. A governor commented that he had noticed the inclusion on today's PE Premium report. Another governor felt that there must be legitimate teaching assistant hours for the extra outdoor activities being undertaken which perhaps could be funded by the sports premium rather than the catch-up premium.	

Initialled as a true and accurate record: Chair Dated: 16.03.2021 Page - 4 -



<p>5.3</p>	<p>Headteacher is looking forward to working with him in the future. The Chair asked for the cost, the Headteacher replied that it was £450 per visit, equating to half a day visit and half a day for the report, the same cost as his predecessor.</p> <p><u>Autumn Term Data Document</u></p> <p>The data was circulated prior to the meeting. A governor wished to thank the Headteacher for such an informative document, for the sake of the new governors joining the Board, acronyms should be explained. He would as a governor like to know what teachers are doing for the Pupil Premium pupils, the Headteacher agreed this could be evidenced. Unfortunately, this year the Year 6 pupils are a strong cohort, so it is a shame the KS2 SATs are not taking place. A governor asked about the Year 4 pupils and whether there were 10 PP pupils in that year group, the Headteacher confirmed that there were, and it was on the report. The governor felt that in the future this group of 10 PP pupils might require further support, the Headteacher agreed.</p> <p>A governor asked whether it was 5/10 pupils or 60%, the Headteacher agreed it was a typo and should read 50%, 5/10 pupils.</p>	
<p>6.0</p>	<p><u>Premises and Health and Safety Matters</u></p> <p>The Headteacher reported that the school now feels safer with the new security gates in place. The Accessibility 3-year plan is ongoing, new signs have been purchased and some braille signs are now also on order. Another salt bin has been purchased for gritting; they will be filled up for free by Cornwall Council.</p> <p>Before the Headteacher's appointment to the school it was agreed for a water cooler to be purchased for the staff's wellbeing. The Headteacher reported that a water cooler has now been found for £145 per year and a £200 installation cost rather than the original £1000+ quotations previously considered. The Chair asked whether there is still support by Mr Ellacott to the school and whether he was charging any less. The Headteacher confirmed he was supporting the school virtually but for the same charge unfortunately.</p>	
<p>7.0</p> <p>7.1</p>	<p><u>Financial Matters</u></p> <p><u>Last LFS Team Financial Report dated 18.01.2021</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 whether the maternity payment was included in the report, the Headteacher will check with Jenny tomorrow and hopefully the money is due back to school. There has been more catch-up funding promised by the government. The governor asked why the income is higher than should be in the sports premium line, the Headteacher confirmed that he will speak with Jenny tomorrow. 	



<p>5.37 pm – Miss Hancock left the meeting.</p> <p>7.2</p> <p><u>Budget Information</u></p> <p>The Headteacher gave a verbal update to the Board, the LFS Technician is working on the final budget at present, Cornwall Council now has the funding formula so the budget will be budgeted during the next few weeks.</p> <p>7.3</p> <p><u>British Gas Electricity Invoices</u></p> <p>The Headteacher reported that unfortunately further information has been received and it is likely that a considerable amount of money is outstanding. The figure could reduce but there is evidence that payments have been made in different formats e.g., BACS, Cheques, and Direct Debits, British Gas claim that there are 192 payment items, relates to 2015-2018 and is the region of £34,000. The Headteacher explained that the school is thinking of contacting Natwest Bank for further help, he felt that it is very likely a significant amount of money will require payment.</p> <p>There was a lengthy discussion regarding the implications and possible issues, Governors felt that Mrs Edwards should be contacted regarding why there has been no mention of any electricity irregularities in the past few years by previous LFS Technicians. Heather Stubbs, Cornwall Council's legal representative has suggested contacting the ex-Headteacher or Secretary, the Board disagreed. It was very clear that there are a lot of questions to be asked and answered. <i>The Chair asked whether there were any issues with the new build perhaps.</i></p> <p>It was agreed for the Chair to contact Gaynor Edwardes via email. The Clerk and Chair had no memory of issues with British Gas and Electricity. The Clerk reported that she had minutes and management reports for the years in question still, electronically, and could be produced if an investigation takes place.</p>		Chair
<p>8.0</p> <p><u>Personnel Matters</u></p> <p>8.1</p> <p><u>Teaching Staff</u></p> <p>The Headteacher reported that Lucy Crossley has finished her fixed term contract and Miss Morton had returned from her maternity leave. There are still two other teachers on maternity leave until April and May.</p> <p>8.2</p> <p><u>Non-Teaching Staff</u></p> <p>The Headteacher reported that Shannon Pascoe was agreed to be paid for additional hours to be a TA in year 4, due to lockdown this is not currently being undertaken.</p> <p>8.3</p> <p><u>Catering Staff</u></p> <p>The Headteacher reported that they are furloughed at present, 2/3 of them are preparing food parcels, the school is with Caterlink and not Chartwells</p>		



	<p>(Chartwells received poor comments in the media in relation to the quality of FSM parcels being sent home to children).</p> <p><i>6.10 pm – Miss Morton left the meeting – the meeting was no longer quorate.</i></p>	
8.4	<p><u>Cleaning Staff</u></p> <p>The staff are focussing on less rooms and deep cleans. The Caretaker is still undertaking the additional 14 hours for cleaning, the Headteacher asked for approval of these hours for the summer term. The Chair reminded the Board that the Caretaker requires as much notice as possible. A governor proposed that the additional hours be extended until the end of the academic year. The Clerk reminded the Board that no decision could be made as the Chair has a pecuniary interest and the meeting would not be quorate to make this decision. The Headteacher agreed that he would contact governors tomorrow for the decision to be approved via email.</p>	Headteacher
8.5	<p><u>Redundancies</u></p> <p>This will be covered in more detail prior to budget setting.</p>	
9.0	<p><u>PE and Sport Premium</u></p>	
9.1	<p><u>Impact Report</u></p> <p>The report was circulated prior to the meeting, it was noted that:</p> <ul style="list-style-type: none"> The report reflects quantitative data and reflects the costs of a PE TA. 	
9.2	<p><u>Planned Expenditure</u></p> <p>The report was circulated prior to the meeting.</p>	
10.0	<p><u>Pupil Premium</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The Chair asked if teachers would know who the Pupil Premium children are, the Headteacher confirmed that they would. A governor commented that the Pupil Premium report was very informative. The Headteacher reported on the 'Matthew Effect', the rich becoming richer and poor, poorer. The gap widens between the two groups. 	
11.0	<p><u>Covid-19 related updates – tabled after Item 3.0</u></p>	
11.1	<p><u>Updated information for governors</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The Headteacher has grouped the pupils in year group bubbles, all groups have between 11/13 names in their bubble, around 30 in total in school each day. 	



<p>11.2</p> <p>11.3</p>	<ul style="list-style-type: none"> A governor felt that the whole school team needs to be thanked for their support of the Headteacher and the school. It is clear that the school is operating in a calm manner. <p><u>Covid Catch-Up Premium</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The document will be uploaded to the school website. <p><u>Remote (Home) Learning document for website</u></p> <p>The Remote Education Information for the school was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The document will be uploaded to the school website. 	
<p>12.0</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p>	<p><u>Strengthening Governance</u></p> <p><u>Governor Training/CPD Evaluation Forms</u></p> <p>None received.</p> <p><u>Governor Visits/Governor Monitoring Schedule</u></p> <p>The Governor Monitoring Schedule was circulated prior to the meeting. The Headteacher agreed to add names (as well as signatures) to make the documents easily identifiable.</p> <p><u>Governor Monitoring Reports</u></p> <ul style="list-style-type: none"> 13.01.2021 – Data – M Nicholls and B Marsh 07.10.2020 – Quality of Education – R Green and M Nicholls 08.12.2020 – Attendance – M Nicholls and L Watts 08.12.2020 – Safeguarding – M Nicholls and L Watts <p>The Headteacher appreciated that there had been some good quality monitoring undertaken last term.</p> <p><u>Clerk's Update</u></p> <p>The Clerk requested that governors complete all outstanding paperwork and return it to her asap.</p> <p><u>Chair's Report</u></p> <p>None.</p> <p><u>Policies</u></p> <ul style="list-style-type: none"> Charging and Remissions Policy – 02.02.2021 Complaints Policy – 02.02.2021 Complaints Procedure 2021 Debt Recovery Policy – 02.02.2021 Equal Opportunities Policy – 02.02.2021 Covid-19 School Closure Addendum to Safeguarding Policy 	<p>Headteacher</p>



	<ul style="list-style-type: none"> • SEND Policy • Whistleblowing Policy <p>All the policies were circulated prior to the meeting, they were reviewed and APPROVED by the Board for adoption en masse via email tomorrow as the meeting was no longer quorate.</p>	Headteacher
12.7	<p><u>Positive PR for the school</u></p> <p>The Headteacher felt that there had been positive comments by parents and hopefully these were passed around the community.</p>	
12.8	<p><u>Impact of Meeting</u></p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • The amazing work of the Headteacher and school staff. 	
12.9	<p><u>Engagement of Remote Learning</u></p> <p>The Headteacher reported that over 90% in each class, are engaging regularly with the work sent home, 95% in most cases. The Chair asked about the child who was not attending and whether contact was being made, the Headteacher confirmed that she did not need to attend due to the national lockdown, but weekly telephone calls are being made.</p> <p>In terms of engagement, the Headteacher then gave further information. He explained that engagement for children completing all set work is approximately 40% across each class, and those completing the end of week quiz (to review the week's learning) is approximately 60% across the whole school.</p> <p><i>6.34 pm – The Chair left the meeting as her phone battery died.</i></p>	
12.10	<p><u>School IT Provision</u></p> <p>The Headteacher explained that the IT system cannot cope with the amount of videos being streamed during the day at present. There are funds available in the IT budget line, however the recommendation of the IT Technician, costing £1,800, cannot be 100% guaranteed to be the cure. A governor suggested accessing the community hall grant to address the whole school Wi-Fi. The Headteacher confirmed that he had a meeting with them last week and they have agreed to donate £3,500 for laptops for the children. He suggested that he go back to them and suggest using 50% for laptops and 50% for the Wi-Fi. A Governor suggested that, in future, possibly an internet café could be set up, it was agreed for the £3,500 to be used. The school already has received the DfE laptops and has two laptops not circulated. The school was allocated 14 laptops, of which 12 have been allocated.</p>	
13.0	<p><u>Dates/times of Full Governing Board and Committee meetings</u></p> <ul style="list-style-type: none"> • Tuesday 16th March, 2021 at 4.30 pm – Full Governing Board • Tuesday 27th April, 2021 at 4.30 pm – Health & Safety Committee 	



	<ul style="list-style-type: none"> • Tuesday 18th May, 2021 at 4.30 pm – Curriculum & Standards Committee • Tuesday 15th June, 2021 at 4.30 pm – Finance & Personnel Committee • Tuesday 22nd June, 2021 at 4.30 pm – Admin FGB Meeting • Tuesday 6th July, 2021 at 4.30 pm- Full Governing Board Meeting <p>There was discussion regarding the future committee dates, the Clerk explained that depending on what dates she might have availability issues as her meeting dates are set well in advance, so changing the summer term dates could be an issue. She is already taking bookings from some boards for the next academic year.</p> <p>A governor suggested that not all committee meetings required an independent clerk, the Headteacher commented that he would like to continue with the Clerk's services as was pleased with her minutes. It was agreed for the Headteacher and Clerk to communicate further after the meeting.</p> <p>The meeting closed at 6.54 pm.</p>	
--	---	--

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 16th March, 2021

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 16th March, 2021**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 2nd February, 2021

ITEM:	ACTION:	WHO:	BY:
2.0	An opportunity to declare any additional business/pecuniary interest/s – any governor with outstanding declaration form/skills audit to complete and return to the Clerk ASAP.	Applicable governors	09.09.2021
3.2	Next term of office to expire – thank you card to be sent to Mr Sibley.	Chair	16.02.2021
5.1	School Improvement Plan – Autumn Review – writing to be included in the SIP as a focus. The SIP will need adding to or a separate sheet added to show the new evaluation and how the catch-up learning will be undertaken.	Headteacher Headteacher	28.02.2021 28.02.2021
7.3	British Gas Electricity Invoices – contact Mrs Edwardes, of the Local Authority regarding the electricity invoices issues.	Chair	12.02.2021
8.4	Cleaning Staff – circulate an email to governors for approval of additional hours for caretaking contract over the Summer Term.	Headteacher	12.02.2021
12.2	Governor Visits/Governor Monitoring Schedule – names and signature boxes to be added to paperwork.	Headteacher	12.02.2021
12.6	Policies – email requesting approval of all policies to be circulated to be sent to all governors as the meeting was no longer quorate for the Board to approve at the meeting.	Headteacher	12.02.2021