

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 26th November, 2019

Clerk to Governing Board - Linda Cackett

Typed: 26.11.2019

Approved for circulation: 27.11.2019



FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	4 - (7/9 Governors)
Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 26th November, 2019 at 4.30 pm
Venue:	Nanpean School – Karslake – Year 3 Classroom

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies Absent
Miss Bex Hancock – Parent – Vice Chair			Ap
Miss Clare Morton – Staff	Yes		P
Miss Kerry Dash – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mr Brett Marsh – Parent	Yes		Ap
Mr John Sibley – Local Authority	Yes		A
Mr Matt Nicholls - Headteacher	Yes		P
Mrs Lee Watts – Co-opted - Chair	Yes		P
VACANCY – Co-opted	Yes		-
VACANCY – Co-opted	Yes		-
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, apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Marsh would be arriving late as he had training at work – later in the meeting he tendered his apologies that he would not be able to attend. • Miss Hancock was unable to attend as she was in hospital. • Mr Marsh – work commitments. <p>It was noted that Mr Sibley was not in attendance, the Clerk agreed to email him after the meeting.</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>	
3.1	<p><u>Vacancy</u></p> <p>The Clerk reported that there were now two co-opted governor vacancies, following the resignation of Mrs Seamarks a couple of days ago and the two Foundation governor vacancies which had been agreed to not be filled. The Board discussed the problems of governor recruitment, the Headteacher</p>	



	discussed the possibility of Dr Tim Cooke joining the Board for a fixed one-year term of office, he would not be able to carry out governor monitoring but could attend Finance meetings. Following discussion, it was APPROVED that the Headteacher approach Dr Cooke for a year's term of office and also ask Mr Roger Green whether he is interested in becoming a governor. The Clerk was asked to clarify the position regarding parent governors as she felt that it would not be beneficial to become too parent heavy. She also suggested that she could send an email to Mr Osborne regarding the recruitment problems the Board is facing, the Board agreed that she should.	Headteacher Clerk Clerk
3.2	<u>Next term of office to expire</u> The next term of office to expire is: <ul style="list-style-type: none"> • Mr B Marsh – Parent – 23.02.2020 • Mr J Sibley – Local Authority – 29.08.2020 	
3.3	<u>Constitution of FGB meetings/committee meetings</u> The Headteacher reiterated his embarrassment of holding a committee meeting with a staff member presenting with very few governors present, no non-staff at the beginning of the meeting, to his relief the staff member was unwell and therefore did not have to be disappointed. There was a lengthy discussion, the Clerk gave examples of how the agenda might look and it was APPROVED that committees be dissolved and for there to be six full governing board meetings per year and an additional administrative one in June. It was agreed for the previous finance and personnel committee dates to be utilised for the additional FGB meeting each term.	
4.0	<u>Minutes of the last meetings – 02.07.2019</u>	
4.1	<u>Approval of Minutes – 02.07.2019</u> The minutes were APPROVED as a true reflection of the meeting, subject to the amendment on Item 4.2.2 the word 'another' to be replaced with 'other', the sentence to read, <i>'Mr Marsh agreed to forward some other possible fund-raising opportunities to the Headteacher'</i> .	
4.2	<u>Matters arising not on the agenda – 02.07.2019</u>	
4.2.1	<u>Item 4.2.2 – LFS Financial Reports dated 25.02.2019 and 12.04.2019</u> Mr Marsh has still to forward possible fund-raising opportunity to the Headteacher.	Mr Marsh
4.2.2	<u>Item 5.3 – Format of Headteacher's Report</u> The Headteacher confirmed that he had resent a couple of documents after the last meeting and that more information of KS2 progress has been added to his report.	



4.2.3	<p><u>Item 9.4.3 – Caretaker’s Resignation</u></p> <p>The Headteacher confirmed that the post had been advertised and successfully appointed since the last meeting.</p>																															
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>Headteacher’s Report</u></p> <p><u>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 school has double the national average of SEND pupils. • Updates are now included in the report. • A minibus is arriving in March, the Headteacher wished to thank Miss Dash for her hard work regarding its procurement. • Mobility remains an issue in the school. • Attendance is generally positive, however last week there was a lot of illness. • Performance management has been carried out for everyone except for one member of staff. Generally, the Headteacher and Assistant Headteacher are happy with performance and progress of staff. • Community events are now included in the report, events are continuously being arranged, providing community opportunities. • The Assistant Headteacher raised her concern that laptops were not purchased yet and computing skills are urgently needing to be taught. The Headteacher commented that he would have preferred the funding for the laptops to have been processed before the minibus. Two computers per class is not a satisfactory, after discussion it was agreed to ask Brannel for the loan of 15 laptops as they have recently upgraded. <p><u>Context and Safeguarding</u></p> <table border="1" data-bbox="264 1408 1347 2063"> <thead> <tr> <th>2019/20 Context Headlines</th><th>School Information</th><th>Comment</th></tr> </thead> <tbody> <tr> <td>NOR</td><td>168 Nanpean Nippers Nursery (on the school site).</td><td>One form entry with a PAN of 30, lower year groups have higher numbers of children per class.</td></tr> <tr> <td>Year Groups</td><td>EYFS – Year 6</td><td>7 Classes + on site Nursery</td></tr> <tr> <td>Disadvantaged (FSM + CIC)</td><td>41/168 children = 24.4%</td><td>National average is 24%. The school expects to receive £51,360 this year to be allocated to PP pupils.</td></tr> <tr> <td>GRT</td><td>2/168 = 1.2%</td><td>National average is <1%</td></tr> <tr> <td>EAL</td><td>0/168 = 0%</td><td>National average is 21%</td></tr> <tr> <td>SEND</td><td>40/168 = 23.8%</td><td>National average is 12.2%</td></tr> <tr> <td>EHCP</td><td>2/168 = 1.2%</td><td>National average is 1.3%</td></tr> <tr> <td>Deprivation</td><td>85.2% of pupils live within the most deprived 0-30% areas and 47.8% of pupils live within the most deprived 0-20% areas.</td><td>National average for most deprived 0-30% areas is 32%. National average for most deprived 0-20% areas is 16%.</td></tr> <tr> <td>Attendance Absence Persistent Absence</td><td>97.08% Overall – 3.6% (1.55% Authorised and 1.37% Unauthorised) 16 (out of 169) children = 9.4%</td><td>National Expectation is above 96% National Expectation is below 4.0% National Average is 9.6% (from 2017-18 school year).</td></tr> </tbody> </table>	2019/20 Context Headlines	School Information	Comment	NOR	168 Nanpean Nippers Nursery (on the school site).	One form entry with a PAN of 30, lower year groups have higher numbers of children per class.	Year Groups	EYFS – Year 6	7 Classes + on site Nursery	Disadvantaged (FSM + CIC)	41/168 children = 24.4%	National average is 24%. The school expects to receive £51,360 this year to be allocated to PP pupils.	GRT	2/168 = 1.2%	National average is <1%	EAL	0/168 = 0%	National average is 21%	SEND	40/168 = 23.8%	National average is 12.2%	EHCP	2/168 = 1.2%	National average is 1.3%	Deprivation	85.2% of pupils live within the most deprived 0-30% areas and 47.8% of pupils live within the most deprived 0-20% areas.	National average for most deprived 0-30% areas is 32%. National average for most deprived 0-20% areas is 16%.	Attendance Absence Persistent Absence	97.08% Overall – 3.6% (1.55% Authorised and 1.37% Unauthorised) 16 (out of 169) children = 9.4%	National Expectation is above 96% National Expectation is below 4.0% National Average is 9.6% (from 2017-18 school year).	<p>Headteacher</p>
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	This term, there has been 1 VIST and 2 Operation Encompass Calls / Reports thus far this Academic year. The school is using the CPOMS system in school to record incidents. Since beginning this in September, 131 incidents have been reported (correct at 12/11/2019).	
6.0	<p><u>School Improvement Plan 2019/2020</u></p> <p>The School Improvement Plan was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> There is a governors' part on the school improvement plan, the Headteacher reminded the Board that a governor update once a month was previously agreed to be added to the Newsletter, the Board agreed for this to commence right away. A governor asked if there were any 'costed' parts to the SIP, the Headteacher agreed to add costings to it. 	Chair Headteacher
7.0	<u>Reports from committee meetings</u>	
7.1	<p><u>Curriculum – 29.10.2019</u></p> <p>Minutes were circulated prior to the meeting. Questions were invited, there were none.</p>	
7.2	<p><u>Health and Safety – 24.09.2019</u></p> <p>Minutes were circulated prior to the meeting. Questions were invited, there were none.</p>	
7.3	<p><u>Finance and Personnel – 08.10.2019</u></p> <p>Minutes were circulated prior to the meeting. Questions were invited, there were none.</p>	
8.0	<p><u>Last LFS Team Financial Report dated 06.11.2020</u></p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> Next years indicative budgets are slightly improved as slightly more pupils are on roll. The Chair asked whether staff were fully aware of the financial situation at the school, the Headteacher confirmed that all staff were fully aware of spending restraints. The Chair asked whether the school hall is hired out for private functions, the Headteacher confirmed that it is hired out at £10 per hour or a £60 day rate, it is promoted as much as possible on the newsletter and Facebook page. It was asked what the difference was between supply other and supply sickness, it was explained that supply sickness has income from insurance claims. There are no major plans for more supply expenditure, it was noted that there was increased staff sickness. Staffing was 92.8% of the budget this year but the school still felt understaffed. The Headteacher commented that at his previous school HLTAs were only paid that rate when they cover teachers. The 	



	<p>Chair asked whether lunchtimes are covered appropriately, it was confirmed that cover is adequate at present.</p> <ul style="list-style-type: none"> The Chair raised the issue regarding the negative comments regarding the heating, the middle section of the school is very cold. It was confirmed that the heating is on all day but it is due to the sensors being situated in the staff room. Miss Dash confirmed that Paul Holman has undertaken a survey regarding the heating but the report has not been received yet. The Headteacher reminded the Board that the budget for oil was trebled this year. The heating comes on when the temperature falls below 18 degrees in the staffroom. 	
9.0	<u>Pupil Premium</u>	
9.1	<u>Pupil Premium Plan</u> The Pupil Premium Plan was circulated prior to the meeting, it was further noted that: <ul style="list-style-type: none"> Exact figures, rather than rounded, will be included when known. 	
9.2	<u>Pupil Premium Grant</u> The Pupil Premium Grant was circulated prior to the meeting.	
10.0	<u>SEN Information Report – May 2019</u> The Report was circulated prior to the meeting, it was APPROVED for uploading to the website.	
11.0	<u>SIP Visit – 31.10.2019</u> The SIP Visit Report was circulated prior to the meeting, it was further noted that: <ul style="list-style-type: none"> The priorities for this year were summarised to the Board. A governor commented that she was disappointed with the report, as she did not feel there was enough detailed information in it. The Headteacher confirmed that the 18/19 priorities were discussed and then she came back with the new 19/20 priorities. Overall it was felt that value for money was important, Maths will be the focus for the next visit and hopefully she will drill down deeper and be more challenging. 	
12.0	<u>Strengthening Governance</u>	
12.1	<u>Governor Training/CPD Evaluation Forms</u> None.	
12.2	<u>Governor Visits</u> None.	



12.3	<p><u>Clerk's Update</u></p> <p>Nothing to report.</p>	
12.4	<p><u>Chair's Report</u></p> <p>The Chair felt that the lack of visits was evident for this meeting and that she would email governors after the meeting raising her concerns.</p>	Chair
12.5	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Teachers' Pay Policy • Admission Arrangements 2021-2022 • CAPH Safeguarding and Child Protection Policy 2019 <p>The Headteacher went through the policies with the Board. The CAPH Safeguarding and Child Protection Policy had simply been updated. The key amendments to the policy were explained in detail to the Board. All policies were circulated prior to the meeting, they were reviewed and APPROVED for adoption by the Board.</p> <p>Due to Mrs Seamark's resignation, Mrs Watts was proposed, seconded and unanimously APPROVED as the Whistleblowing Governor. All governors will complete a S128 form by the next meeting.</p>	School Secretary All governors
12.6	<p><u>Impact of Meeting</u></p> <p>Governors felt the important decision to dissolve committees and hold 7 FGB meetings per year was a positive step to improve governance and initial steps towards governor recruitment have been planned.</p>	
13.0	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 28th January, 2020 • Tuesday 10th March, 2020 • Tuesday 5th May, 2020 • Tuesday 23rd June, 2020 – Admin Meeting • Tuesday 7th July, 2020 <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 28th January, 2020

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 28th January, 2020**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 26th November, 2019

ITEM:	ACTION:	WHO:	BY:
1.0	Welcome and apologies – contact Mr Sibley regarding non-attendance at meeting.	Clerk	28.11.2019
3.1	Vacancy – Contact Dr Cook regarding position of co-opted governor. Contact Local Authority regarding allowance of imbalance of parent governors re board constitution. Email Mr Osborne regarding and advice wrt governor recruitment.	Headteacher Clerk Clerk	01.12.2019 01.12.2019 01.12.2019
4.2.1	LFS Financial Reports – Possible fund raising opportunities to be forwarded to Headteacher.	Mr Marsh	06.12.2019
5.1	Headteacher's Report – Contact Brannel School regarding loan of 15 laptops.	Headteacher	06.12.2019
6.0	School Improvement Plan 2019/2020 – Governor update to be put on Newsletter once per month. 'Costed' parts of the SIP to be added.	Chair Headteacher	31.12.2019 31.12.2019
12.4	Chair's Report – Email governors regarding lack of monitoring visits.	Chair	06.12.2019
12.5	Policies – All governors to complete a S128 before the next FGB meeting.	School Secretary / All governors	28.01.2020