

Nanpean Community Primary School



Minutes

Local Governing Board Meeting

Tuesday 28th November, 2023

Governance Professional - Linda Cackett

Typed: 28.11.2023

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LOCAL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	4 - (10/11 Governors in post)
Meeting Chair:	Mr Mark Tucker - Chair
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 28th November, 2023 at 4.30 pm
Venue:	Rosemellyn (Year 6) Classroom, Nanpean School

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Bryony Tucker – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mr Innes Dowlen – Co-opted	Yes		P
Mr Jon Mayman – Co-opted	Yes		Ap
Mr Mark Tucker – Co-opted – Chair	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P
Mrs Anne Bullock – Co-opted – Vice Chair	Yes		P
Mrs Jen Jago – Staff	Yes		P
Mrs Whitford-Haines – Co-opted	Yes		P
Mrs Tricia Greet – Co-opted	Yes		P
VACANCY - Parent	Yes		-
VACANCY – Parent	Yes		-
Mrs Linda Cackett		Clerk	P

Curriculum Presentation – Maths - Headteacher

The Headteacher updated the Board on the Maths curriculum at the school. The Headteacher explained that the Maths Lead, Rob Prince, had put the presentation together and reminded the Board that Maths was highlighted to be addressed after the last SATs results. Previously White Rose was the resource used but was a strict resource and staff were reluctant to step away from it, however there was a need to change. Arithmetic is a focus required for all lessons; it also helps children to focus on timings. Grammarsaurus was trialled and implemented throughout the school. 'Teach, Learn Challenge and Understand' are the lesson design principles. It still allows teachers to go off tangent if there is a need for this but there is an expectation of how the lesson should look. During each lesson there is an element of direct teaching: Modelled Question, Shared Question and Independent Questions (labelled MQ, SQ and IQ in children's books). Monitoring evidences that children can articulate confidently in relation to this.

Monitoring evidenced a consistent approach across the school in lessons and in books. Peer observations and coaching provided to support staff within a week where this was required. The children are now able to articulate their learning as they are more involved in the lesson. Creativeness and autonomy has been given back to the teachers. **A governor asked if Year 6 pupils still use books, the Headteacher confirmed that they do.** The school used the White Rose Calculation Policy and although Grammarsaurus does not have their own policy, the Maths Lead has nearly finished a Calculation Policy, he has also written documents to support the policy.

The school has considered short and long term plans, Maths intervention to Year 5 and 6 cohorts in the short term, as good financial management has allowed the employment of a mornings only teacher to facilitate Maths intervention. The use of LBQ (Learning by Question) has been introduced to the Year 5 and 6 cohorts only at present. This ensures gaps in learning are highlighted and addressed. A governor asked if they rely on results or if children give feedback also. The Headteacher replied that staff know which children to focus on as evident when they scan across the children. There are children who disengage who have to be identified and addressed. The Headteacher said that in lessons, self and peer assessment is used regularly, evidenced through learning walks, which usually involve children showing thumbs up, to the side or down, for example. The Headteacher added that support scaffolding needs to be put in place for SEND pupils also, work is matched to their needs. A governor added that children appear, due to monitoring visits, to be enjoying their work and this is beneficial. Staff now appear to be adapting teaching to meeting the needs of the class, rather than clicking through a prepared PowerPoint as seemed to be the case when using White Rose which seemed to take away personalisation.

Budget wise the school will not be able to continue with the Maths teaching provision across the school: Teachers have been employed on fixed term contracts; it is a short-term focus to benefit the class. There are also some long term focuses, the Mastering Number programme, which is being taught in KS1 for 15 minutes each day (additional to the Maths lesson). It is about basic number recognition and already the children are loving it, children use a Reknrek (a device to allow you to recognise and add numbers). The staff can already see an increased confidence in the children, it is almost like a 'phonics for Maths' session. A governor asked whether LBQ could be extended in the future, the Headteacher replied it was costly and would cost over £1,000 so probably not for all classes. However, proof of Progress (POP) tasks are completed at the beginning and end of Maths units, these clearly show progress and gaps at no additional cost.

Because the school needed support for Maths and the staff in terms of implementation, the school has signed up to the Maths Hub once again, the school is in a high level of deprivation and poor level of Maths outcomes, so needs are apparent. The recent monitoring undertaking by Mr David Hick and Josh Lury, Maths Hub, was very positive and other external monitoring evidences that strong progress is being made. A governor asked whether support is available at all times, the Headteacher replied that it was. The school has implemented so much already since September, but everything planned to be changed has been completed so now a case of continual monitoring making slight tweaks and amendments.

Next steps are for more of a push in both classes containing Year 4 children for the Multiplication Tables Check, we were slightly below local and national average in the Autumn Term practice whereas in previous years we have been above these averages. CPD for Mastering Number will also be provided for staff.

1.0

Welcome and apologies

The Chair welcomed everyone to the meeting. Apologies were received, considered and accepted from:

- Mr Mayman – work commitments

ACTION:



2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u>	
	None.	
3.0	<u>Constitution</u>	
3.1	<u>Vacancies</u>	
	The Clerk reported that there was one parent governor vacancy at present, there had been a delay in receiving the completed paperwork for the re-appointment of Mrs Dyer due to technical email problems. She has however completed the forms at this meeting so her new term of office start date will be today.	
3.2	<u>Next term of office to expire</u>	
	The next terms of office to expire are: <ul style="list-style-type: none"> • Mr Dowlen – Co-opted Governor – 23.01.2025 • Miss Tucker – Co-opted Governor (ring fenced support staff) – 07.03.2025 	
4.0	<u>Financial Matters</u>	
4.1	<u>September and October Management Report and Accounts</u>	
	The Reports and Accounts were circulated prior to the meeting. It was further noted that: <ul style="list-style-type: none"> • The report was detailed as always. • The Maths teacher appointment will give a slight deficit but was approved and directed by Mr Gould for a fixed term appointment. 	
4.2	<u>Pupil Premium Expenditure 2023/2024</u>	
	The document was circulated prior to the meeting. It was further noted that: <ul style="list-style-type: none"> • The school is now expected to submit a strategy every year but has three-year objectives. Next year's strategy will therefore look similar. • The Board APPROVED the document. 	
4.3	<u>Pupil Premium 2022/2023 Review</u>	
	The document was circulated prior to the meeting. It was further noted that: <ul style="list-style-type: none"> • Maths tutoring was not appropriate using White Rose and there was a significant expenditure with no impact evidenced. Hence alternative provision for Maths has been sought for this academic year. 	
5.0	<u>Minutes of the last FGB meeting – Tuesday 17th October, 2023</u>	
5.1	<u>Approval</u>	
	The minutes were circulated prior to the meeting, they were reviewed and APPROVED as a true record of the meeting and signed by the Chair.	

5.2	<u>Matters Arising</u>	
5.2.1	<u>Item 1.0 – Welcome and apologies</u>	
	The Clerk confirmed that she had emailed Mrs Brands regarding her removal from the Board, unfortunately she had received no response to date, she had emailed her school and personal email addresses.	
5.2.2	<u>Item 2.0 – Curriculum Presentation</u>	
	The Headteacher reported that the specific lettering has been further addressed as a first draft and will be adapted further. The clear lettering will be used for consistency across the school.	
5.2.3	<u>Item 4.2 – Next term of office to expire</u>	
	Covered under Item 3.1.	
5.2.4	<u>Item 5.4 – Pupil Premium Statement 2023/2024</u>	
	Agenda item for Spring meeting.	Clerk – next LGB agenda
5.2.5	<u>Item 6.2.14 – Equality Act and Objectives</u>	
	The Headteacher confirmed that he had met with Mr Dowlen and the Chair at an initial meeting and a follow up meeting yesterday. The Equality Statement and Objectives are now ready to go on the website but will be shared with parents and staff for further suggestions and then to the next governors' meeting for approval. The objectives are matched to the school and improvement priorities.	
5.2.6	<u>Item 9.2 – Governor Training/CPD Evaluation Forms</u>	
	Mrs Greet has not received the slides yet to forward to the Clerk to circulate.	Mrs Greet
5.2.7	<u>Item 9.3 – Governor Monitoring Reports</u>	
	The Headteacher confirmed that a Safeguarding Summary Document has been created with the Acceptable Use agreement. The Board were happy for this to be shared with staff after the meeting.	
	Mrs Bullock had submitted her monitoring visit report for today's meeting.	
5.2.8	<u>Item 9.4 – Positive PR for the school</u>	
	The Headteacher thanked Miss Tucker for sharing the Christmas dates with governors. The Clerk suggested and agreed to set up a folder on TPAT connectED for newsletters. It was agreed to invite Mr Green, previous Governor, to Christmas events at the school in recognition of his time on the Board.	Clerk Miss Tucker Headteacher

<p>5.2.9</p> <p>5.2.10</p>	<p><u>Items 9.5.1 -9.5.3 – Business/Pecuniary Interest/s Register</u></p> <p>The Clerk was still unable to submit the completed register due to non-return of paperwork or collate the self-reflection or skills audits. She hopes to receive outstanding paperwork and complete by the end of this week.</p> <p><u>Item 9.5.4 – Governor Responsibilities Grid</u></p> <p>Agenda item for this meeting.</p>	<p>Clerk</p> <p>Clerk</p>
<p>6.0</p>	<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"> • The four priorities were reminded to the Board. • Attendance is very good, still not the 96% national expectation, 95.2% is the current attendance. The staff governor confirmed that the school is very pro-active on attendance. The school has closed the gap from 9% between pupil premium and non-pupil premium. The Headteacher continues to challenge vigorously, however things do happen which affect attendance. <i>The staff governor asked whether the Reading session might change its timing. The Headteacher replied that the school was debating this still as sadly 4/5 families are still consistently late and therefore missing Phonics / Reading sessions, so the school is considering whether to change timetables.</i> • The school has been on a journey, receiving a lot of support from the Trust. All support visits have been very positive and recorded in their reports. Staff do not feel isolated and feel supported. The Headteacher felt that the school was in a very good place, perhaps just outcomes in Year 6 to be of concern. <p><i>5.52 pm – Mr Dowlen left the meeting.</i></p> <ul style="list-style-type: none"> • A governor added that even with Ofsted the school can evidence the journey travelled and the upward trajectory, the school is clearly going in the right direction. Another governor also added that it was also about the progress measure. • The Headteacher felt that everything is beginning to come together now, there are clear plans in place. • The Headteacher reported that there have been four racist incidents this year, however although initially reported and recorded on CPOMS upon investigation the context needs to be taken into account. There have been no patterns or issues identified. 	
<p>7.0</p>	<p><u>Health and Safety - Compliance</u></p> <p>The latest report was circulated prior to the meeting. The Headteacher wished to thank Miss Tucker for her work in chasing regarding compliance. TPAT have undertaken their own audit however it identified nothing, compliance is undertaken by Mr Ellacott. It was confirmed that there was a typo, and this will be updated regarding the dates, it was 2023 not 2022.</p>	<p>Miss Tucker</p>



8.0	<p><u>Governor Q and A document</u></p> <p>The latest document was circulated prior to the meeting. The Headteacher reminded governors that they have to add to this document, because governors own this document and should be able to add information and evidence following Governor Monitoring visits. Governors were reminded to feed into the document following their monitoring visits, this can be relayed to the Headteacher after the visit at the next LGB meeting.</p>	All governors
9.0	<p><u>Strengthening Governance</u></p> <p>9.1 <u>Policies/Documents</u></p> <ul style="list-style-type: none"> • Visitor Code of Conduct – School Version • Visitor Code of Conduct – TPAT Version • Child on Child Abuse Policy • Acceptable Use Agreement <p>The policies were circulated prior to the meeting for governors' information,</p> <p>The two non-TPAT policies were APPROVED for adoption by the Board. Following discussion, the Board agreed that the school Visitor Code of Conduct is more reflective of the school and APPROVED the school version. There is a link on the school website to the TPAT policies. The Chair asked whether the Acceptable Use Policy is signed up to, the Headteacher replied that he would like it to become part of the Home School Agreement in the future.</p> <p>9.2 <u>Governor Training/CPD Evaluation Forms</u></p> <ul style="list-style-type: none"> • Governor Exclusion Training – 09.10.2023 - JJ <p>Mrs Jago was thanked for her informative report.</p> <p>9.3 <u>Governor Monitoring Reports</u></p> <ul style="list-style-type: none"> • KP1 QofE PP – Jon Mayman – 17.11.2023 • KP2 Attendance – Anne Bullock – 7.11.2023 • KP2 Safeguarding – Anne Bullock – 06.10.2023 • KP4 SEND – Tricia Greet & Anne Bullock – 17.10.2023 <p>The reports were circulated prior to the meeting, the Headteacher thanked governors for their visits and reports. The staff governors felt it was positive for governors to be back in the school monitoring.</p> <p>A School Review Meeting between the Headteacher and Chair of Governors and the TPAT Directors of Education and PEL had taken place and was very positive.</p> <p>9.4 <u>Positive PR for the school</u></p> <p>The staff governor added that a TTS visitor tweeted positively about the school, and this was re-tweeted. The Chair added that there is also a lot of information and interaction on Facebook.</p>	



6.12 pm – Mrs Whitford-Haines left the meeting.																																
9.5	<u>Clerk's Update</u>																															
9.5.1	<u>Business/Pecuniary Interests/s Register</u> Agenda item for next meeting as not all paperwork had been collated and returned to the Clerk.																															
9.5.2	<u>Self-Reflection</u> Agenda item for next meeting as not all paperwork had been collated and returned to the Clerk.																															
9.5.3	<u>Skills Audit</u> Agenda item for next meeting as not all paperwork had been collated and returned to the Clerk.																															
9.5.4	<u>Governor Responsibilities Grid</u> The responsibilities were reviewed, updated and APPROVED by the Board. The Clerk will circulate the revised panel grid document after the meeting. <table border="0"> <tr> <td>Whistleblowing</td><td>-</td><td>Mrs Anne Bullock</td></tr> <tr> <td>Safeguarding</td><td>-</td><td>Mrs Anne Bullock</td></tr> <tr> <td>Health & Safety</td><td>-</td><td>Mr Innes Dowlen & Mrs Dyer</td></tr> <tr> <td>Equality & Diversity</td><td>-</td><td>Mr Innes Dowlen & Mr Mark Tucker</td></tr> <tr> <td>School Council</td><td>-</td><td>Mrs Lee Watts</td></tr> <tr> <td>Pupil Premium</td><td>-</td><td>Mr Jon Mayman</td></tr> <tr> <td>Sports Premium</td><td>-</td><td>Mr Jon Mayman</td></tr> <tr> <td>Curriculum (core and wider)</td><td>-</td><td>Mark Tucker, Mr Dowlen and Mrs Anne Bullock</td></tr> <tr> <td>SEND</td><td>-</td><td>Mrs Pat Greet & Mrs Anne Bullock</td></tr> <tr> <td>Personal Development</td><td>-</td><td>Mrs Pat Greet & Miss Bryony Tucker</td></tr> </table>	Whistleblowing	-	Mrs Anne Bullock	Safeguarding	-	Mrs Anne Bullock	Health & Safety	-	Mr Innes Dowlen & Mrs Dyer	Equality & Diversity	-	Mr Innes Dowlen & Mr Mark Tucker	School Council	-	Mrs Lee Watts	Pupil Premium	-	Mr Jon Mayman	Sports Premium	-	Mr Jon Mayman	Curriculum (core and wider)	-	Mark Tucker, Mr Dowlen and Mrs Anne Bullock	SEND	-	Mrs Pat Greet & Mrs Anne Bullock	Personal Development	-	Mrs Pat Greet & Miss Bryony Tucker	Clerk
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9.6	<u>Impact of Meeting</u> The Board agreed: <ul style="list-style-type: none"> • Maths presentation was very informative. • Monitoring is effectively taking place and positive and meaningful. It is important for staff to have feedback. • Mrs Bullock's cake for the meeting had been received with thanks. 																															
10.0	<u>Dates/times of Local Governing Board meetings - 2023/2024</u> <ul style="list-style-type: none"> • Tuesday 6th February, 2024 • Tuesday 19th March, 2024 – Curriculum Focus and HT Report • Tuesday 21st May, 2024 • Tuesday 16th July, 2024 – Curriculum Focus and HT Report <p>The meeting closed at 6.27 pm, the Chair thanked governors for their input and attendance at the meeting and closed the meeting.</p>																															

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Tuesday 6th February, 2024.

Signed: **Chair**

Mr Mark Tucker

Dated: **Tuesday 6th February, 2024**

ACTION POINTS ARISING FROM MINUTES OF LOCAL GOVERNING BOARD MEETING

Tuesday 28th November, 2023

ITEM:	ACTION:	WHO:	BY:
5.2.4	Pupil Premium Statement to be and agenda item for Spring meeting.	Clerk	15.01.2024
5.2.6	Exclusion training slides to be circulated when received by Mrs Greet to the Board via the Clerk.	Mrs Greet Clerk	T.B.C.
5.2.8	Folder to be set up on TPAT connectED for newsletters. School Secretary to upload current years. Invite Mr Green to Christmas events at the school.	Clerk Miss Tucker Headteacher	04.12.2023 15.12.2023 04.12.2023
5.2.9	Complete Annual Business/Pecuniary Interest/s Register and send to school to upload to website once all paperwork completed and returned.	Clerk All governors	08.12.2023
7.0	Amend type regarding dates on compliance register.	Miss Tucker	08.12.2023
8.0	Feed appropriate information into the Governor Q & A document after attending monitoring visits.	All governors	Ongoing
9.5.4	Update Governor Responsibilities Grid and circulate to governors.	Clerk	08.12.2023