

Nanpean Community Primary School



Minutes

Virtual Full Governing Board Meeting

Tuesday 22nd September, 2020

Clerk to Governing Board - Linda Cackett

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FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (10/13 Governors)
Chair:	Mrs Lee Watts
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 22nd September, 2020 at 4.30 pm
Venue:	Virtual meeting hosted by Zoom Online Platform

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Dr Tim Cook – Co-opted	Yes		P
Miss Bex Hancock – Parent – Vice Chair	Yes		P
Miss Bryony Tucker – Co-opted	Yes		P
Miss Clare Morton – Staff – Assistant Headteacher	Yes		Ap
Miss Kerry Dash – Co-opted	Yes		Ap
Mr Brett Marsh – Parent	Yes		P
Mr John Sibley – Local Authority (<i>Paperwork pending</i>)			Ap
Mr Matt Nicholls – Headteacher	Yes		P
Mr Roger Green – Co-opted	Yes		P
Mrs Lee Watts – Co-opted - Chair	Yes		P
VACANCY – Co-opted (<i>Ring Fenced-Staff: Non-Teacher</i>)	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"> • Miss Morton – maternity leave • Miss Dash – work commitments • Mr Sibley – family commitments <p>It was noted that Mr Sibley was not in attendance, the Headteacher confirmed that he had spoken to him and that he had confirmed that he would be attending. The Clerk received apologies after the meeting which have been noted as extenuating circumstances. The Clerk stressed the importance of the early completion and return of the LA Governor Appointment Form as it would take the LA a while to process also as it needs to be tabled at the appropriate council meeting which she believed meets on a monthly basis.</p> <p>The Chair asked the Headteacher whether Mr Sibley was aware of the urgency and that he technically would not be a governor until the appointment process has been undertaken. The Headteacher confirmed that he was aware and hopefully the Clerk would be able to process it asap.</p>	
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2.0	<p><u>Annual Declaration of Business/Pecuniary interest/s</u></p> <p>The annual declaration form was circulated prior to the meeting, the Clerk will prepare the annual register and send it to the school for uploading to the school website. She reminded governors to complete and return their forms asap.</p>	Clerk All governors
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p><u>Constitution</u></p> <p><u>Vacancy</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 and two Foundation governor vacancies. Mr Sibley's term of office as the Local Authority governor had expired at the end of August, he wishes to carry out a further term of office and the paperwork is currently being processed. The Headteacher added that he is going to put another non-teaching staff vacancy poster up this week, he is also meeting with another prospective governor who is interested in joining the Board. The Clerk confirmed that he could fill the vacancy from 1st January, 2021 and attend as a guest prior until then.</p> <p><u>Next term of office to expire</u></p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> • Dr T Cook – Co-opted Governor – 31.12.2020 <p><u>Election of Chair</u> – <i>The Clerk chaired this item of the agenda.</i></p> <p>Mrs Watts was proposed, seconded and was APPROVED to be appointed as Chair; Dr Cook abstained from voting. The Clerk will notify the Local Authority.</p> <p><u>Election of Vice Chair</u></p> <p>Miss Hancock was proposed, seconded and was APPROVED to be appointed as Vice Chair; Dr Cook abstained from voting. The Clerk will notify the Local Authority.</p> <p><u>Governor Roles and Responsibilities</u></p> <p>The Headteacher felt that in the long term he wishes to return to having committees, it was agreed to put this on the agenda in the Spring Term. A governor commented that during these surreal times individual governors should be called upon when required.</p>	<p></p> <p></p> <p></p> <p>Clerk</p> <p></p> <p>Clerk</p> <p>Clerk Agenda item in Spring Term.</p>
<p>4.0</p> <p>4.1</p>	<p><u>Minutes of the last meetings – 25.06.2020</u></p> <p><u>Approval of Minutes dated 25.06.2020</u></p> <p>The minutes were APPROVED as a true reflection of the meeting.</p>	



4.2	<u>Matters arising not on the agenda</u>	
4.2.1	<u>Item 1.0 – Welcome and Apologies</u> The Clerk explained that apologies were sent by Miss Dash prior to the last meeting, however the Clerk did not receive them in time for the meeting. The Chair explained that Mr Sibley had not received paperwork due to his school email address not working. The Headteacher confirmed that everything has now been sorted.	
4.2.2	<u>Item 3.1 - Vacancies</u> The Headteacher reported that the non-teaching staff vacancy will be advertised this week.	
4.2.3	<u>Item 3.2 -Next term of office to expire</u> The Chair confirmed that Mr Sibley will be serving a further term of office. He had said that he would be attending today's meeting.	
4.2.4	<u>Item 4.2.1.2 – Item 10.0 – Presentation – Mrs Sarah Morrison, SENCo</u> The Headteacher reported that Mrs Morrison has updated a pro forma which will now be used, it will show data and progress however will be more time consuming but will be a more valuable document.	
4.2.5	<u>Item 4.2.1.1 – Minutes 02.06.2020 – Item 3.0 School Re-opening – Bullet 11</u> The Headteacher confirmed that the Caretaker has undertaken his COSHH training and the file updated.	
4.2.6	<u>Item 5.1 – Maternity Appointment</u> Agenda item for this meeting. The Headteacher confirmed that he had reflected the gap in the School Development Plan. The School Development Plan is an agenda item for this meeting. The Headteacher confirmed that the new member of staff has attracted positive comments raised by parents. A governor congratulated the Headteacher for making the appointment by the end of term. The Headteacher added that written evidence was not required to be presented as the HLTA appointment was not made as planned.	
4.2.7	<u>Item 5.5 – Letter from staff member to Chair</u> The Chair confirmed that she had contacted the member of staff but had not received a reply. The Headteacher agreed to chase to ensure that she had received a reply.	Headteacher



4.2.8	<p><u>Item 5.6 – Budget</u></p> <p>Agenda item for this meeting.</p> <p>The Headteacher confirmed that he had spoken with Dr Cook, the LFS team had confirmed that the school did not have a suitable reason (in relation to Covid funding guidelines) to make a Covid grant claim at this time.</p>	
5.0	<p><u>Headteacher's 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 Headteacher thanked Dr Cook for sending him a pro forma. • So far, the re-opening of school has been very positive. • All except for one pupil has returned to school. • Rita Rowson has made penalty notices difficult to issue, the Headteacher is glad as the family have their reasons for not returning their child to school. The parent feels that it is not safe for the family to leave their home environment. A governor asked how the pupil is educated, the Headteacher confirmed that home learning provision is being made. The family confirm that they are working with their child, but no proof can be obtained. • Another governor asked whether the school had 'had eyes' on the pupil to ensure that there were no safeguarding issues. The Headteacher confirmed that he had suggested 'missing child in education' procedure being followed; however, he was advised that he could not do so but his next step will be to get the child 'educated at home'. The Headteacher confirmed that he was certain that the family are just very anxious for the health and safety of his own family. The governor suggested that perhaps a 'MARU referral' should be made, the Headteacher felt that he was just terrified that family members would contract something and die. Another governor commented that people can be plausible and that someone should visit the home and speak with the child. Another governor asked whether the Headteacher had spoken to the child on the phone, the Headteacher confirmed that the class teacher had during lockdown. It was pointed out however that a parent can rehearse responses or be looking at a child, it was agreed that someone needs to see the child e.g. EWO or MARU referral. It was agreed the school buys into the agencies, and they should be carrying out their role. • There was a lot of stress in July, but the stress has paid off as there has been a lot of positive comments. Everything the school has done has been done well. Parents have been the issue and have been asked to move on if talking in groups in the school. It was agreed the Headteacher had done above and beyond what he can do within his powers. Another parent governor commented that the school was doing a great job. • The Chair asked what the atmosphere was for the staff. The Headteacher confirmed that there were staff who were very anxious to return, he is trying to represent a balanced view. All staff have 	Headteacher



	<p>returned and the Headteacher has ensured he has made time for the anxious staff.</p> <ul style="list-style-type: none"> A governor asked as there were no after school clubs were teaching staff contracted to provide them so had spare time. The Headteacher confirmed that there was a lot more correspondence with Class Dojo with parents. The governor suggested that perhaps Class Dojo could be used for the pupil not attending, the Headteacher agreed. A governor commented that one-year group had 100% attendance and overall attendance was very good. He felt that the Headteacher had done amazing work and attendance was brilliant. 	
6.0	<p><u>School Improvement Plan - SIP</u></p> <p>The SDP was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The main priority is dealing with the current context of Covid. Some areas in relation to data have not changed. The Headteacher's main concern is governance and the upskilling of governors. The Clerk reported that she had no updates, despite chasing several times, regarding Local Authority training for governors. She suggested that the Board might consider training being offered by TPAT that can be booked by governors outside the Trust, at a reasonable charge. The Board asked the Clerk to circulate the training schedule after the meeting. A governor suggested that governor monitoring could take place, discussion followed regarding the ways in which it could be undertaken. A governor asked if the school is allowing professional visitors into school. The Headteacher confirmed that visits are being worked around times when pupils and staff are not there. A governor asked whether the SIP had been gone through with a School Improvement Partner. The Headteacher replied that there is no School Improvement Partner in place at present, so it has not been gone through with a SIP. The governor felt that several of the actions need to have more specifics within them, he wished the Headteacher to be cautious to table this document as finalised. Another governor suggested Mark Corbett be contacted as another person who could give advice. It will be important for someone else to look at the document in more depth. The Headteacher agreed to contact him after the meeting. A governor suggested that attendance be addressed in the document and reworded to include the X code. The Headteacher agreed to word as the 'National Average' rather than a %. 	<p>Clerk</p> <p>Headteacher</p>
7.0	<p><u>Premises and Health and Safety Matters</u></p> <p>The Headteacher reported:</p> <ul style="list-style-type: none"> The gates have been installed, they are not currently on the new FOB system, purely because Waldon's who are putting the electronic lock on have to make a bespoke system and are finishing the work in the October half term. A governor asked whether the lack of lock is reflected in a risk assessment. The Headteacher explained that only 	



	<p>one bubble is using the gate in question at present. He then asked if a parent could just walk straight in, the Headteacher confirmed that in his professional view the gate has been risk assessed and is safe, this has also been confirmed by Mr Ellacott.</p>	
8.0	<u>Financial Matters</u>	
8.1	<p><u>Last LFS Team Financial Report dated 07.09.2020</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 oversight with the forecast last year resulted in an underspend of £17,000 as it would have made a significant discussion regarding redundancy. He asked if it was also built into the 3-year forecast. The Headteacher confirmed that it was built into the 3-year forecast. The Board agreed that it was a significant amount of money over three years. 	
8.2	<p><u>Electricity Invoices</u></p> <p>The Headteacher reported that he had received an email yesterday, there has been a proven clerical error, the school has proven that they have paid the invoices sent to them. There have been a few invoices from 2016/2017 that have apparently been unpaid. Therefore, the balance owed £ 3,896.91 as opposed to £34,000. A governor asked how they collect the meter readings, the Headteacher replied that they are estimated but are collected once a year. A governor congratulated the Headteacher in obtaining the lower amount owed. He suggested that a good will offer should be pursued, the Board wish it noted that £30,000 saved by being tenacious was brilliant. The Board agreed that British Gas would not like bad publicity, hopefully the process is not at an end yet. A governor suggested that a letter from the local MP might also be worth venturing forward with also.</p>	
9.0	<u>Personnel Matters</u>	
9.1	<p><u>Teaching Staff</u></p> <p><u>Maternity Appointment</u></p> <p>Covered under Item 4.2.6, two maternity appointments were made, three teachers are currently on maternity leave and been replaced with the two new appointments.</p>	
9.2	<p><u>Non-Teaching Staff</u></p> <p>One member of staff has had to have a reduction of hours for childcare purposes and this has been covered.</p>	
9.3	<p><u>Catering Staff</u></p> <p>All staff were furloughed but two of the three have now returned as per their contract. The further staff member, who works 1.5 hours per day (7.5 hours per week) is still currently furloughed. However, as school dinner numbers are</p>	



<p>9.4</p>	<p>similar to previously, the third member of staff is expected to return soon. This has not caused any issues thus far at school.</p> <p><u>Cleaning Staff</u></p> <p>The Caretaker is currently undertaking an additional 14 hours per week to carry out the additional day cleaning.</p>	
<p>10.0</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p> <p>10.7</p>	<p><u>Strengthening Governance</u></p> <p><u>Governor Training/CPD Evaluation Forms</u></p> <p>Covered under item 6.0.</p> <p><u>Governor Visits</u></p> <p>None.</p> <p><i>6.00 pm – Miss Tucker and Miss Hancock left the meeting.</i></p> <p><u>Clerk's Update</u></p> <p>The Clerk explained that she will be issuing all the annual paperwork via email after the meeting, she requested that governors complete it and return it to her asap.</p> <p><u>Chair's Report</u></p> <p>None.</p> <p><u>Policies</u></p> <p>None for this meeting, there are policies waiting to be approved.</p> <p><u>Positive PR for the school</u></p> <p>The Board agreed there were many positives:</p> <ul style="list-style-type: none"> • Parents perception of reopening of the school is very positive. • The Headteacher being seen at the gates is positive. <p><u>Impact of Meeting</u></p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • The Board were reassured of the safe opening of the school for all pupils. 	
<p>11.0</p>	<p><u>Dates/times of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 24th November, 2020 at 4.30 pm • Tuesday 2nd February, 2021 at 4.30 pm • Tuesday 16th March, 2021 at 4.30 pm • Tuesday 18th May, 2021 at 4.30 pm • Tuesday 22nd June, 2021 – Admin Meeting at 4.30 pm 	



	<ul style="list-style-type: none"> • Tuesday 6th July, 2021 at 4.30 pm <p>The Headteacher asked whether he could circulate the newsletter to governors. Governors agreed that they would welcome receiving it directly rather than looking at the website. The Clerk agreed that she could circulate it every week when the Headteacher sends it to her.</p> <p>The meeting closed at 6.25 pm.</p>	<p>Headteacher Clerk</p>
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 24th November, 2020

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 24th November, 2020**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 22nd September, 2020

ITEM:	ACTION:	WHO:	BY:
2.0	Annual Declaration of Business/Pecuniary Interest/s – Prepare and return completed Register to the school for uploading to the school website.	Clerk	30.09.2020
3.3	Election of Chair – Notify Local Authority of re-appointment.	Clerk	30.09.2020
3.4	Election of Vice Chair – Notify Local Authority of re-appointment.	Clerk	30.09.2020
3.5	Governor Roles and Responsibilities – Review committee structure in Spring Term, agenda item.	Clerk	31.12.2020
4.2.7	Letter from staff member to Chair – Check with member of staff that a reply was received.	Headteacher	30.09.2020
5.0	Headteacher's Report – Ensure pupil is seen by someone e.g. agency.	Headteacher	23.10.2020
6.0	School Improvement Plan – SIP – Circulate TPAT's Training Directory to all governors after the meeting. All bookings to be made via school as cost implication. Contact Mr Mark Corbett for advice.	Clerk	30.09.2020
		Headteacher	30.09.2020
11.0	Dates/Times of Full Governing Board Meetings – Circulate school newsletter on a weekly basis to all governors.	Headteacher/ Clerk	25.09.2020