

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 21st March, 2017

Clerk to Governing Board - Linda Cackett

Typed: 21.03.2017

Approved for circulation: 29.03.2017



GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/10 Governors)
Chair:	Mrs Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 21st March, 2017 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Miss Kerry Dash – Co-opted (Ring Fenced-Staff: Non Teacher)	Yes			P
Mr Andy Edmonds – Co-opted	Yes			A
Mr Brett Marsh – Parent	Yes			P
Miss Clare Morton – Staff	Yes			P
Mr John Sibley – Local Authority	Yes			P
Mrs Karen Singleton – Foundation	Yes			P
Miss Dionne Thornhill – Parent	Yes			P
Mrs Lee Watts – Foundation	Yes			P
Mrs Carly Wicks – Headteacher	Yes			P
VACANCY – Co-opted	Yes			-
Mrs Linda Cackett			Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Vice Chair welcomed governors to the meeting, especially Mrs Thornhill the newly appointed Parent Governor. Since the last meeting sadly Mrs Udy has resigned and therefore there will be an election agenda item 3.2.</p> <p>There were no apologies, it was noted that Mr Edmonds was not in attendance.</p>	
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 was one co-opted vacancy following the recent resignation of Mrs Udy.</p>	
3.2	<p><u>Election of Chair and Vice Chair</u></p> <p>The Clerk asked for nominations for Chair, Mrs Singleton was proposed, seconded and unanimously elected as Chair. Nominations were asked for Vice Chair, Mrs Watts was proposed, seconded and unanimously elected as Vice Chair. The Headteacher thanked the new Chair and Vice Chair and</p>	



	reminded governors for the need to support them both in their new roles.	All governors
3.3	<u>Governors Roles and Responsibilities</u> Roles and responsibilities were discussed. Mrs Watts agreed to undertake the safeguarding role, Mrs Thornhill offered to undertake the training also as she already has Safeguarding Level 2. Discussion followed and governors took on new roles, the updated grid would be circulated after the meeting.	Headteacher Clerk
3.4	<u>Next term of office to expire</u> The next terms of office to expire are: <ul style="list-style-type: none"> Mrs Watts – 02.03.2018 – Foundation 	
3.5	<u>Instrument of Government</u> Following discussion, it was agreed for two additional Co-opted governors to be appointed and for Mrs Watts and Mrs Singleton to be appointed in to these. The Clerk would notify the Local Authority and the Foundation Governor vacancies will be clarified if they need to remain until Brannel leave the Trust and only Nanpean remain.	Clerk
4.0	<u>Minutes from the last Full Governing Board meeting – 29.09.2016</u>	
4.1	<u>Approval</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting held.	
4.2	<u>Matters arising not on the agenda</u>	
4.2.1	<u>Item 8.6 – Policies</u> The Headteacher confirmed that the revised Keeping Children Safe in Education document had been circulated, governors had signed the sheet.	
4.2.2	<u>Item 9.0 – Academies</u> The Clerk had circulated TPAT information.	
4.2.3	<u>Item 10.0 – Chairs Report</u> Mr Sibley reported that he had spoken to Imerys.	
4.2.4	<u>Item 11.1 – Edubase</u> Edubase had been updated.	
4.2.5	<u>Item 11.2 – Action List</u> The Action List has been added.	



4.2.6	<p><u>Item 11.3 – Governor Training</u></p> <p>Training information had been circulated. Mrs Thornhill has undertaken her initial induction meeting with the Headteacher and is booked on the Governor Induction Part 1. The Clerk agreed to continue to circulate training information when she receives it.</p>	Clerk
5.0	<p><u>Headteacher's Report</u></p>	
5.1	<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 Chair asked how pupils aspirations are to be raised further, whether a policeman or nurse could visit the school. The Headteacher replied that sometimes people do visit the school to link in with different curriculum topics and there is a 'Pupil Visioning' day to encourage aspirations. There is also the completion of the Aspiration Passport once a year in July which was devised by the Cluster. This year aspiration visits have been introduced and, using information from the aspiration passports, there has been a trip to Newquay Airport, the Police Station, Rick Steins restaurant, etc. There is a considerable amount of effort to explore aspirational ideas further. Discussion followed about other opportunities locally. • A governor asked if there had been any impact evidenced after new curriculum schemes were introduced, the Headteacher confirmed that the WOW 'starter' and 'end' products in topics have made a real difference to pupils' engagement in their learning. Miss Morton confirmed that the introduction of effective modelled writing has had a major impact on the quality of the teaching of writing which is now consistent across the whole school. Miss Morton explained that Reading Karate is still encouraging children to read at home although it has lost enthusiasm therefore something new might be introduced in September. A governor asked whether it was pupil or parent enthusiasm that is lacking, Miss Morton confirmed that it was pupils. It was asked whether it was the older or younger pupils, it was confirmed that it was the older pupils. A governor asked whether two schemes would be used, it was felt that it needed to be one scheme for consistency and ease of implementation so perhaps a re-launch of Reading Karate could improve things. 	
5.2	<p><u>Safeguarding</u></p> <p>Nothing new to report. A governor asked whether the PSO visits regularly, it was confirmed that it was probably 3 visits per year. It was asked whether parking has improved, it was confirmed that it was about the same, an improvement when the Headteacher is outside. The Headteacher reported that pending who purchases the land by the school will depend on the route to be taken, at the moment the church rooms and lay by allows parental parking.</p>	



5.3	<p><u>ViST's (Vulnerability Screening Tools)</u></p> <p>Since the last meeting it was reported that there had been 3 ViSTs; the Headteacher confirmed that relevant staff are aware and are supporting the pupils where necessary.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><u>Reports from committee meetings</u></p> <p><u>Curriculum – 28.02.2017</u></p> <p>Minutes were circulated prior to the meeting. The Headteacher gave a brief resume of the meeting, there had been an informative presentation by Miss Morton, English lead. Attendance has taken a dip since last year but this is due to genuine illnesses and is now improving.</p> <p><u>Health and Safety – 17.01.2017</u></p> <p>Minutes were circulated prior to the meeting; the Committee Chair gave a brief resume of the meeting. The Accessibility Plan is now an agenda item, DSE assessments and property compliance was monitored. The Chair asked for an explanation of what the School Accessibility Plan was, the Committee Chair gave a clear explanation.</p> <p><u>Finance and Personnel – 31.01.2017</u></p> <p>Minutes were circulated prior to the meeting; the Committee Chair gave a brief resume of the meeting. The queries raised on the financial statement have now been addressed, the Headteacher confirmed that it was due to different types of reserves being placed in different budget lines by different technicians. Mrs Edwards is now the technician at the school and a breakdown and analysis by her has taken place. She will be attending the next committee meeting.</p>	
<p>7.0</p> <p>7.1</p>	<p><u>Governing Board Business</u></p> <p><u>Governor Monitoring Reports</u></p> <p>Reports were received prior to the meeting and circulated:</p> <ul style="list-style-type: none"> ○ 11.01.2017 KP2.2 assessment LW ○ 11.01.2017 KP1.3.2 & KP1.4.1 transition KS ○ 24.01.2017 KP2.1 teaching and learning LW ○ 26.01.2017 KP4 data KD & BM ○ 06.02.2017 KP3.4 attendance KU ○ 21.02.2017 KP1.2.4 early years LW <p>The Headteacher thanked everyone as there was a variety of visits carried out.</p> <p>A governor asked whether Education City could be used in other classes, the Headteacher explained that it had originally been used in all classes but was not utilised fully so is now just used in one class as the teacher uses it to its full capacity.</p>	



<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p><u>Next visiting governor/s</u></p> <p>The Chair is monitoring financial procedures on 28.03.2017. The Vice Chair is visiting on 30.03.2017 for the admin assistant interviews.</p> <p><u>Governor CPD evaluation forms</u></p> <p>Reports were received prior to the meeting and circulated:</p> <ul style="list-style-type: none"> o 12.10.2016 Headteacher/Chair of Governor information session CW o 21.10.2016 CAPH conference CM o 21.10.2016 CAPH conference CW o 04.11.2016 ASIST training CW o 16.11.2016 Safer recruitment CW o 24.11.2016 LFS seminar KD <p>The Chair thanked governors for their informative reports.</p> <p><u>Governor Action Plan 2016/2017</u></p> <p>Governors reviewed the Action Plan circulated prior to the meeting. The Headteacher reported that:</p> <ul style="list-style-type: none"> • 2 FGB meetings still take place each term. • Data is reported in the HT report. • Succession planning is carried out, the Vice Chair being able to step up to Chair if required. The training system is more complicated as different people offer different training. • The Headteacher asked for governors to provide a small piece for the newsletter, the Chair suggested that it could be carried out on a rota basis once a month, it was agreed for governors to be prompted in case it is not carried out. • All governors carry out monitoring visits regularly, the Headteacher is highlighting questions in red and responding in green. • The Chair asked for any training dates for performance management, this was agreed. • Governor induction is very good, Mr Marsh agreed to be a 'governor mentor' to Miss Thornhill. <p><u>LFS Financial Report dated 08.03.2017</u></p> <p>The management report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • The Finance Personnel Committee look through the reports in great detail. 2017-2018 budget setting will take place next term. <p><u>Policies</u></p> <ul style="list-style-type: none"> o Whole School Leave of Absence Policy 2017 <p>The policy was circulated prior to the meeting it was reviewed and APPROVED subject to Personnel Committee being altered to Finance and Personnel Committee.</p>	<p>Mr Marsh</p>
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7.7	<u>School Improvement Plan 2016/2017</u> The School Improvement Plan was recirculated, governor names had been changed.	
8.0	<u>Academies</u> The Headteacher reminded governors of the meeting last year regarding the options available. Increasingly all the Cluster schools are part of different MATs, Brannel are joining NET shortly. Sadly, some schools are pulling out of key cluster events, moderation should however continue as over 90% of pupils go on to attend Brannel. The Headteacher explained that all the MATs have Headteacher meetings, it might be good for her to attend a meeting. Discussion followed regarding the various MATs in Cornwall. It was agreed to set up a working group to consist of: <ul style="list-style-type: none"> • Headteacher • Mrs Singleton - Chair • Mrs Watts - Vice Chair • Mr Marsh • Mr Sibley The Clerk agreed to send some questions and any relevant information.	Headteacher Chair Vice Chair Mr Marsh Mr Sibley Clerk
9.0	<u>Clerk's Update</u> The Clerk will be circulating a newsletter shortly.	Clerk
10.0	<u>Chair's Report - Impact of the meeting</u> The Chair felt the Mrs Udy had set the Full Governing Board on track and that they must continue to carry out their role to the high standard set.	
11.0	<u>Date/time of Full Governing Board meetings</u> <ul style="list-style-type: none"> • Tuesday 20th June, 2017 at 4.30 pm – Admin Meeting • Tuesday 4th July, 2017 at 4.30 pm The meeting closed at 6.10 pm.	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 20th June, 2017.

Signed: **Chair**

Mrs Karen Singleton

Dated: **Tuesday 20th June, 2017**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

TUESDAY 21st MARCH, 2017

ITEM:	ACTION:	WHO:	BY:
3.3	Updated governor responsibilities to be updated and circulated.	Clerk	31.03.2017
3.5	Process 2 GAD forms for co-opted governors and update Local Authority to change the Instrument of Government and clarify Foundation Governor status.	Clerk	31.03.2017
4.2.6	Circulate training information	Clerk	Ongoing
7.4	Mentor Miss Thornhill.	Mr Marsh	Ongoing for 12 months
8.0	Academies Working Group to be set up and meet.	Headteacher Chair Vice Chair Mr Marsh Mr Sibley	30.04.2017
8.0	Example questions to be sent to Headteacher.	Clerk	31.03.2017
9.0	Newsletter to be circulated.	Clerk	30.04.2017