

Nanpean Community Primary School



Minutes

Virtual Full Governing Board Meeting

Thursday 25th June, 2020

Clerk to Governing Board - Linda Cackett

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VIRTUAL 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:	Thursday 25th June, 2020 at 4.30 pm
Venue:	Virtual meeting facilitated 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		Ap
Miss Bryony Tucker – Co-opted	Yes		Ap
Miss Clare Morton – Staff – Assistant Headteacher	Yes		P
Miss Kerry Dash – Co-opted	Yes		A
Mr Brett Marsh – Parent	Yes		P
Mr John Sibley – Local Authority	Yes		A
Mr Matt Nicholls – Headteacher	Yes		P
Mr Roger Green – Co-opted	Yes		P
Mrs Lee Watts – Co-opted - Chair	Yes		P
VACANCY – Co-opted (Ring Fenced-Staff: Non-Teacher)	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 Hancock – work commitments • Miss Tucker – work commitments <p>It was noted that Miss Dash and Mr Sibley were not in attendance. The Chair agreed to contact Mr Sibley as this was not the first meeting that he had not attended or tendered his apologies.</p> <p><i>Apologies were tendered after the meeting by Miss Dash, who was unable to attend due to work commitments.</i></p>	Chair
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s and protocol for virtual meetings</u></p> <p>None.</p>	



3.0	<u>Constitution</u>	
3.1	<u>Vacancies</u> 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. The Headteacher reported that the non-teaching staff vacancy had been re-advertised but no one had come forward, yet it was agreed to re-advertise in September.	Headteacher
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 J Sibley – Local Authority – 29.08.2020 • Dr T Cook – Co-opted – 31.12.2020 It was agreed for the Chair to contact Mr Sibley and report back to the Board regarding the expiration of his term of office. Dr Cook reminded the Board that he had agreed to serve a one-year term of office, so would be leaving at the end of the calendar year.	Chair
4.0	<u>Minutes of the last meeting – 14.05.2020 & 02.06.2020</u>	
4.1.1	<u>Approval of Minutes – 14.05.2020</u> The minutes were APPROVED as a true reflection of the meeting. Once again, a governor wished to thank the Clerk for the excellent minutes as normal, the Headteacher also thanked her.	
4.1.2	<u>Approval of Extraordinary Minutes – 02.06.2020</u> The minutes were APPROVED as a true reflection of the meeting.	
4.2.1	<u>Matters arising not on the agenda – 14.05.2020</u>	
4.2.1.1	<u>Item 5.3 – Budget 2020/2021</u> The Headteacher confirmed that the Maternity Cover Teacher post had been advertised internally and appointed.	
4.2.1.2	<u>Item 10.0 -Presentation – Mrs Sarah Morrison, SENCo</u> The Headteacher reported that Miss Morrison has been extremely busy, but the information will be passed to the Board shortly.	Headteacher
4.2.2	<u>Matters arising not on the agenda – 02.06.2020</u>	
4.2.2.1	<u>Minutes 02.06.2020 – Item 3.0 School Re-opening – Bullet Point 11</u> The Headteacher confirmed that he has spoken to the Caretaker and he is missing a certificate during a recent house move. The Headteacher has spoken to Sally Wollacott (Duty Health and Safety Officer). She said that at	Headteacher



	<p>this time, and for the role being undertaken to cover cleaning during Covid-19, that COSHH training isn't necessary. However, she suggested online COSHH training may be available. The Headteacher confirmed that online COSHH training has now been arranged and the Caretaker will complete this over the next couple of weeks.</p>	
5.0	<p><u>Business critical decisions (e.g. budget approval, ratifying school leadership appointments etc.)</u></p>	
5.1	<p><u>Maternity Appointment</u></p> <p>The Headteacher reported that Mr Christian Parker has been appointed for the maternity cover, all three candidates were very strong candidates. The Headteacher added that Mr Parker is an NQT, he felt that it was only fair that he should be allowed to complete his whole NQT year. A governor pointed out that the school does not owe him anything, as he was aware when he applied for the vacancy of the length of the appointment. Following discussion, it was agreed that there was no real moral obligation, a document needs to be prepared by the Headteacher to review the financial commitments to the school in the Autumn Term. In terms of school finance, a governor pointed out that Sports Premium might not continue, the Year 7 catch up funding has been taken away also, the Covid premium might bring additional funds. The Board agreed that the school needed to be cautious and await the briefing paper.</p>	Autumn Term Agenda item
5.2	<p><u>Maternity Cover – Miss Morton</u></p> <p>The Headteacher felt that the HLTA would be better qualified to cover rather than a teacher, he did feel however that she be paid 0.4 FTE on the unqualified teacher scale at Point 4, equating to £23,381. A governor commented that in the past he knew of examples of exploitation of HLTA's however if the person's capability is excellent and she wishes to undertake the role then there is no issue. The Board agreed that it would be part of her professional development and the Headteacher firmly believed it would be the preferred option for the pupils in the class. Another governor asked if this was a permanent appointment, the Headteacher confirmed that she would be teaching the class for two days only, and only for one school term. The governor cautioned the Headteacher that people might question why a lower qualified member of staff could teach on a permanent basis. The Headteacher agreed that he would ensure CPD opportunities continue.</p> <p>Another governor commented that he would like to see some quality assurance which evidences monitoring undertaken before Miss Morton leaves. It will be important to have evidence if the appointment is questioned, the Headteacher was happy to monitor and ensure written evidence is carried out. The Headteacher added that a temporary teaching assistant will need to be appointed for the 0.4 hours. A governor asked if this would be another new member of staff, the Headteacher confirmed it will be covered by an existing part time teaching assistant. Another governor added that due to the financial situation of the school, financial evidence needs to be given to the Board.</p>	Headteacher

Initialled as a true and accurate record: Chair Dated: 22.09.2020 Page - 4 -



	<p>asking Cornwall Council for support on this and if not, Dr Cook and himself will action a claim. This could result on a possible significant payment. Another governor was pleased with this update and felt that it would be important for the school to proceed with.</p>	Headteacher Dr Cook
6.0	<p><u>Monitoring how the school is continuing to provide care for children who are vulnerable, children with ECHP plans the children of key workers, associated risks, issues etc.</u></p> <p><i>School is open to children who are classed as Vulnerable (i.e. with EHCP plans or recent social worker involvement) and children with 'key worker' parents. As numbers of children requiring spaces has risen, we now have two groups for Key Worker / Vulnerable children (13 and 6 children currently assigned to these groups). From Wednesday 10th June, we reopened for Year 6 children (one group of 13 children).</i></p> <p><i>We are continuing with our pastoral 'tiered system' for children who are not in school and therefore we are not having daily contact with. This is a RAG rated approach with weekly (by SLT), fortnightly (by SLT) or monthly (by Class Teacher) calls. All calls are recorded as notes / incidents on CPOMS, as have things such as collected FSM parcel, Breakfast items, etc...</i></p> <p><i>Home Learning and specific learning to meet the needs of children with EHCps and SALT needs has been provided. All of these children have been offered places. Some have chosen not to take the place. These children are re-offered their places on a weekly basis during wellbeing phone call by SLT.</i></p> <p><i>FSM parcels (fortnightly) and Breakfast items from Magic Breakfast are provided to support families in the community. The breakfast items are available to any family (not just those in receipt of FSM). Unwanted FSM parcels are also re-distributed to families we know are financially struggling, and, if required, staff have personally delivered the parcels to the family home.</i></p> <p><i>SENDCo has completed risk assessments for the EHCP children to stay at home (their choice) and have been submitted to CC. Bespoke Home Learning Tasks have been created by Class Teachers and SENDCo for children with EHCp linked with the outcomes in their EHCP. SENDCo also submits data required concerning children with EHCps on a weekly basis to County.</i></p> <p><i>Teams call with Kim Boddy updating the E.P Service on what we are currently offering. Correspondence also with School Nurse. Collaboration with Visual Impairment (VI) Team to ensure equipment available should the family of child with EHCp require it.</i></p> <p><i>TIS/Play Therapy children have received packs from the adult that they normally work in school with. School email has also been given so parents/children can still communicate.</i></p>	



	<p><i>SALT packs provided for children with the most complex speech and language needs.</i></p> <p>The information above for this agenda item was circulated to the Board prior to the meeting, there were no further questions.</p>	
7.0	<p><u>Any issues arising from how the building is currently being used and remote working for staff.</u></p> <p><i>No issues as such. We are still trying to use less areas of the school (communal areas, offices and three classrooms). This ensures cleaning staff can focus on fewer areas and deep clean these. There is also during the day cleaning to ensure guidelines are being followed. Staff have been very positive about this and thankful to Governors for sanctioning this.</i></p> <p><i>Classroom Checklists were completed to ensure all classrooms offered the same provision from Wednesday 10th June. A classroom checklist is attached.</i></p> <p><i>Staff working from home: Teachers have clear tasks to focus on. Many of these link to preparing Home Learning and responding to parents so as to support them, as well as providing social media updates via Facebook / Dojo. This has also (inadvertently) increased staff knowledge / skills in this area!</i></p> <p><i>Staff are also focusing on Curriculum improvements, as this was our main focus for the Summer Term (in preparation for next year anyway). Subject Leader tasks have included creating 'Progression of Skills' documents, and Teachers will now be focusing on completing KIRFS (Key Instant Recall Facts and Skills) documents and 'Learning Maps' (replacing Topic Maps) for next school year.</i></p> <p><i>Teaching Assistants are completing a Level 2 course aimed at supporting children's mental health, as this is going to be massively pertinent when the children return to school. Intervention will focus on pastoral support when we return.</i></p> <p><i>Staff have now also been signed up to complete Headstart / TIS CPD titled 'Supporting the return to School'. This has also been planned for Mr Parker (new Teacher from September 2020 provided Year 3 Maternity Cover). We have trained TIS practitioners in school and are also in the process of 'signing up' two more members of staff as there is free training to become TIS practitioners beginning in February 2021. We have also booked one member of staff onto Penhaligon's Friends 'Loss and Grief' Level 1 course for September, with the aim of anticipating any possible support required by children / families.</i></p> <p>The information above for this agenda item was circulated to the Board prior to the meeting, there were no further questions.</p>	



<p>8.0</p>	<p><u>Support being given to parents and carers to help them educate their children at home.</u></p> <p><i>Home Learning Tasks continue to be uploaded to Dojo, Social Media and Website. These have also been e-mailed / printed (at request of parents for their children) where requested. These are very detailed, but also trying not to overwhelm parents. Staff are continually supporting parents, via e-mail / messaging service on Class Dojo. Obviously we want children to continue with education, and they have a right to this, but the main message is for families to focus on happiness, health and wellbeing of their family and not to get stressed by the Home Learning as parents aren't teachers!</i></p> <p><i>There are also further links to other resources on the website that parents can use. As well as this, child-friendly social stories have been provided to help parents explain the pandemic to their children.</i></p> <p><i>Feedback has led to a 'project based approach' for a couple of weeks (time capsule) as many parents were concerned about the amount of 'screen time' required to complete learning tasks. This also gave parents a more practical task to do with the children, as opposed to them being expected to focus on specific English and Maths objectives, for example. We have now gone to year group based project activities that include English and Maths but are planning to do another whole school project later this term.</i></p> <p><i>Year 6 children are about to begin their 'transition units' of work before they move onto secondary school. These will be provided for the children in school and to those who are at home continuing with home learning.</i></p> <p>The information above for this agenda item was circulated to the Board prior to the meeting, there were no further questions.</p>	
<p>9.0</p>	<p><u>Monitoring the wellbeing and welfare of pupils, staff and stakeholders.</u></p> <p><i>Pastoral 'tiered system': RAG rated (weekly, fortnightly, monthly calls). All recorded on CPOMS, as have things such as collected FSM parcel, Breakfast items, etc...This has ensured regular communication with children / parents.</i></p> <p><i>Regular communication with staff via e-mail and seeing those that are in the building working at 'skeleton school'.</i></p> <p><i>School is now a food bank voucher distributor.</i></p> <p><i>Revised model of Family Support Worker contact (now Link Family Worker) for vulnerable families (two families have benefitted from this so far).</i></p> <p><i>Advice from MARU has been sought, when required, in relation to two families in particular.</i></p> <p><i>Children's Wellbeing: PSHE – SCARF, CWP and Cornwall Healthy Schools are being considered as schemes to use to further update our PSHE Curriculum.</i></p> <p><i>Staff Wellbeing: Cornwall Council have also sent through links related to staff well-being. I previously shared this link with staff via an 'update' e-mail and will do so again in the near future. Also, I am continuously monitoring staff wellbeing of those attending school and being in the building, and staff</i></p>	



	<p><i>working from home. I (MN) phoned all staff at the beginning of June so that I had spoken to everyone.</i></p> <p>The information above for this agenda item was circulated to the Board prior to the meeting, there were no further questions.</p>	
10.0	<p><u>Update of risk assessment – re-opening of school</u></p> <p><i>After much planning, the re-opening to Yr6 Pupils and an extra ‘Key Worker / Vulnerable’ group on Wednesday 10th June went incredibly well and smoother than I anticipated. There have literally been no concerns mentioned to me yet after the first few days (information being written on the afternoon of Friday 12th June). The only disappointment was that the outside tape being used to mark areas / zones for entrance pathways peeled off in the rain!</i></p> <p><i>Year R and 1 Parents: I personally phoned all parents of children in these classes who indicated an interest in returning their child to school. This was to clarify and further explain our decision. Every parent who I spoke to was absolutely fine and completely understanding of this. They all also agree that at such uncertain times, safety of the children, their families, the staff and the community as a whole needs to be paramount. Although some parents were interested in returning their children to school, they all stated that this was something they were considering, but all also said that even though they may have sent children to school if we were catering for Year R and 1 children, they did have concerns about this, with many recognising how difficult it would be to socially distance Year R and 1 children.</i></p> <p><i>The latest announcement, at the time of writing, is that ‘if schools have the capacity (to do so), the Government would like to see schools bringing back more children before the end of term.’ This is something that we are constantly considering, and I would love to have all children back, but realistically, with staffing levels, this isn’t likely to be an option.</i></p> <p>The information above for this agenda item was circulated to the Board prior to the meeting, it was further noted:</p> <ul style="list-style-type: none"> • <i>A governor asked whether the Reception and Year 1 parents were spoken to. The Headteacher confirmed that they were interested in returning their children but in the interests of safety were fine with the two-year groups not returning. The governor felt that it was a fantastic task undertaken by the Headteacher and commended him for his actions. The Headteacher added that the Assistant Headteacher and/or SENDCo would have supported him if he needed it.</i> • <i>Another governor highlighted that mental wellbeing was more important than academia. He did wonder however ask why one daughter had been contacted and not the other. The Assistant Headteacher confirmed only one sibling’s teacher would be ringing not both.</i> • <i>It was asked whether teachers were still having the additional PPA time with the school closed. The Headteacher confirmed that it only impacted the Year 6 pupils as the school was open to Key Worker</i> 	



	<p>pupils. Another governor asked for assurance that the teachers were only have 0.5 PPA and the other 0.5 of the day the staff were undertaking other duties. The Headteacher confirmed that this was definitely the case, the Assistant Headteacher was thanked for overseeing the work of the staff. The Headteacher reassured the Board that he trusted his staff and that they were working and churning out a tremendous amount of work. He always has immediate response from all staff when an email is sent. The Assistant Headteacher explained that their working week is planned around the staff member's availability.</p> <ul style="list-style-type: none"> • There are three members of staff in every pod, so a governor asked why there was a need for an afternoon of PPA. The Headteacher explained that the SENDCo has a lot of red/amber calls to make and another member of staff can only work on a Wednesday and a Thursday due to childcare. The governor further commented that he was concerned that the school was not opening on a Friday for Year 6, he was not in agreement that it was a common model for schools. • A governor asked if there was a government guideline for September for schools. The Headteacher informed the Board that these had not been confirmed to date. He then asked whether the school will be providing additional summer schools etc., catch up programmes. The Headteacher replied that nothing was known or confirmed at this time. • The Board discussed all the various rumours regarding summer schooling, no one is aware at present how much the Covid-19 premium will be enforced or be available. A governor commented that no one should under appreciate the work carried out by school staff during these times. There is clearly a massive strain on resources, the teaching staff have been holding schools together, have clearly been working very hard and deserve a summer break. The Board wished to assure the staff that they would not expect any summer schooling at Nanpean. <p>A governor wished to thank everyone on the Board and all the school staff for everything that has been undertaken during the Pandemic.</p> <p>6.00 pm - The Chair left the meeting.</p> <p>Item 5.4 – Caretaker's Temporary Contract was tabled at this point of the meeting.</p>	
11.0	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 22nd September, 2020 • Tuesday 24th November, 2020 • Tuesday 2nd February, 2021 • Tuesday 16th March, 2021 • Tuesday 18th May, 2021 • Tuesday 22nd June, 2021 – Admin Meeting • Tuesday 6th July, 2021 <p>The meeting closed at 6.23 pm.</p>	



These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 22nd September, 2020.

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 22nd September, 2020**



ACTION POINTS ARISING FROM MINUTES OF VIRTUAL FULL GOVERNING BOARD MEETING

Thursday 25th June, 2020

ITEM:	ACTION:	WHO:	BY:
1.0	Welcome and apologies – Write to Mr Sibley regarding non-attendance/no apologies.	Chair	01.07.2020
3.1	Vacancies – Re-advertise the non-teaching staff governor (co-opted) vacancy in the Autumn Term.	Headteacher	30.09.2020
3.2	Next term of office to expire – Contact Mr Sibley regarding his term of office expiring 31.08.2020 as Local Authority Governor.	Chair	15.07.2020
4.2.1.1	Item 10 – Presentation – Mrs Sarah Morrison, SENCo – Information from Mrs Morrison to be obtained by Headteacher and reported back to the Board.	Headteacher	20.07.2020
4.2.2.1	Minutes 02.06.2020 – Item 3.0 School Re-opening – Bullet Point 11 – Certificate to be presented to school and COSH training undertaken by the Caretaker.	Headteacher Caretaker	20.07.2020
5.1	Maternity Appointment – Paper to be written and tabled at Autumn Term meeting regarding the extension of the maternity leave appointment.	Headteacher	31.08.2020
5.2	Maternity Cover – Miss Morton – Written evidence recorded w.r.t. HLTA cover of maternity leave 0.4.	Headteacher	31.08.2020
	MFL gap to be reflected in the School Development Plan.	Headteacher	20.07.2020
	Review School Development Plan in Autumn Term.	LGB	20.12.2020
	CPD Development to be included in Scheme of Work currently being written by a member of staff.	Member of staff	20.12.2020
5.5	Letter from Staff Member – Chair to reply to member of staff.	Chair	30.07.2020
5.6	Budget – Electricity invoices to be sorted and an agenda item in the Autumn Term.	Clerk	20.12.2020
	Claim to be made by deadline regarding the Covid-19 grant in relation to the redundancy decision being made at the FGB and being put on hold by Cornwall Council due to Covid-19.	Headteacher Dr Cook	20.07.2020