

Nanpean Community Primary School



Minutes

Local Governing Board Meeting

Tuesday 6th February, 2024

Governance Professional - Linda Cackett

Typed: 06.02.2024

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LOCAL GOVERNING BOARD MEETING MINUTES

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| 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 6th February, 2024 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 | | Ap |
| 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 – in part |
| Mrs Jen Jago – Staff | Yes | | P |
| Mrs Rebecca Dyer - Parent | Yes | | P – in part |
| Mrs Tricia Greet – Co-opted | Yes | | P |
| Mrs Whitford-Haines – Co-opted | Yes | | P – in part |
| VACANCY – Parent | Yes | | - |
| Mr Paul Guttridge – TPAT Management Accountant | | Management Accountant | P – in part |
| Mr Abdu Sabo – TPAT Management Accountant | | Management Accountant | P – in part |
| Mrs Linda Cackett | | Clerk | P |

Curriculum Presentation – KS2 Reading - Headteacher

The Headteacher updated the Board on the KS2 Reading Comprehension Strategy, Miss Morton and Mrs Jago have led on this. Roche had put something in place and Nanpean have adapted it to fit with the strategy of Nanpean. The Headteacher explained the rationale behind it, children can read but not comprehend at the same level, therefore a clear strategy has been put in place to address this. Therefore, the school needs to develop a systematic approach to teaching comprehension skills and fluency in reading beyond the phonics programme. It is about going back to a very basic version of teaching comprehension, with lots of direct teaching to highlight the comprehension skills required.

The new reading strategy is about building a bridge, fluency is reading at a good pace but able to understand also. There is a two-week unit, three days reading comprehension in a rigid structure followed by two days of Novel Study which encompasses a wide range of texts and supports children developing a love of reading. Tier 2 is story book language and Tier 3 is subject specific vocabulary. The Headteacher explained 'Contiguous Read' to the Board. The Million Word Gap is massive, there are a lot of children who do not read at home. Fluency Grid, Echo Read and Timed Read were explained to the Board. **A governor asked what 'prosody' was, the staff governor explained that it was understanding why you say a word in a certain way, the Headteacher added that it is about reading a word the**

way the author wants you to read it. Hearing good reading is not enough, classroom practice promotes fluent reading out loud. Week 2 was explained to the Board, again like week 1 this has much use of a visualiser, sharing ideas and children answering their own questions independently. The school has adopted an approach of Modelled Question (MQ), Shared Question (SQ) and Independent Question (IQ) based on the 'I do, we do, you do' approach. This is evident in English and Maths and becoming evident when appropriate in wider curriculum subjects. It is difficult to judge the true impact as only been in place a very short time but already there is positive evidence that children are asking more questions. The same resources are used across the school and the same process in place.

Following recent monitoring the Headteacher added that a rationale and suggested timings have been added to the planning for each week. The Year 6 teacher went to a seminar yesterday and commented today to the Headteacher that he felt, as did other TPAT Year 6 Teachers, that the Nanpean strategy for KS2 Reading is better than the other schools and Nanpean was therefore 'ahead of the game'. The Headteacher added that monitoring had already evidenced consistency in all the classes, with a few minor reminders of expectations given where required.

5.33 pm – Mrs Bullock apologised and left the meeting.

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| 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 Mayman – work commitments Ofsted inspection • Miss Tucker – family commitments/childcare | ACTION: |
| 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>Vacancies</u></p> <p>The Clerk reported that there was still the one parent governor vacancy at present. The Headteacher agreed to re-advertise one last time before reconstituting perhaps at the next meeting.</p> <p><i>5.33 pm – Mrs Bullock apologised and left the meeting.</i></p> | |
| 3.2 | <p><u>Next term of office to expire</u></p> <p>The next terms of office to expire are:</p> <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 | |

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| 4.0 | Financial Matters – <i>Tabled at start of meeting</i> | |
| 4.1 | <p><u>November and December Management Report and Accounts</u></p> <p>The Reports and Accounts were circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • Mr Guttridge explained that he would be handing the school over to Mr Sabo shortly. Mr Sabo introduced himself to the Board and was welcomed to the meeting. • Some additional Maths tutoring has added to the deficit although it has positively impacted and was recommended by Mr Gould. • The reserves policy was explained to the Board, the expected reserves are estimated to be £80,000 at year end. • The format of the report was explained to the Board. • There were a few unknowns when the budget was initially set, there were several Cornwall Council lines which had to be incorporated into the TPAT format. • Pupil Premium and SEN funding is lower than expected, although there has been a new EHCP recently. • Catering costs is significantly under budget, a substantial saving has been made. • Funding statements for next year are announced in February, the main funding stream is GAG funding, it is expected to increase by 5% however there was the additional mainstream grant this year which is ceasing. The 5% will include it, therefore equating to 1.5%. £20,000 additional costs expected to be needed in budget. Last year 155 children were on role at the census in October, and this academic year pupil numbers are down to 134, which will mean less funding. • The Headteacher reported that he has been given a figure of the amount of savings required, he will work with the Management Accountant to address this. <i>It was asked whether if numbers increased whether there would be a positive impact, sadly it would not as funding based on numbers on roll on October census.</i> • In the past deficit budgets could be supplemented but this will no longer be the case, hopefully there will be some increased budget lines that will positively be reflected in the budget. Hopefully there will be places the school will come in under budget. <p><i>4.52 pm – Mrs Jago left the meeting.</i></p> <p><i>See confidential minutes</i></p> <p><i>5.15 pm – Mrs Jago re-joined the meeting.</i></p> <p><i>5.15 pm – Mr Guttridge and Mr Sabo were thanked for their attendance and left the meeting.</i></p> | |
| 5.0 | <u>Minutes of the last FGB meeting – Tuesday 28th November, 2023</u> | |
| 5.1 | <p><u>Approval</u></p> <p>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.</p> | |

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| 5.2 | <u>Matters Arising</u> | |
| 5.2.1 | <u>Item 5.2.4</u> The Clerk confirmed that Pupil Premium is an agenda item for second meeting of Spring Term. | |
| 5.2.2 | <u>Item 5.2.6</u> The Clerk confirmed that the Exclusion training slides have now been circulated. Mrs Greet reported that she had recently been part of an Exclusion Panel for another TPAT school. | |
| 5.2.3 | <u>Item 5.2.8</u> The Clerk confirmed that a folder had been set up on TPAT connectED for Newsletters, it was agreed that the office will start to upload them. It was confirmed that Mr Green had been invited to December's Christmas events at the school but sadly had other commitments. | School Office |
| 5.2.4 | <u>Item 5.2.9</u> Agenda item for today's meeting, 8.5.1. | |
| 5.2.5 | <u>Item 7.0</u> Amendment was confirmed. | |
| 5.2.6 | <u>Item 8.0</u> The Headteacher reported that any monitoring undertaken needs to have governor input at the second meeting of each term. | |
| 5.2.7 | <u>Item 9.5.4</u> The Clerk confirmed that the Governor Responsibilities Grid was updated and is now available of TPAT connectED. | |
| 6.0 | <u>Premises, Health and Safety Matters</u> <u>Latest Compliance Document – Mr Ellacott</u> The latest report was circulated prior to the meeting. The Headteacher reported that the only issue is chasing certificates, as Mr Ellacott does have to see the certificates, thanks to Miss Tucker for her work on this. The Headteacher reported that there had been a very positive Health and Safety Audit undertaken last week, there are some queries to be made to reflect the discussion in some parts of the audit where the school feels the audit result doesn't exactly match the discussion. Once again, the | |

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| | Headteacher wished to thank Miss Tucker for her excellent Health and Safety work. | |
| 7.0 | <p><u>Curriculum and Standards</u></p> <p><u>Expected KS2 outcomes and progress</u></p> <p>The Headteacher reported that he has purposely not sent paperwork with data / figures for expected outcomes but verbally updated the board.</p> <p>EYFS – In line with previous years, possibly improved slightly.</p> <p>Year 1 – Read, Write, Inc and Phonics outcomes, 84% previous year (2022), last year 100% (2023), it will take a dip this year (2024). The Headteacher explained that context is everything and can be evidenced, the school can tell the story behind every case. A governor asked what support is in place, the Headteacher replied that there were two teaching assistants, both full time, but despite this, Year 1 Phonics Check will take a dip this year.</p> <p>KS1 – In line with recent year, just below national average.</p> <p>Year 4 – Might be slight dip in multiplication results, above Cornwall average but slightly below national average.</p> <p>KS2 – Outcomes should be better this year, the Headteacher hopes to get into the 60% region, it is hard to predict, last year's tests were hard.</p> | |
| 8.0 | <p><u>Strengthening Governance</u></p> | |
| 8.1 | <p><u>Policies/Documents</u></p> <ul style="list-style-type: none"> • Equality Policy • Mobile Phone (Pupil) Policy • Maths Calculation Policy <p>The policies were circulated prior to the meeting for governors' information,</p> <p>The Headteacher reported that the Equality Policy is a TPAT policy, thanks given to Mr Dowlen and Chair for their work on this policy. It is a governor owned policy and was asked about at the last Ofsted inspection. It was agreed to revisit this policy on a termly basis.</p> <p><i>6.03 pm – Mrs Dyer apologised and left the meeting.</i></p> <p>The Headteacher explained that children do have phones and therefore there was a need for the policy.</p> <p>A governor commented that it was great to have cartoons in the Maths Calculation policy, the Chair added that the numerals are out of sync in the Year 4 part of the document, the Headteacher agreed to action. The Headteacher wished to thank Mr Prince for the policy, Maths is clearly a strength of the school now, there will be slight amendments possibly</p> | <p>Clerk – termly agenda item – Summer Term.</p> <p>Headteacher</p> |

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| | <p>throughout the year. The policy was shared with staff and positively received.</p> <p>All policies were APPROVED for adoption by the Board.</p> | |
| 8.2 | <p><u>Governor Training/CPD Evaluation Forms</u></p> <p>None received. The Chair will send his recent training certificate to the Clerk after the meeting.</p> | Chair |
| 8.3 | <p><u>Governor Monitoring Reports</u></p> <p>None received, governor monitoring is taking place this week. The Headteacher reported that the Caretaker has to undertake a Health and Safety Walk on a termly basis also, he also undertakes daily checks.</p> | |
| 8.4 | <p><u>Positive PR for the school</u></p> <p>The Board felt that there was a lot of positive items on Facebook, the Board agreed that the Calculation Policy and Maths work undertaken this term was very positive.</p> <p>A Governor added that the Christmas Production was excellent and very enjoyable to watch, and she also thoroughly enjoyed the Christmas lunch also, and commented on the calm, positive atmosphere and excellent behaviour throughout the school.</p> | |
| 8.5 | <p><u>Clerk's Update</u></p> | |
| 8.5.1 | <p><u>Business/Pecuniary Interests/s Register</u></p> <p>The Clerk had circulated a draft register for approval and amendment prior to the meeting, she was pleased to have addressed all the outstanding issues at this meeting. She will send to the Headteacher tomorrow for uploading to the school website.</p> | Clerk |
| 8.5.2 | <p><u>Self-Reflection</u></p> <p>The collated document was circulated prior to the meeting. The Board felt that it was an interesting document and reflected the diversity of the Board.</p> | |
| 8.5.3 | <p><u>Skills Audit</u></p> <p>The collated document was circulated prior to the meeting. Governors reviewed the document, and it was agreed that governors should undertake training for any areas that they are unsure of.</p> <p><i>6.20 pm – Mrs Whitford-Haines apologised and left the meeting.</i></p> | |

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| 8.6 | <p><u>Impact of Meeting</u></p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • The Board felt the confidential minutes require further discussion at another meeting and be an agenda item. • KS2 Reading presentation was very informative and felt reassured that the school is ahead of the game. | Clerk – next agenda |
| 9.0 | <p><u>Dates/times of Local Governing Board meetings - 2023/2024</u></p> <ul style="list-style-type: none"> • 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 6.28 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 19th March, 2024.

Signed: **Chair**

Mr Mark Tucker

Dated: **Tuesday 19th March, 2024**

ACTION POINTS ARISING FROM MINUTES OF LOCAL GOVERNING BOARD MEETING

Tuesday 6th February, 2024

| ITEM: | ACTION: | WHO: | BY: |
|-------|---|--------------------------|------------------------------|
| 5.2.3 | Item 5.2.8 – Newsletters to be uploaded to folder in TPAT connectED. | B Tucker | 28.02.2024 |
| 8.1 | Item 8.1 – Policies/Documents – Equality Policy to be put on 1 st agenda of each term. Action syncing of numerals in Year 4 part of Maths Calculation Policy. | Clerk Headteacher | 12.02.2024 28.02.2024 |
| 8.2 | Governor Training/CPD Forms – Send recent training certificate to the Clerk. | Chair | 28.02.2024 |
| 8.5.1 | Business/Pecuniary Interest/s Register – Once completed send to Headteacher for uploading to the school website. | Clerk | 12.02.2024 |
| 8.6 | Impact of Meeting – Item in confidential minutes to be added to next agenda. | Clerk | 12.02.2024 |