

Nanpean Community Primary School



Minutes

Local Governing Board Meeting

Tuesday 18th July, 2023

Governance Professional - Linda Cackett

Typed: 18.07.2023

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LOCAL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	6 - (11/11 Governors in post)
Meeting Chair:	Mr Mark Tucker - Chair
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 18th July, 2023 at 4.30 pm
Venue:	Rosemellyn (Year 6) Classroom, Nanpean School

Attendance:

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

<p><u>Curriculum Presentations</u></p> <p><i>Tabled after Item 3.0.</i></p> <p><u>History</u></p> <p>The Headteacher reminded the Board of the full Ofsted inspection, every subject was sorted and the National Curriculum covered but documents didn't show the depth Ofsted required.</p> <p><i>4.52 pm – Mr Mayman joined the meeting.</i></p> <p>In hindsight, the Headteacher thought that one or two subjects should have been targeted perhaps, then these used as a template for other subjects, the Headteacher felt that his view was that subjects shouldn't be prioritised and all have equal weight, but in hindsight, it would have been better to focus on one or two subjects, develop those, then do the same for further subjects. This is what we are now doing. A 'Monitoring Monday' was then implemented, the key 'good' points were shared with the Board. There were some 'less good' monitoring evidenced e.g. most lessons were Twinkl based, predominately completed on worksheets which had been stapled in, books are difficult to navigate or example. The Pupil Voice monitoring highlights were shared with the Board. There was good discussion and questions by the Board, however the Headteacher explained that the way in which lessons are taught are needed to be as they are now. A governor</p>	
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	<p>asked if children should be writing LO's rather than having them stuck in books. The Headteacher understood this perspective, but said that the LO's also contain further information, such as vocabulary and a key (assessment) question. This is also done (stuck in) to save time, as it would take children a period of time to write the LO, and this would detract from time for learning the knowledge and skills required in the subject.</p> <p>The Grammarsaurus Scheme was introduced for consistency and was already being used to success in English and therefore intelligent interdisciplinary links already exist. English text is frequently linked. Some Grammarsaurus text and examples related to History were shared with the Board. There are also texts related to other subjects as well so Reading and Writing in English links to other Curriculum subjects, where appropriate links can be made. It also has pre-in-built assessment which has been adapted by the Subject Leader.</p> <p>The History overview is now more detailed and there are more clear schemes in place. There are also year group pages at the end of the overview document. The subject has clearly been developed. Mr Gould, TPAT Director of Education, has visited the school to 'quality assure' the scheme. He was really impressed that the school has made Grammarsaurus its own. He felt the scheme was outstanding, and the school has presented the way in way it has been developed to other schools in the West area of the Academy Trust (TPAT).</p> <p>A governor asked if the staff are overwhelmed with the 46-page document, the Headteacher replied that only certain parts of the document are relevant for each teacher. The staff governor added that it was very relevant to see the whole picture.</p> <p><u>British Values at Nanpean School</u></p> <p>The Headteacher shared a presentation on British Values created by Year 6 pupils. British Values are promoted and supported in the school to ensure everyone feels valued. The ways in which pupils learn about the British Values were shared with the Board. The Board thanked the Headteacher for an informative presentation, a governor asked whether some of the videos could be shared on the website. The Headteacher agreed that he will be uploading them shortly.</p>	Headteacher
1.0	<p><u>Welcome and apologies</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>It was noted that Mrs Watts and Mrs Brands were not in attendance and no apologies had been received.</p> <p>The Board discussed attendance figures and apologies not being tendered, they were concerned that Mrs Watts had only attended one out of five meetings this academic year, twice apologies had been given but twice none had been received. After discussion it was agreed for the Clerk to speak with the Governance Officer of TPAT.</p>	<p>ACTION:</p> <p>Clerk</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>Vacancies</u></p> <p>The Clerk reported that there were no vacancies.</p>	
3.2	<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"> Mrs Dyer – Parent Governor – 21.10.2023 <p>The Clerk reminded the Board that parent vacancies required advertising.</p>	
4.0	<p><u>Financial Matters</u></p>	
4.1	<p><u>May Management Report and Accounts</u></p> <p>The May Report and May accounts and report were circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> There were not any major changes from the last report. Reserves have improved. It was asked whether the supply line was higher than normal, the Headteacher replied that it was amended to allow staff employed via staffing agencies to be allocated to supply. The Headteacher agreed that it might be easier to show the staffing costs for long term supply in the staffing line rather than supply line. There are still some reconciliations to possibly be received. <p>The Board agreed that the Management Accountant be invited to just the first meeting of the term unless any key issues arose. The Clerk reported that the June accounts had been received this afternoon and just circulated to governors, the only major change from May is unfortunately a reduction in PP funding. It was hoped for funding based on 37 PP children (plus looked after and service), but from April 23 to March 24 it will only be funded on 31, based on numbers at October census. This will also have a knock-on effect on next year's income, although Mr Guttridge can review this properly after Autumn census.</p> <p>In terms of the pay awards Mr Guttridge still does not have confirmed pay point salaries but based on 6.5%, teacher costs expected to rise roughly £8k on budget. Pay grant will be £13k, so roughly £5k additional. -£1,500 deficit will therefore be a £3,500 surplus. Hopefully, he can add NTP funding to cover 50% of cost for some Maths tutoring, but probably not a huge amount unfortunately. He has not heard anything to suggest any funding for support staff pay and other costs but will let the school know.</p>	<p>Headteacher</p> <p>Clerk</p>

4.2	<p><u>Proposed PE and Sport Premium Expenditure for 2023-2024</u></p> <p>The Headteacher will send the review and statement to Governors tomorrow for comment. The review is not quite finished as it refers to the Year 6 swimming which does not finish until the end of this week.</p>	Headteacher All governors
5.0	<p><u>Minutes of the last FGB meeting – Tuesday 23rd May, 2023</u></p> <p>The minutes were circulated prior to the meeting, they were reviewed and APPROVED as true records of the meetings and signed by the Chair.</p>	
5.1	<p><u>Item 4.2 – 2023/2024 Budget</u></p>	
6.0	<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"> • Grammarsaurus support (planning a Curriculum for 6 instead of 7 classes and the different pathways through this) is money well spent and has supported the Headteacher and Senior Leaders. • History – presented to West Hub schools in TPAT. • Governor monitoring is generally good, and has seen an increase of knowledge for the board. • Attendance – issue with servers has been an issue as not backed up correctly. The school has moved to TPAT IT due to issues with Brannel, originally the move was scheduled for September but facilitated sooner due to the gravity of the situation. • It has been a very stressful term for a variety of reasons. • The staff governor commented that the letter to parents regarding the curriculum was very clear and gave a very good explanation. The school had kept 7 classes for as long as it possibly could. It has been even tougher for other schools. It is evident that lots of schools are dropping a class. • Numbers should continue to increase, as people find out that the school has spaces. • Data – EYFS – Good level of development – Results are lower than the national average but reflective of children and area. • Year 1 Phonics check – the Headteacher has seen a lot of progress, 100% pass result, only 1 of 2 TPAT schools achieved this. A governor who is a parent commented very positively on the progress of her child this year. Another parent added that her child's love of reading has increased also. The school buys in a Read, Write, Inc development day each year for support for the Assistant Headteacher who Leads English (including Phonics and Reading) across the school. • Year 2 Phonics check, 2 of 3 children required to retake the PSC have now passed. The other has improved but has a Case Study as there are specific needs and a wealth of external support has been given. 	Clerk

- Year 2 data is generally positive but writing is low and therefore the biggest concern. This is reflective of the class though.
- Year 4 Multiplication Tables Check – excellent scores with many children achieving the expected pass mark and many getting 25 out of 25, this has resulted in results well above the national average.
- Year 6 SATs – poor, the Headteacher expected a drop and it has made him reflect on things. The class have needed a lot of pastoral support, their attitude to learning is sadly not great. There has been an upward trend with data however this class has resulted in a dip in data outcomes at KS2 this year. The current supply teacher is an ex-Deputy Headteacher and working well with the class now. Maths was the main subject which let them down, 38% is a very low result hence RWM combined equated to 35%. It was agreed that context needs to be taken into consideration. A governor commented that the Headteacher must not take it personally, as it clearly was not his fault. There are good systems in place in the school, another governor added that you also do not know how children will perform on the days of testing. Parental engagement from this class has also (for most children) been very poor.
- The Headteacher has already started looking at data for next year, and this is expected to be more positive.

6.1 **Safeguarding and S175/157 Annual Return**

The report was circulated prior to the meeting, it was further noted that:

- A governor asked about the number of safeguarding incidents being high. The Headteacher explained why CPOMS was introduced, however everything is recorded on the system, however of the number of incidents some would not really be a safeguarding incident, only those specifically labelled as 'Child Protection / Safeguarding'. The governor felt this was still a high number and a huge amount of time for the Headteacher as DSL, and asked whether MARU or the Early Help Hub have been supportive, the Headteacher replied that MARU had not been particularly supportive. He explained that he had flagged a massive issue which ended up with the Headteacher checking in with the family and MARU not being involved. That particular case probably took the Headteacher 1.5 days of work. In the end MARU closed the case without becoming involved. A governor commented that the Headteacher's role was becoming very diverse, the specialist people do not seem to exist to back the Headteacher up. The Headteacher agreed that he reads on average 15 incidents per day.
- A governor added that the introduction of Young Mental Health Champions was good.

6.2 **SEF/School Improvement Plan**

The report was circulated prior to the meeting, it was further noted that:

- It has been updated regularly and kept up to date. The actions will change but the commentary on the evaluations will not change a lot due to the regular updates.

7.0	<u>Ofsted Action Plan</u> The updated document was circulated prior to the meeting, it was further noted that: <ul style="list-style-type: none"> • Commentary added as well as RAG rating. • Conscious that some actions have already been achieved but need to be on the agenda still. • There is nothing on the plan that has not been started and actioned. 	
8.0	<u>Governor Q&A Document</u> The updated document was circulated prior to the meeting, it was further noted that: <ul style="list-style-type: none"> • Bex Couch's last training emphasised that this should be a governor driven document, governors need to provide the evidence and have ownership. 	
9.0	<u>Premises, Health and Safety Matters</u> Item to be removed from second meeting of term.	Clerk
10.0	<u>Strengthening Governance</u>	Clerk
10.1	<u>Policies/Documents</u> <ul style="list-style-type: none"> • Scheme of Delegated Authority – TPAT – 2023/2024 • Staff Code of Conduct Policy – TPAT – 2023/2024 <p>The policies were circulated prior to the meeting for governors information, the Chair asked about staff having pupils visiting their house, the Board were concerned at having to ask the Headteacher's permission. Page 8 – Personal Living Space, the Board felt that perhaps this was badly worded and asked the Clerk to raise their concern and for further clarification. The Board felt it was for staff protection but probably did not mean to have a niece and nephew in their houses without the Headteacher's prior permission.</p>	
10.2	<u>Governor Training/CPD Evaluation Forms</u> <ul style="list-style-type: none"> • TG – Governor Training <p>Mrs Greet was thanked for her informative report.</p>	
10.3	<u>Governor Monitoring Reports</u> <ul style="list-style-type: none"> • SEND – PG & AB – 11.07.2023 <p>The report was circulated prior to the meeting, it was a much more successful monitoring visit than last time, the governors were listened to and were given some good actions for the school.</p>	
10.4	<u>Positive PR for the school</u> The newsletter is very good and informative, Facebook is becoming actively added to with news items. History being showcased to other schools is great	



	PR for the school. The school also got a mention from St Dennis Community Fire Station.	
10.5	<u>Clerk's Update</u> <i>6.31 pm – Mr Dowlen left the meeting.</i>	
10.5.1	<u>Governor Induction Pack</u> The Chair and Headteacher will meet to discuss next term.	Headteacher & Chair
10.5.2	<u>Connect Portal for LGB Paperwork</u> The Clerk reported that all paperwork will be uploaded to a Nanpean Board Folder on Connect prior to future meetings. No paperwork is to be circulated via email. Unfortunately, TPAT had to cancel the meeting regarding how the Clerk is to upload and share with governors, this will hopefully take place this week and she will let governors know what to do after she is trained. <i>6.36 pm – Mrs Jago left meeting.</i>	Clerk
10.6	<u>Chair's Report</u>	
10.6.1	<u>Uniform</u> The Headteacher suggested the introduction of a red polo shirt rather than white as part of the school uniform. This was APPROVED by the Board.	
10.7	<u>Impact of Meeting</u> The Board agreed: <ul style="list-style-type: none"> • History being showcased to other schools is great PR for the school. • Curriculum presentations informative. 	
11.0	<u>Dates/times of Local Governing Board meetings - 2023/2024</u> <ul style="list-style-type: none"> • Tuesday 19th September, 2023 – Admin Meeting • Tuesday 17th October, 2023 – Clerk attending remotely • Tuesday 28th November 2023 – Curriculum Focus and HT Report • 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 6.40 pm, the Chair thanked governors for their input and attendance at the meeting.</p>	



These Minutes were passed as true and accurate at the Local Governing Board Meeting on Tuesday 19th September, 2023.

Signed: **Chair**

Mr Mark Tucker

Dated: **Tuesday 19th September, 2023**

ACTION POINTS ARISING FROM MINUTES OF LOCAL GOVERNING BOARD MEETING

Tuesday 18th July, 2023

ITEM:	ACTION:	WHO:	BY:
	Curriculum Presentations – Upload the video shared with the Board to the school website.	Headteacher	19.09.2023
1.0	Welcome and Apologies – Speak with the Governance Officer at TPAT regarding a governor's poor attendance and non submission of apologies.	Clerk	19.07.2023
4.1	May Management Report and Accounts – Speak with Mr Guttridge regarding the allocation of supply costs to staffing line rather than supply line for supply cover for vacant staffing posts. Invite Management Accountant to first meeting of the term (excluding Admin meeting) only.	Headteacher Clerk	19.09.2023 19.07.2023
4.2	Proposed PE and Sport Premium Expenditure for 2023/2024 – Send the review and statement to governors tomorrow for agreement to upload to website prior to the end of July.	Headteacher	31.07.2023
5.1	2023/2024 Budget – Check with Mr Guttridge regarding the insurance line query, an outstanding item for the last set of minutes.	Clerk	19.07.2023
9.0	Premises, Health and Safety Matters – Remove as an agenda item from second meeting of term.	Clerk	19.07.2023
10.1	Policies/Documents – Contact TPAT regarding page 8 of the Staff Code of Conduct Policy to query the paragraph regarding personal living space to clarify when the Headteacher's prior permission is required.	Clerk	19.07.2023