

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Monday 25th June, 2018

Clerk to Governing Board - Linda Cackett

Typed: 25.06.2018

Approved for circulation: 26.06.2018



GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (10/10 Governors)
Chair:	Mrs Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 25th June, 2018 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Kerry Dash – Co-opted (Ring Fenced-Staff: Non-Teacher)	Yes		P
Mr Andy Edmonds – Co-opted	Yes		Ap
Mr Brett Marsh – Parent	Yes		P – in part
Miss Clare Morton – Staff	Yes		P
Mrs Sue Seamarks – Co-opted	Yes		P
Mr John Sibley – Local Authority	Yes		A
Mrs Karen Singleton – Foundation	Yes		P
Miss Dionne Thornhill – Parent	Yes		Ap
Mrs Lee Watts – Foundation	Yes		P
Mrs Carly Wicks – Headteacher	Yes		P
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 Thornhill – arrival of new baby • Mr Edmonds – work commitments (apologies received during via text) <p>It was noted that Mr Sibley 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 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"> • Mr Andy Edmonds – Co-opted – 08.12.2018 	



4.0	<u>Approval of Minutes</u>	
4.1	<u>Minutes from the last Full Governing Board meetings – 06.02.2018, 26.03.2018 and 19.06.2018</u>	
4.1.1	<u>Approval of Minutes dated 06.02.2018</u> The minutes were circulated prior to the meeting at the meeting held on 26 th March and were APPROVED as a true and accurate record of the meeting held.	
4.1.2	<u>Approval of Minutes dated 26.03.2018</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting held.	
4.1.3	<u>Approval of Minutes dated 19.06.2018</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting held.	
4.2.1	<u>Matters arising not on the agenda – minutes dated 06.02.2018</u> None.	
4.2.2	<u>Matters arising not on the agenda – minutes dated 26.03.2018</u>	
4.2.2.1	<u>Item 4.1.2.1 - Vacancy</u> No further action required as all governor vacancies filled.	
4.2.2.2	<u>Item 4.1.2.2 – Headteacher's Report</u> The website was audited and findings reported back. The promotional video has not been created but will be in the Autumn Term hopefully.	
4.2.2.3	<u>Item 5.2 – Safeguarding - ViSTs</u> The S175 annual return was submitted prior to the required deadline.	
4.2.2.4	<u>Item 6.3 – Finance and Personnel – 06.02.2018</u> The Headteacher reported that there were no major issues with the pond, and the Catering Assistant position was advertised and appointed.	
4.2.2.5	<u>Matters arising not on the agenda – minutes dated 19.06.2018</u> None, all reviewed documents will be circulated when they have all been updated by the Clerk.	Clerk



	4.43 pm – Mr Marsh joined the meeting.	
5.0	<u>Headteacher's Report</u>	
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"> • FSM figures have been updated. • New looked after pupils in the school. • Additional pupil with EAL. • Leadership and management remains the same. • Overall quality of teaching throughout the summer term is much stronger, a huge improvement since last reporting. It will be important to ensure standards don't slip in the autumn term. A governor asked if teachers were aware of other teacher's grades, the Headteacher explained that they don't but she gives overall generalised feedback at staff meetings. • Assessment is going to be further refined. • Behaviour is continuing to improve as is attendance. The target was 96% but unfortunately has not quite been met yet this year. There are only now 13 persistent absentees, which is an improvement, the target was 10. 12/13 are above 85% and one has now left. The Rights Respecting School Team and School Council are going to collaborate and will hold joint meetings together. There will be a big focus on 'healthy eating and nutrition' for pupils and staff. • A governor asked if the Y1 Reading, Writing and Maths combined score will improve. The Headteacher explained that moderation has taken place and it was apparent that some of the 1's, 2's and 3's have been changed. She felt it was now a realistic picture of where the pupils were now. Year 5 were also discussed, EYFS was disappointing but a reflection of the cohort, it is difficult to set targets, 44% submitted for GLD. The Chair asked about the 78% pass rate in Phonics and asked whether the up and down results need to be investigated further. The Headteacher explained that the results evidenced the different cohorts. The school has some very good systems in place now to improve pupils phonic knowledge in Y1. A governor asked why the Year 6 had achieved so much higher than in February; the Headteacher explained that there had been more interventions and the teacher was more experienced. Generally you would like to see a 10% increase year on year, it would be unrealistic to see a 20% increase in each year group. <p>The Chair thanked the Headteacher for her very informative report.</p>	
5.2	<p><u>Safeguarding - ViST's (Vulnerability Screening Tools)</u></p> <p>The Headteacher reported that there had been a further 7 ViSTs equating to three families since the last Board meeting. The Section 175 was submitted before the end of June, Mrs Watts was heavily involved in the preparation of the report and thanked by the Headteacher.</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 – 06.06.2018</u></p> <p>Minutes were circulated prior to the meeting. The Headteacher gave the key headlines of the meeting to the Board. There had been a very informative English presentation by Miss Morton, there had also been discussions on data and attendance.</p> <p><u>Health and Safety – 01.05.2018</u></p> <p>Minutes were circulated prior to the meeting. The Committee Chair gave a brief resume of the meeting; several policies were reviewed and approved.</p> <p><u>Finance and Personnel – 15.05.2018</u></p> <p>Minutes were circulated prior to the meeting. The Chair gave a brief resume of the meeting; Gaynor Edwards had attended the meeting and presented the budget, policies were reviewed along with contracts.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</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"> • Attendance – KP3.5 DT 18.4.18 & 9.5.18 • Teaching and Learning – KP2.1 LW & JS 11.5.18 • Assessment – KP2.2 LW & JS 11.5.18 • Reading – KP2.3 LW & JS 11.5.18 <p>The Chair thanked governors for their informative reports.</p> <p><u>Governor CPD evaluation forms</u></p> <p>None received. Courses are to be attended in the autumn term by the Chair and Vice Chair.</p> <p><u>LFS Financial Report dated 18.06.2018</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 'SLA other' line is 5347.22% over budget, £36 spent, it was asked by a governor if this was a mistake, it was confirmed that it was a mistake and would be investigated. <p><u>Policies</u></p> <ul style="list-style-type: none"> • Records Management Policy – May 2018 <p>The policy was circulated prior to the meeting, the policy was reviewed, amended as agreed and APPROVED for adoption.</p>	<p>Headteacher</p>



7.5	<p><u>School Improvement Plan 2017/2018</u></p> <p>The Headteacher reminded governors that the normal end of year review meeting has not been arranged due to the appointment of the new Headteacher. Alison Cogher, Education Consultant, has recommended a slightly different format, with outcomes being on the front of the document. The Headteacher has produced a draft version of the revised document and handed it out to governors at the meeting. She went through the main changes within the document, the key priorities were explained in detail.</p> <p>In light of the school possibly having Ofsted the Headteacher has produced an informative document which evidences the outcomes of the last inspection. It was agreed for the document to be circulated after the meeting and for it to be incorporated in the School Improvement Plan.</p> <p>Governors discussed data across the cluster, there was not really anywhere for a real comparison.</p>	Headteacher/ Clerk
8.0 8.1	<p><u>Clerk's Update</u></p> <p><u>Instrument of Government</u></p> <p>The Clerk reported that she still had not received confirmation or otherwise from Governor Services regarding the revised Instrument of Government, she will chase again this week and circulate to governors ASAP. All updated annual documents will be circulated when they are all available.</p>	Clerk Clerk
9.0	<p><u>Chair's Report - Impact of the meeting</u></p> <p>The Chair reported that she had sent the Board's formal reply to the letter of resignation from the newly appointed Headteacher, to date there has been no response. The School Effectiveness Team has confirmed that they will not fund the re-advertising of the post, the vacancy can be advertised however for longer than the 4 week normal period. The Chair's letter will require tweaking with the new Chair's contact details. Discussion took place regarding when the advert will go live, it was agreed for the date to be Monday 16th July, 2018. The closing date will be Monday 10th September, 2018, shortlisting will be Friday 14th September, 2018 at 1.30 pm. Interviews will be Thursday 27th and Friday 28th September, 2018.</p> <p>It was agreed for the format agreed for the interview process to be the same with the same responsibilities for governors. The only difference will be that the Headteacher will attend the presentations, be a link over the summer holidays to answer any questions and be available to show candidates around the school. She naturally will not sit on the shortlisting or interview panels.</p>	Panel: A Edmonds K Singleton L Watts
10.0	<p><u>Date/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 27th November, 2018 • Tuesday 18th March, 2019 • Tuesday 18th June, 2019 – Admin Meeting 	



	<ul style="list-style-type: none">• Tuesday 2nd July, 2019 <p>The meeting closed at 5.35 pm.</p>	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 27th November, 2018.

Signed: **Chair**
Mrs Lee Watts

Dated: **Tuesday 27th November, 2018**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Monday 25th June, 2018

ITEM:	ACTION:	WHO:	BY:
4.2.2.5	<u>Matters arising not on the agenda – minutes dated 19.06.2018</u> – All agreed documents to be circulated.	Clerk	07.07.18
7.3	<u>LFS Financial Report dated 18.06.2018</u> – investigate budget line and report back to Board.	Headteacher	14.07.18
7.5	<u>School Improvement Plan 2017/2018</u> – Ofsted Evaluation of Progress Report to be circulated after the meeting.	Headteacher/ Clerk	07.07.18
8.1	<u>Instrument of Government</u> – Ensure correct one is being held by Local Authority and circulate with reviewed annual paperwork.	Clerk	07.07.18