

Nanpean Community Primary School



Minutes

Full Governing Board Meeting

Tuesday 22nd November, 2022

Clerk to Full Governing Board - Linda Cackett

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FULL GOVERNING BOARD MEETING MINUTES

School:	Nanpean CP School
Quorum:	5 - (9/14 Governors in post)
Meeting Chair:	Mr Mark Tucker
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 22nd November, 2022 at 4.30 pm
Venue:	Rosemellyn (Year 6) Classroom, Nanpean School

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Mrs Bex Dyer – Parent – Vice Chair	Yes		Ap
Miss Bryony Tucker – Co-opted <small>(Ring Fenced-Staff: Non-Teacher)</small>	Yes		P - in part
Mr Innes Dowlen – Co-opted	Yes		Ap
Mr Mark Tucker – Co-opted	Yes		P
Mr Matt Nicholls – Headteacher	Yes		P
Mrs Tricia Greet – Co-opted	Yes		Ap
Mrs Anne Bullock – Co-opted	Yes		P
Mrs Jen Jago – Staff	Yes		P
Mrs Lee Watts – Co-opted – Chair	Yes		P – in part
VACANCY - Parent			-
VACANCY – Local Authority			-
Mr Jon Mayman – Co-opted <small>(Prospective Governor)</small>			P – in part
VACANCY – Foundation	Yes		-
VACANCY – Foundation	Yes		-
Mrs Linda Cackett		Clerk	P

1.0	<p><u>Welcome and apologies</u></p> <p>The Clerk welcomed everyone to the meeting.</p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> • Miss Tucker – unwell • Mr Dowlen – unwell • Mrs Greet – recovering from major surgery • Mrs Dyer – poorly child • Mrs Watts <p>The Clerk explained that the meeting was not quorate, she had spoken with the Headteacher earlier today and five governors were expected to be attending. She was very concerned that she is not always contacted regarding apologies and reminded the Board that it is the Clerk who should always be notified of absence. Meeting dates are set well in advance to try to ensure meetings are quorate.</p> <p>The Headteacher explained that he had received a text shortly after 4.00 pm from Mrs Watts and that she could be telephoned to join the meeting over speakerphone for the election of Chair and Vice Chair. The Clerk</p>	
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	<p>explained that she would have to join for the whole meeting not just the election. Mrs Watts was telephoned and joined the meeting on speakerphone.</p> <p>The Headteacher informed the Board that Mr Mayman, a prospective new governor, would be joining the meeting today, but had sent apologies that he would be arriving a little late.</p>	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>Mrs Bullock declared that she had been appointed Hub Counsellor for Biscovey Academy, part of Aspire. The Clerk agreed to update the Business/Pecuniary Interest/s Register.</p>	Clerk
3.0	<p><u>Constitution</u></p>	
3.1	<p><u>Vacancies</u></p> <p>The Clerk reported that there are two foundation, one local authority, one parent and one co-opted governor vacancy to fill, a total of five vacancies. She reminded the Board that Mr Mayman was hopefully going to join the Board as a Co-opted governor.</p>	
3.2	<p><u>Election of Chair and Vice Chair</u></p> <p>The Clerk explained that both positions need to be appointed today and TPAT will support governance, Mr Tucker was proposed, seconded and unanimously APPROVED to be elected as Chair, Mrs Bullock was proposed, seconded and unanimously APPROVED to be elected as Vice Chair. The Clerk will inform the Local Authority of the appointments.</p> <p><i>5.02 pm – Mrs Watts left the meeting.</i></p> <p>The Clerk explained that the meeting was no longer quorate, the Board agreed that they did not wish to cancel the meeting, Miss Tucker, although unwell was telephoned and she agreed to join the meeting via speakerphone rather than have to cancel the meeting. The Board recorded their thanks to Miss Tucker.</p> <p><i>5.10 pm – Miss Tucker joined the meeting and the meeting reconvened.</i></p>	Clerk
3.3	<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 	
3.4	<p><u>Revised Instrument of Government</u></p> <p>The revised instrument was circulated by the Clerk which was approved by the Local Authority recently.</p>	



4.0	<u>Minutes of the last FGB meeting – Tuesday 25th July, 2022</u>	
	The minutes were circulated prior to the meeting, they were reviewed and APPROVED as true records of the meetings and signed by the Chair.	
4.1	<u>Item 3.0 – Constitution</u>	
	The Clerk reported that she had requested the amendment of the Instrument of Government and it had been approved by the Local Authority.	
4.2	<u>Item 4.1.1 - Constitution</u>	
	The Clerk confirmed that a letter had been posted to Mr Eyre.	
4.3	<u>Item 4.1.2 – Headteacher's Report</u>	
	The Headteacher reported that he had telephoned the MARU regarding open training sessions but they have ceased running them due to Covid, however they could provide specific training if requested. The Headteacher has a contact email if he wished to proceed with a request to visit, the Board agreed for a request to be made, as they thought it would be useful. The Headteacher agreed to email Juliette Brown.	Headteacher
4.4	<u>Item 4.1.4 - Keeping Children Safe in Education – September, 2022</u>	
	The Headteacher confirmed that he contacted Lloyd and it should not be an issue to provide, the Headteacher will chase.	Headteacher
4.5	<u>Item 5.0 – Election of Chair and Vice Chair</u>	
	Agenda item for today's meeting.	
4.6	<u>Item 6.0 – Annual Business/Pecuniary Interest/s Conflict of Interest/s Form</u>	
	The Clerk confirmed that she had completed the Annual Register and sent it to the school for uploading to the school website.	
4.7	<u>Item 7.0 – Annual Skills Audit</u>	
	Agenda item for today's meeting.	
4.8	<u>Item 8.0 – Governor Committee Structure</u>	
	The revised committee structure was updated and shared after the last meeting.	
4.9	<u>Item 9.0 - Review Terms of Office</u>	
	The revised Terms of Office were updated and shared after the last meeting.	



<p>4.10</p> <p>4.11</p> <p>4.12</p> <p>4.13</p>	<p><u>Item 12.0 - Review Code of Conduct</u></p> <p>The Clerk reported that not all governors had signed the record sheet, hopefully it will be completed soon.</p> <p><u>Item 15.0 – Review Governor Action Plan</u></p> <p>Ofsted Preparation has been added as a standard agenda item; however, the Clerk had amended to 'Ofsted' for this meeting with a view for the Board to decide whether to be amended to 'Post Ofsted Action Plan'. It was agreed to rename it 'Post Ofsted Action Plan'.</p> <p><u>Item 16.0 – Governance Development Plan 2022/2023</u></p> <p>The Headteacher confirmed that the plan had been updated.</p> <p><u>Item 17.0 – Review Annual Governance Statement</u></p> <p>Governance numbers were confirmed by the Clerk as the Instrument of Government amendment was approved and the Headteacher had updated the statement.</p>	<p>Clerk</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Committee Minutes</u></p> <p><u>Premises, Health and Safety – 27.09.2022</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.</p> <p><u>Curriculum and Standards – 11.10.2022</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised.</p> <p><u>Finance and Personnel – 15.11.2022</u></p> <p>The committee minutes were circulated prior to the meeting for the Board's information, there were no questions raised. It was further noted that the Caretaker had been informed he was to be made permanent appointment, sadly the next day he suddenly passed away. The Headteacher will need to readvertise but temporary arrangements will be put in place. The Board will saddened by the news, it was such a shock to the school community.</p> <p>The Headteacher was pleased to report that nearly all committee actions have been completed.</p>	



6.0	<u>Finance Matters</u>	
6.1	<p><u>Management Reports dated 03.10.2022</u></p> <p>The report was circulated prior to the meeting and reviewed by the Board. It was further noted that:</p> <ul style="list-style-type: none"> • £80,000 predicted for year end, lower than predicted. The pay rises were not budgeted for as high as they were agreed. It has a cost implication to the school of £17,000. • A governor asked whether there were some areas where budgets will not be spent, the Headteacher replied that it would be the case. • It was asked why staffing costs were higher than budgeted for, the Headteacher replied that it was due to pay rises and that two agency staff were in place at present covering teaching assistant vacancies. It was asked whether there were any further advertising can be undertaken, it was agreed that the school was accessing everything it could at present. • There is more Pupil Premium funding, but the £8,000 could be transferred to staffing. The Chair asked whether virements are made, the Headteacher explained that they are not undertaken until the year end. This is detailed in the narrative; the school can move funds between staffing lines. <p>Further questions were invited, there were none.</p>	
7.0	<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"> • The Headteacher reported that he has spoken to TPAT regarding reporting templates and he is now using the TPAT template. The Board felt that the new format was excellent, the Headteacher has added some additional bits. • A governor asked how many parents accepted a place on the KS1 Phonics Workshop, the Headteacher replied that there were only six interested parents for a 2.45 pm, 20-minute session. An online session during Covid had even less response. It was asked whether a parental questionnaire could be put in place. The Headteacher replied that these are already in place and are given to parents at both parent consultation meetings during the academic year. 	
7.1	<p><u>Safeguarding Update</u></p> <p>A governor asked if the Local Authority had actioned anything regarding the pupil who was not attending. The Headteacher confirmed that they had not actioned anything, however it is thought that the child should not be on roll and the responsibility of the Local Authority. The Board were concerned as he has been absent from school for nearly 12 months, clearly Cornwall Council should be supporting the parent.</p> <p>A more strategic breakdown of information is recorded in the safeguarding part.</p>	



<p>7.2</p>	<p><u>School Self Evaluation and Development Plan</u></p> <p>The plan was written in the summer, there is now a specific Ofsted Action Plan in place. When Ofsted inspected, they picked up lots of positives, however the report does not read well, the school followed the advice of a Curriculum Advisor which sadly Ofsted disagreed with regarding a broader curriculum.</p> <p><i>5.40 pm – Mr Mayman joined the meeting.</i></p> <p>The Headteacher reported that the report contained many negatives and did not make good reading. A governor commented that she was worried that Ofsted was not seeming consistent and it depended very much on who undertook the inspection. The Board felt that a pre-judgement had been made, possibly because the school had been slower to academize, or else why else would the Inspector feel the need to make a comment related to this (that no pre-judgements had been made)?</p>	
<p>7.3</p>	<p><u>TPAT Update</u></p> <p>The Headteacher reported that that there is a delay joining TPAT and this could now be pushed back to February, 2023, instead of January 2023. All due diligence meetings have been positive and progressed well.</p>	
<p>8.0</p>	<p><u>Post Ofsted Action Plan</u></p> <p>The Ofsted Report will be circulated shortly, Post Ofsted Action Plan will be a standard agenda item for 'Strengthening Governance'.</p>	<p>Clerk</p>
<p>9.0</p> <p>9.1</p> <p>9.2</p>	<p><u>Governance</u></p> <p><u>Draft Ofsted Action Plan</u></p> <p>The document was circulated prior to the meeting. Following feedback and receipt of the draft report, an Ofsted Action Plan has been created. Mr Walden, Primary Executive Lead, has fed back that the draft Ofsted Action Plan is very well written. Mr Gould, Director of Education for TPAT will have to approve the document. Although all the action points were actioned from the ungraded inspection this was not mentioned during this recent inspection. The Headteacher now has to produce a clear timeline related to this action plan.</p> <p><u>Governor Question and Answer Document</u></p> <p>The document was circulated prior to the meeting, it is updated every term by the Headteacher. It is an open appraisal of the school, however the Headteacher has been informed by the Governance Officer that it should be a document that governor's access and update.</p>	<p>Headteacher</p> <p>Governors</p>

Initialled as a true and accurate record: Chair Dated: 21.03.2023 Page - 7 -



10.7	<p><u>Impact of Meeting</u></p> <p>The Board agreed that:</p> <ul style="list-style-type: none"> • The Board is looking forward to moving the school back to 'Good'. • A new Chair and Vice Chair have been appointed; governor recruitment will be a key focus. 	
11.0	<p><u>Dates/time of Full Governing Board meetings</u></p> <ul style="list-style-type: none"> • Tuesday 7th February, 2023 – Curriculum and Standards • Tuesday 21st March, 2023 - Governance • Tuesday 23rd May, 2023 – Curriculum and Standards • Tuesday 20th June, 2023 – Admin Meeting • Tuesday 18th July, 2023 - Governance <p>The Board discussed and agreed that committees should be dissolved as from 1st January, 2023. It was agreed to swap two of the existing committee dates to be Full Governing Board meetings, they will be known as LGB – Local Governing Board meetings once TPAT has been joined.</p> <p>The meetings will be aimed to be 1.50 hours maximum in duration.</p> <p>The meeting closed at 6.29 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 7th February, 2023.

Signed: **Chair**
Mr Mark Tucker

Dated: **Tuesday 7th February, 2023**



ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

Tuesday 22nd November, 2022

ITEM:	ACTION:	WHO:	BY:
2.0	Add additional business/pecuniary interest to the Annual Register, declared by Mrs Bullock.	Clerk	28.11.2022
3.2	Notify the Local Authority of the recent appoints of Chair and Vice Chair.	Clerk	28.11.2022
4.3	Email Juliette Brown.	Headteacher	05.12.2022
4.4	Chase Lloyd, IT re written assurance.	Headteacher	05.12.2022
4.11	Rename agenda item 'Post Ofsted Action Plan'.	Clerk	28.11.2022
8.0	Post Ofsted Action Plan to be standard agenda item for 'Strengthening Governance'.	Clerk	28.11.2022
9.1	Produce a clear timeline related to the Action Plan.	Headteacher	16.12.2022
9.2	Governor Question and Answer Document, governors to access and update.	All governors	Ongoing
9.4	Governance Monitoring Forms to be completed by governors themselves.	All governors	27.11.2022
10.4.1	Meet and look at collated report re Skills Audit and report back to Board.	Headteacher Chair	16.12.2022
10.5	Remove 'Chair's Report' from agenda.	Clerk	28.11.2022