

Nanpean Community Primary School



Minutes

Local Governing Board Meeting

Tuesday 21st March, 2023

Governance Professional - Linda Cackett

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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
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 21st March, 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		Ap
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		Ap
Mrs Melissa Brands - Parent	Yes		P
Mr Jon Mayman – Co-opted	Yes		A
Mrs Linda Cackett		Clerk	P

The Chair welcomed everyone to the meeting, a minute's silence was held in memory of Ruth Perry, a Berkshire Headteacher, who has very sadly recently taken her own life. Her family were in no doubt she had taken her own life in January as a "direct result" of the pressure put on her by the process and outcome of the Ofsted inspection, which downgraded her school from outstanding to inadequate.

The Board assured the Headteacher that the staff, including himself, must be offered support if they need it. Governors reiterated that their phones are always on for the Headteacher.

1.0	<p><u>Curriculum Presentation – Update on the Ofsted Action Plan</u></p> <p>The Headteacher presented to the Board:</p> <p style="text-align: center;"><i><u>A presentation on improvements made to the Curriculum – March 2023.</u></i></p> <p>When I became HT at Nanpean School in 2019, it was immediately clear that there was no consistency and rigor in all Curriculum subjects. Priority had to be English, which we separated into Phonics / Reading, and Writing (there was a scheme for this but wasn't being used consistently and there was no impact, hence it has changed twice since then). Maths also had no scheme or consistency. These now do have consistency and have been praised in both Ofsted inspections, including quotes below:</p> <p style="color: blue;"><i>"The school has recently introduced a more rigorous approach to teaching phonics. Staff teach phonics accurately. Children in the early years and pupils in</i></p>	ACTION:
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key stage 1 get off to a good start in learning to read. Pupils' books are well-matched to their abilities. In all classes pupils are introduced to high quality children's literature. In the early years, children are learning about the world through reading 'Everywhere Bear'. Pupils across the school regularly read books from the library."

"The curriculum for mathematics is well-planned. From the early years to Year 6 teachers explain the subject clearly. Children in the early years already have age-appropriate knowledge of number and shape. Pupils, including those with SEND are gaining mathematical knowledge securely."

Wider Curriculum became more of a focus in 2020, as it was clear Ofsted increased their expectations placed on schools for the wider curriculum subjects. Previous Curriculum Lead got Subject Leaders to design a Curriculum through a Progression of Skills. However, he left shortly after and it soon became clear that the PoS had no real rigor or clear coverage and sequencing to the Curriculum. Unfortunately, before we were really able to do anything about this, we had our Section 8 Ofsted inspection (September 2021), which highlighted:

"Subject leaders have not developed a structured and well-sequenced curriculum. Consequently, teachers are not clear about what they should be teaching and when, particularly in science and the foundation subjects."

Following this, all Subject Leaders had professional development in relation to the SL role, and this also supported their implementation of a Curriculum in their subject(s) with clear coverage and sequencing from September 2022.

An example was shared with the Board.

This updated Curriculum was implemented and Teachers, Subject Leaders, SLT and external visitors all agree that children are learning more and remembering more. Teachers have even reported examples of how children's clear knowledge development in one subject has also helped them in other subjects. Also, Ofsted (during the October 2022 Section 5 inspection) highlighted:

"Leaders have only recently implemented the full curriculum. Pupils remember their recent learning."

However, they also highlighted that despite clear coverage and sequencing, this wasn't clearly linked towards defined End Points (the advice we had from the Local Authority was to create very broad end points for subjects).

"The curriculum design is not clear or coherent. The sequence of learning towards the end points is unclear. This means that teaching and assessment are not precisely focussed. Pupils do not gain the knowledge they need. Leaders must review curriculum end points and the pathway to them, ensuring that the curriculum helps pupils to build knowledge sequentially through focused teaching and assessment."

We have started to refine this. However, rather than a focus on all subjects at the same time, the suggestion now (advice from TPAT) is to focus on subject by subject, to get one subject absolutely right, then leave this to continue, while moving on to another subject, then another, and so on.

	<p>A History coverage example (completed on INSET Day in January), as well as the new History example document about Assessment and End Points (linked to TPAT feedback about tasks in books not being relevant and often too narrow for children to show their learning related to an objective). Reviews from TPAT have been rigorous, but positive, and have also supported us with clear direction and ideas for further development (a further example is how Curriculum Lead will be working with JJ in Summer Term to refine Science objectives towards End Points).</p> <p><u>Impact:</u></p> <ul style="list-style-type: none"> • I now believe that all Subject Leaders have received strong CPD, and are much more confident in their roles and able to support Curriculum design. I also feel that this will only get stronger due to all that is available through TPAT. I think the awkward thing will be picking what will really benefit us. • We now have a clearly structured, coherently designed Curriculum for all Subjects in place, and this ensures relevant coverage and sequencing linked to the National Curriculum. This has been a mammoth task and will never be finished, Curriculum is always being refined! • Teachers make appropriate links within learning, not tedious links (intelligent interdisciplinary), and there are horizontal (within year group), vertical (different year groups) and diagonal (different subjects) links made within learning. • Subject Leaders are becoming more confident at suggesting alternative activities, to ensure activities are appropriate to learning objectives. <p>The Board agreed that the school is moving forwards, it is a work in progress, focussing on one subject at a time. The Board felt that it was good to have TPAT being the critical friend and undertaking monitoring. The Headteacher felt that everything since joining TPAT has been a positive experience so far.</p> <p>The Chair commented that there was a huge amount of work in the document shared with the Board. The inspection framework has changed and at one time inspections were data driven, not every school will have exceptional data even though children are making good practice. A parent governor added that their own child reports back regularly on what she has learnt in History, for example, during bedtime reading, the Board felt this was positive feedback and evidenced the new approach to learning.</p>	
2.0	<p><u>Welcome and apologies</u></p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> • Mrs Watts – family commitments • Mrs Dyer – family commitments <p>It was noted that Mr Mayman was not in attendance and no apologies received.</p> <p>The Headteacher reminded the Board that any discussion within a meeting was confidential and not for conversations outside the meeting. The Clerk also reminded the Board that they have to accept or reject apologies at each meeting and this is recorded. There was a discussion regarding</p>	

	<p>apologies and it was agreed to be a standalone agenda on the Admin meeting. The Clerk reminded the Board that attendance is reviewed on an annual basis at the admin meeting each year and the previous academic year's attendance, for individual governors, is recorded on the current Annual Business/Pecuniary Interest/s Register as it is a requirement to be recorded and published on the school website.</p>	Clerk – Admin agenda
3.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
4.0	<p><u>Constitution</u></p>	
4.1	<p><u>Vacancies</u></p> <p>The Clerk reported that there were no vacancies.</p>	
4.2	<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 governor vacancies have to be advertised and that there is no automatic continuation of office even if the governor wishes to serve a further term.</p>	
5.0	<p><u>Minutes of the last FGB meeting – Tuesday 7th February, 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 4.8 – Governor Q&A Document</u></p> <p>The Clerk reported that she had added the item as a standard agenda item to the 2nd meeting of the term.</p>	
5.2	<p><u>Item 4.11 – Annual Skills Audit</u></p> <p>The Chair confirmed that he had met with the Headteacher and reviewed the skills audits, no further actions to be taken.</p>	
5.3	<p><u>Item 9.2 – Governor Training/CPD Evaluation Forms – PowerPoint Presentation</u></p> <p>The Headteacher reported that he had arranged for an alternative training date with Bex Couch which is 3.30 pm on Tuesday 9th May, 2023. It is imperative for all governors attend.</p>	All governors
5.4	<p><u>Item 9.6.2 – TPAT Documents</u></p> <p>The Clerk reported that all revised documents will be tabled at the Autumn Admin meeting. She agreed to circulate the current Scheme of Delegation</p>	

	to governors after the meeting for their information, however pointed out the document will be reviewed before the autumn term.	
6.0	<p><u>Headteacher's Report</u></p> <p>The report was circulated prior to the meeting. The Headteacher was pleased to report that Mr Walden, during his PEL visit, gave a very positive response to the SEF/School Development Plan. It is definitely having a very positive impact already on the curriculum.</p> <p>A governor asked for examples of the actions put in place to improve absence. The Headteacher replied that when speaking to parents it has a positive impact which often lapses after time, Caroline Hunt sends letters also. There is a lot of pastoral support given and there are positive attendance targets being exceeded. The Board felt that parents are worried about children catching illnesses and keeping them home. The Headteacher felt it was important for parents to be aware not to take term time holidays.</p> <p>It was agreed that the admissions data was interesting and added context regarding the school.</p>	
6.1	<p><u>Safeguarding</u></p> <p>Included in the Headteacher's Report.</p>	
6.2	<p><u>SEF/School Development Plan</u></p> <p>The document was circulated prior to the meeting, questions were invited, there were none.</p>	
6.3	<p><u>PEL Visit CCPS JW</u></p> <p>The document was circulated prior to the meeting, questions were invited, there were none.</p>	
7.0	<p><u>Finance Matters</u></p>	
7.1	<p><u>Management Report dated March, 2023</u></p> <p>The report was circulated prior to the meeting, it was further note that:</p> <ul style="list-style-type: none"> The reserves have increased which is positive as the school was leaving the Local Authority and not all budget lines were spent. Some refunds were given. The Clerk was asked to send Mr Guttridge, the Management Accountant the dates of the LGB meetings, if he wished to attend then finance can be an earlier agenda item so that he can leave the meeting at this point. 	Clerk



8.0	<u>Strengthening Governance</u>	
8.1	<u>Post Ofsted Action Plan and Timeline</u> <p>The updated document was circulated prior to the meeting. The Headteacher was pleased how well everything was progressing. Mastery Number Training will be rolled out in September. The Headteacher needs to wait until a decision is made regarding class sizes next year before further work regarding the curriculum, this is dependent on the budget. There has been governor monitoring undertaken, the Headteacher will circulate after the meeting. Governors asked if the children enjoyed Science Week, it was confirmed that they did as did the governors joining in. The Headteacher added that book scrutinies have always received positive feedback throughout the school.</p>	Headteacher Clerk
8.2	Governor Q&A Document <p>The updated document was circulated prior to the meeting. The Headteacher explained that it is a document for governors, monitoring is being undertaken by governors and they were encouraged to add any amendments/additions to this document. The Chair commented that it was a very helpful and informative document for Governors, and that they must now have further input to this in future.</p>	All governors
8.3	Policies <ul style="list-style-type: none"> Near Miss Policy <p>The policy was circulated prior to the meeting, it was reviewed, considered and APPROVED for adoption by the Board.</p>	
8.4	Governor Training/CPD Evaluation Forms <p>The Clerk agreed to forward the Governor Training Form to governors after the meeting. She was asked to produce a Training Register also; it was agreed to include any training undertaken this academic year.</p> <p>The Headteacher reported that the office will be rolling out Safesmart training to be undertaken by all governors. The Clerk explained that there will be two courses to be completed on an annual basis.</p>	Clerk Governors School Office All governors
8.5	Governor Monitoring Reports <p>The Headteacher will circulate reports received after the meeting.</p>	Headteacher
8.6	Positive PR for the school <p>Miss Tucker reported that she still compiles the newsletter each week and circulates within the school community also.</p>	



8.7	Clerk's Update The Clerk will circulate an updated calendar of meeting dates for the next academic year after the meeting. Unfortunately, she will only be able to virtually attend the next meeting as she was having a knee replacement the end of the week before.	Clerk
8.8	Governor Induction Pack The Headteacher asked the Clerk if she had compiled the draft Governor Induction Pack for the Board yet. The Clerk apologised that its completion had been delayed and confirmed that it should be completed by Easter and that she would forward it as soon as possible.	Clerk
8.9	Health & Safety Claim Update The Headteacher updated the Board regarding the recent insurance claim made against the school, the insurance company confirmed that it had been a massive string of misfortunate events, no lasting injury and the school will have to pay out £2,000.	
8.10	Safeguarding Bulletin The Headteacher reported that he has signed up to a weekly safeguarding bulletin which was very informative. In the last edition it referred to governors, he will circulate to governors should they be interested after the meeting, they just need to click on the links provided.	Headteacher Interested governors
8.11	Impact of Meeting The Board agreed: <ul style="list-style-type: none"> • Clearer idea of next steps of the curriculum development. • Class changes were discussed regarding the curriculum. • Governor monitoring is being undertaken and governors enjoyed British Science Week. <p>6.19 pm – Miss Tucker and Mrs Jago, members of staff left the meeting</p>	
9.0	<u>Staffing</u> <u>Caretaker Update</u> The Headteacher reported that it had been a very successful appointment, a lot of positive feedback is being received regarding his work. He is very proactive at finding work throughout the school. See confidential minutes attached.	
10.0	<u>Dates/time of Local Governing Board meetings</u> <ul style="list-style-type: none"> • Tuesday 23rd May, 2023 at 4.30 pm – Clerk attending virtually via Zoom • Tuesday 18th July, 2023 at 4.30 pm – Curriculum Focus and HT Report 	

	<p><u>2023/2024</u></p> <ul style="list-style-type: none"> • Tuesday 19th September, 2023 – Admin Meeting • Tuesday 17th October, 2023 • 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 6.31 pm, the Chair thanked governors for their input and attendance at the meeting.</p>	
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These Minutes were passed as true and accurate at the Local Governing Board Meeting on Tuesday 23rd May, 2023.

Signed: **Chair**
Mr Mark Tucker

Dated: **Tuesday 23rd May, 2023**

ACTION POINTS ARISING FROM MINUTES OF LOCAL GOVERNING BOARD MEETING

Tuesday 21st March, 2023

ITEM:	ACTION:	WHO:	BY:
2.0	Welcome and Apologies – Apologies to be added as an agenda item for the Admin LGB meeting.	Clerk	31.03.2023
5.3	Governor Training/CPD Evaluation Forms – PowerPoint Presentation – All governors to attend training with Bex Couch on Tuesday 9 th May, 2023 at 3.30 pm.	All governors	09.05.2023
7.1	Management Report dated March, 2023 – Send calendar of meeting dates to Mr Guttridge and invite him to attend future meetings.	Clerk	23.03.2023
8.1	Post Ofsted Action Plan and Timeline – Circulate governor monitoring reports.	Headteacher Clerk	31.03.2023
8.2	Governor Q&A Document – Amend document as required.	All governors	Ongoing
8.4	Governor Training/CPD Evaluation Forms – Create Governor Training Register and enter all training completed this academic year.	Clerk	16.04.2023
	Send dates/certificates of any training completed this academic year to the Clerk.	All governors	31.03.2023
	Complete required 2 training courses on Safesmart.	All governors	30.04.2023
8.5	Governor Monitoring Reports – Send Governor Monitoring Reports to Clerk for circulation.	Headteacher	31.03.2023
8.7	Clerk's Update – Circulate LGB meeting dates calendar to all governors after meeting.	Clerk	21.03.2023
8.8	Governor Induction Pack – Create a governor induction pack for new governors.	Clerk	16.04.2023
8.10	Safeguarding Bulletin – Circulate governor CPD link from safeguarding bulletin to governors.	Headteacher	23.03.2023