

Nanpean Community Primary School



Minutes

Local Governing Board Meeting

Tuesday 7th February, 2023

Clerk to Local Governing Board - Linda Cackett

Typed: 08.02.2023

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LOCA: GOVERNING BOARD MEETING MINUTES

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| School: | Nanpean CP School |
| Quorum: | 6 - (11/11 Governors in post) |
| Meeting Chair: | Mr Mark Tucker |
| Clerk: | Mrs Linda Cackett |
| Date of meeting: | Tuesday 7th February, 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 | | Ap |
| Mrs Melissa Brands - Parent | Yes | | P |
| Mr Jon Mayman – Co-opted | | | P – in part |
| Mrs Linda Cackett | | Clerk | P |

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| 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"> Mrs Watts – work commitments <p>The Clerk explained the protocol for the submission of apologies to the Board. Apologies are given and accepted or otherwise by the Board and recorded accordingly.</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 are no vacancies following the two recent appointments, joining TPAT meant that the Foundation Governors no longer existed.</p> | |



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| 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 | |
| 4.0 | <p><u>Minutes of the last FGB meeting – Tuesday 22nd November, 2022</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> <p>4.1 <u>Item 2.0 – An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>The Clerk reported that she had updated the Register and sent to the Headteacher.</p> <p>4.2 <u>Item 3.2 – Election of Chair and Vice Chair</u></p> <p>The Clerk confirmed that she had informed the Local Authority of the appointments.</p> <p>4.3 <u>Item 4.3 – Headteacher’s Report</u></p> <p>The Headteacher reported that he had emailed Juliette Brown regarding MARU training, he is attending MARU training himself on 27th February, 2023 and will be asking questions.</p> <p>4.4 <u>Item 4.4 – Keeping Children Safe in Education – September, 2022</u></p> <p>The Headteacher confirmed that he contacted Lloyd and received the confirmation and he had provided a certificate for the school's Safeguarding file.</p> <p>4.5 <u>Item 4.11 – Review Governor Action Plan</u></p> <p>The renamed 'Post Ofsted Action Plan' is an agenda item on today's agenda.</p> <p>4.6 <u>Item 8.0 – Post Ofsted Action Plan</u></p> <p>Standard agenda item for Strengthening Governance on the agenda.</p> <p>4.7 <u>Item 9.1 – Draft Ofsted Action Plan</u></p> <p>The Headteacher confirmed he had produced a clear timeline related to the Action Plan.</p> <p>4.8 <u>Item 9.2 – Governor Question and Answer Document</u></p> <p>The Headteacher will update the document for the second meeting each term. Standard agenda item for second meeting each term.</p> | Clerk – next agenda |

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| 4.9 | <p><u>Item 9.0 - Review Terms of Office</u></p> <p>The revised Terms of Office were updated and shared after the last meeting.</p> | Clerk |
| 4.10 | <p><u>Item 9.4 - Governance Monitoring Schedule</u></p> <p>The schedule had been circulated prior to the meeting.</p> | |
| 4.11 | <p><u>Item 10.4.1 – Annual Skills Audit</u></p> <p>The document will be reviewed by the Chair and Headteacher, the Clerk will circulate after the meeting.</p> | |
| 4.12 | <p><u>Item 10.5 – Chair's Report</u></p> <p>The Clerk confirmed that this item has been removed from the agenda.</p> <p><i>4.46 pm – Mr Mayman joined the meeting.</i></p> | |
| 5.0 | <p><u>Finance Matters</u></p> | |
| 5.1 | <p><u>Management Report dated 11.01.2023</u></p> <p>The report was circulated prior to the meeting, it was further note that:</p> <ul style="list-style-type: none"> • Slight overspend due to pay rises not forecasted at correct level. • Only 13 first choice applications for September, this will implicate on class sizes. The school will make decisions in the summer term regarding class sizes. • <i>It was asked how this might impact the curriculum, the Headteacher replied that there might be a part rolling curriculum.</i> The maximum number for classes is 30 and the Headteacher does not wish to exceed this. • Early indications is that one teacher can be appointed on a permanent contract. • The school's PAN is 30 at present, parents are informed in April of places allocated. • The Caretaker advert has been re-run and there is one applicant, the Headteacher will interview and if suitable a temporary contract can be offered. <i>A governor asked whether TPAT could offer caretaking, the Headteacher has already investigated this and their solution is more expensive so not cost effective.</i> The Board APPROVED the Headteacher's proposal. • The Headteacher thanked the Board for supporting him in managing the budget well. | |
| 6.0 | <p><u>Policies</u></p> <ul style="list-style-type: none"> • Admission Arrangements for 2024/2025 • TPAT Policies <ul style="list-style-type: none"> ○ Fire Safety Policy ○ GDPR General Policy 2022 ○ Health and Safety Policy 2022 | |



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| | <p>The policies were circulated prior to the meeting.</p> <p>The Chair asked why Nanpean School's name was not on the header page of the TPAT policies, the Headteacher replied that this was due to timing and an oversight but the school is included. The Chair asked whether Cornwall Council still sets the admission arrangements, the Headteacher confirmed that they do oversee admissions.</p> | |
| 7.0 | <p><u>Curriculum and Standards</u></p> <p>The Headteacher was humbled yesterday, three governors were in school yesterday undertaking monitoring. Mr Walden, TPAT Primary Executive Lead and Mrs Brokenshire, TPAT Curriculum Lead were also in school looking at History and Science, Science has a scheme but History does not at present. The positive with schemes is that this gives clear expectations for staff, and allows for fidelity to a scheme written by experts, but also allowing teachers to be creative to supplement learning. Science is working well; History will now have a scheme also to ensure consistency. Mr Dowlen's Science monitoring went well, Mr Walden felt the rationale behind history was good and agreed that a couple of schemes be investigated.</p> <p>Mr Dowlen thanked Mrs Jago for a very informative visit, she is very professional as Science Lead and the scheme used is adapted for each class. The scheme is in early stages as only adopted in September. Mr Dowlen only disappointed he did not spend time in class and wondered whether one hour per week for Science was long enough. Mrs Jago explained that only an hour is available with the way the curriculum is taught. He also asked whether there was enough resources for Science, Mrs Jago replied that the challenging part regarding resources is the storage of them. Clearly storage is an issue in the school and a challenge. The key reasons for choosing the scheme were explained to the Board by Mrs Jago, it is a scheme that did not require key investment in resources. The Headteacher reassured the Board that any scheme that is purchased he looks carefully at the resources required for it before making a decision. The Board discussed storage issues within the school and possible ways of increasing storage areas.</p> <p>The Chair reported on his visit, the amount of work put into the History 16 page document was huge and very informative. The Chair asked whether a scheme required purchasing with the information in the document being so good. The Headteacher replied that it would require purchasing but will fit in with the existing document, teachers will just be given the resources for the lessons. The Headteacher added that the new scheme will be trialled with Years 4 and 5. The staff governor suggested that a KS1 class be trialled also, the Headteacher confirmed that they would be. The Vice Chair added that unfortunately children were not spoken to during the visits yesterday but would be a good thing to undertake during future visits, pupil conferencing is important. A governor asked whether all schemes were from different providers, the Headteacher confirmed that they were in the main as subject led. The Vice Chair was concerned that schemes would take away the ability to teach from teachers, as teachers are the most valuable resource within the school. The Board agreed that not everyone</p> | |



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| | can be a specialist in everything, a scheme is a very good starting point. The scheme is not the end point, the monitoring and impact will evidence whether the scheme is impactful as well as highlighting any necessary amendments to further support teaching and learning. | |
| 8.0 | <u>Premises, Health and Safety</u> | |
| 8.1 | <u>January 2023 Compliance</u> The report was circulated prior to the meeting, it was further noted that: <ul style="list-style-type: none"> No real issues to report. Outstanding compliance issues were discussed, the two red items have already been completed since the report was made. The Chair queried the June 22 date, it was agreed that it was a mistake and should be June 23. Tree surveys need to commence again as trees have reached a size to have a survey undertaken. | |
| 8.2 | <u>Premises, Health and Safety Walk</u> The report was circulated prior to the meeting, it was further noted that: <ul style="list-style-type: none"> A few actions but there is no Caretaker at present. | |
| 8.3 | <u>Health and Safety Claim</u> The Headteacher reported that a Health and Safety claim was made against the school recently regarding a past pupil. He explained briefly the circumstances around the claim, the event happened over a year ago, it is a very minor claim which will be covered by insurance. A governor asked whether the school has agreed liability, the Headteacher confirmed that he had albeit it was a matter of seconds that the incident took place. The Headteacher explained that the child had received excellent care throughout their time in school so a little upsetting to receive the claim. | |
| 9.0 | <u>Strengthening Governance</u> | |
| 9.1 | <u>Post Ofsted Action Plan and Timeline</u> The document was circulated prior to the meeting. The Headteacher added that TPAT add triangulation and support. TPAT are used for quality assurance and to support processes. | |
| 9.2 | <u>Governor Training/CPD Evaluation Forms – PowerPoint Presentation</u> The Headteacher reported that Miss Couch, Governance Officer, has offered to facilitate a CPD monitoring training with the Board on 21 st February, 2023. Unfortunately, not many governors can attend on that date, the Headteacher agreed to ask her for an alternative date. | Headteacher |
| 9.3 | <u>Governor Monitoring Reports</u> <ul style="list-style-type: none"> Safeguarding – 25.01.2023 – Mrs Greet Curriculum – 06.02.2023 - Mrs Bullock and Mr Tucker | |

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| | <ul style="list-style-type: none"> Science – 06.02.2023 - Mr Dowlen <p>The documents were circulated prior to the meeting, covered under Item 7 and 8.</p> <p>9.4 <u>Governance Monitoring Plan 2022-2023</u></p> <p>The document was circulated prior to the meeting.</p> <p>9.5 <u>Positive PR for the school</u></p> <p>Newsletters are still printed off and sent to the shop. An example was last week's report about an after-school club 'Landscapers of the Future' which is being well received. They have planted a tree in the cemetery this week.</p> <p>9.6 <u>Clerk's Update</u></p> <p>9.6.1 <u>Intranet</u></p> <p>The Clerk updated the Board on the TPAT intranet and the login procedure, it is an excellent source of information and resources.</p> <p>9.6.2 <u>TPAT Documents</u></p> <p>The Clerk agreed to circulate TPAT documents which will be informative to governors after the meeting.</p> <p>9.7 <u>Impact of Meeting</u></p> <p>The Board agreed that:</p> <ul style="list-style-type: none"> The Board is more well-informed regarding Science and History. School is part of the local community. Governors are planning to attend Science Week following recent Monitoring and are looking forward to being involved and talking to children. | Clerk |
| 10.0 | <p><u>Staffing</u></p> <p>6.01 pm – Miss Tucker and Mrs Jago left the meeting</p> <p>See confidential minutes attached.</p> | |
| 11.0 | <p><u>Dates/time of Local Governing Board meetings</u></p> <ul style="list-style-type: none"> Tuesday 21st March, 2023 Tuesday 23rd May, 2023 Tuesday 20th June, 2023 – Admin Meeting Tuesday 18th July, 2023 <p>The meeting closed at 6.25 pm.</p> | |

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Tuesday 21st March, 2023.

Signed: **Chair**
Mr Mark Tucker

Dated: **Tuesday 21st March, 2023**

ACTION POINTS ARISING FROM MINUTES OF LOCAL GOVERNING BOARD MEETING

Tuesday 7th February, 2023

| ITEM: | ACTION: | WHO: | BY: |
|--------------|--|-------------|------------|
| 4.8 | Governor Question and Answer Document – agenda item for second meeting of each term. | Clerk | 09.02.2023 |
| 4.11 | Annual Skills Audit – Circulate skills audit collation to Chair and Headteacher. | Clerk | 09.02.2023 |
| 9.2 | Governor Training/CPD Evaluation Forms – Contact Ms Couch for an alternative training date. | Headteacher | 28.02.2023 |
| 9.6.2 | TPAT Documents – Circulate relevant TPAT documents to governors. | Clerk | 28.02.2023 |