

St Dennis Primary Academy



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Mr Paul Guttridge – Management Accountant - TPAT
Governance Officer - TPAT

Local Governing Board

Mrs Ann Chapman	Co-opted Governor
Mrs Karen Warnham	Co-opted Governor
Mrs Liz Bradbury	Co-opted Governor
VACANCY	Co-opted Governor
Mrs Sharon Redman	Co-opted Governor – Chair
Mrs Cathy Brokenshire	Headteacher
Mrs Sue Hiskes	Parent Governor
Miss Samantha Truscott	Parent Governor – Vice Chair
VACANCY	Staff: Governor
Mrs Tanya Edmunds	Staff: Governor

Minutes

Local Governing Board Meeting

Monday 20th November, 2023



Linda Cackett – Governance Professional

Typed: 20.11.2023

Approved for circulation: 22.11.2023

LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	4 - 8/10 – 2 Vacancies
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 20th November, 2023 at 4.00pm
Venue:	Year 4 Classroom, St Dennis Primary Academy – Clerk in virtual attendance

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Governor	✓		P
Mrs Karen Warnham – Co-opted Governor	✓		P
Mrs Liz Bradbury – Co-opted Governor	✓		P
Mrs Ann Chapman – Co-opted Governor	✓		P
Mrs Cathy Brokenshire – Headteacher – Ex-officio	✓		P
Mrs Sue Hiskens – Parent Governor	✓		P
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P
Mrs Tanya Edmunds – Staff Governor	✓		P
VACANCY – Staff Governor			-
VACANCY – Co-opted Governor			-
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	P – in part
Mrs Linda Cackett – Governance Professional	-	Clerk	P

1.0	<p>Apologies and consideration of consent for absence</p> <p>The Chair welcomed everyone to the Local Governing Board meeting. There were no apologies as everyone was in attendance.</p>	<u>Action</u>
2.0	<p>An opportunity to declare any additional Business or Pecuniary Interest/s</p> <p>None.</p>	
3.0	<p>Finance</p>	
3.1	<p>October 2023 Management Report and Accounts</p> <p>The reports were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • October accounts were circulated prior to the meeting. • The school now has maternity cover starting from January, £10,000 cost for the post but only £2,500 will be returned via the insurance at the end of the period. A slightly more experienced member of staff on a higher pay scale. • 2.5 teachers are leaving, 2 replacements starting in January, but one member of staff might not start until February/Easter time depending on when they are released by their current school, which is a TPAT school. Therefore, the supply cover has been 	

	<p>budgeted in. It is currently proving cheaper to employ staff via the supply agency.</p> <ul style="list-style-type: none"> • This year supply insurance cover is with an alternative supply absence supplier, the school has gone with Schools UK, it has cost £4,000 more but does cover pre-existing conditions and also includes maternity cover. The Chair will be interested to know how much the exact charge will be, the Management Accountant agreed to let her know. • £32,000 deficit is projected due to staffing and staff absence insurance additional costs. • There is additional support funding in EYFS, £8,000 in cost but there should be funding received. There are 6 non-verbal children joining the Reception Class, the whole class are SEND. The Chair asked whether there was any obvious reason why, Mrs Edmunds did not know the reason, 10 are speech and language and there is a 12 month wait for speech and language referrals at least. There are no real concerns for the following year group. • The Child Development Centre from County has changed in how it works so you can no longer access sessions. The LA are providing a 6-week programme, one adult to one child, so there is a lot of support being given. There are no medical reasons, a governor asked whether there were any family histories, it was confirmed that there was not. It was asked if any progress is being shown, it was felt very limited progress just being made by the SEND pupils. The Headteacher replied that there could be 5 EHCP's in place, the Board agreed that it was something to keep in mind. It was felt that parents were not aware how the curriculum works for Reception pupils, it is important that the school is able to meet the needs of the children. • The Management Accountant added that the same picture is across lots of schools at present, even with an EHCP, the school will be losing and a massive deficit per day can evolve. He added that the school has to ensure Mr Gould and Mr Wilson are aware of the whole picture. • Next years funding will be significantly down, £20,000 will be lost just due to numbers but on a positive, the teachers' pay increase is being funded and also the teachers' pensions funded. • The Headteacher reported that 3 more children are starting this week and this will impact the census positively. • A governor asked whether the school had thought of solar panels, the Management Accountant replied that some schools have secured grants, he will speak to Chris Nicholls, the Operations Manager and report back. • A governor asked about mileage being paid for alternative provision and whether it would be refunded. The Headteacher explained that the school was basically having to pay for 5 days provision to WAVE even though the pupil only attends 2 days. This is likely to change and then the school might be able to recover the mileage. • It was asked whether the £6,000 under external providers was going to be a regular payment, the Management Accountant confirmed that it was for the farm provision (£2,500) along with the team building sports coaching. 	<p>Mr Guttridge</p> <p>Mr Guttridge</p>
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<p>3.2</p>	<ul style="list-style-type: none"> • The Chair asked why the security line was so expensive, the Headteacher explained that Chris Nicholls undertook a full risk assessment of the ground and 4 maglocks had to be installed and additional fencing following a pupil leaving the school grounds. The security cameras were installed after the oil was stolen. It was asked whether a child absconded, it was confirmed that he had and had returned home. • The Chair asked why there was a significant increase in costs in the DBS checks, the Headteacher replied that it because of the 3-year rolling programme of TPAT and several staff had been re-checked recently and also there had been new staff employed. <p>Discussion – IT Support</p> <p>The Management Accountant reported that TPAT ICT support all schools now, there are increased charges. The Headteacher replied that the support has improved. However, the Management Accountant explained that it depends where ICT is coded to, TPAT are moving from Pacifica to an improved budgeting software programme.</p> <p><i>4.39 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>Constitution</p> <p>Next terms of office to expire</p> <p>The Clerk reported that the next term of office to expire was:</p> <ul style="list-style-type: none"> • Mrs Ann Chapman – Co-opted Governor – 15.05.2024 <p>Vacancies</p> <p>The Clerk reported that there were still two governor vacancies, one co-opted and one staff governor on the Board. Hopefully, one new member of staff will be interested in becoming the new staff governor. A governor suggested speaking with Cornish Lithium, it was agreed that governor recruitment has to be a priority.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p>	<p>Minutes of last Virtual Local Governing Board Meeting – Wednesday 27th September, 2023</p> <p>Approval</p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting and will be signed electronically by the Chair.</p> <p>Matters arising not already on the agenda</p> <p>Item 2.0 – Annual Declaration of Business/Pecuniary Interest/s</p> <p>The Clerk reported that she had not received all paperwork back to date, there was still technical IT issues with emails.</p>	<p>Chair</p>

<p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p>	<p>Item 3.8 - Skills Audit</p> <p>The Clerk reported that she had not received all paperwork back to date, there was still technical IT issues with emails.</p> <p>Item 3.9 – Self-Reflection</p> <p>The Clerk reported that she had not received all paperwork back to date, there was still technical IT issues with emails.</p> <p>Item 3.14 – LGB Annual Planner</p> <p>The Clerk confirmed that this item was now a standard agenda item.</p> <p>Item 3.17 – Section 128 Directions EEA Sanction List Check</p> <p>The Clerk reported that she had not received all paperwork back to date, there was still technical IT issues with emails.</p> <p>Item 4.4 – Governor Monitoring Reports</p> <p>Miss Truscott is shortly undertaking a new visit and will report back.</p> <p>Item 5.2 – Discussion – IT Support</p> <p>Agenda item for today's meeting.</p> <p>Item 6.0 – Headteacher's Update on start of term</p> <p>The Headteacher confirmed that staff meetings have taken place and strategies have been put in place and support packages have been accessed and it is about raising awareness.</p> <p>Item 8.1 – Local Links</p> <p>Mrs Bradbury confirmed that Remembrance details were sent to the Headteacher, the event was well attended.</p> <p>Item 9.2 – Governor Training</p> <p>The Clerk will review TPAT Connected group folders shortly, she has spent a great deal of time chasing annual paperwork since the last meeting which has been very time consuming.</p>	
<p>6.0</p>	<p>Headteacher's Report</p> <p>The Headteacher's Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • Last year the school was worried about numbers, however the school is now only 5 down and 3 more joining Wednesday so only 2 down. • 40% Pupil Premium, large increase. 	

- There is a lot on the School Development Plan, the school needs to focus on English and Maths Standards, the other items continue but not developed. The Trust is changing the format of the SDP next year.
- Attendance is 93%, Nationally 94.5% so school is below, the school took a big hit with Brannel having a 2-week October half term. The KS2 carol concert has been scheduled for the last day of term.
- SEN has increased, updated attendance has been added to SEN on a Page.
- The Board felt the document had a lot of information on it.
- Safeguarding – 13 ViSTs have been replaced by PPN's.
- Safeguarding Training, the Headteacher still has to work with nursery staff, everyone has had a full update on KCSiE. She explained the difference between filtering and monitoring to the Board. She received a weekly 'Net Sweeper' report which evidences all searches undertaken on the school Wi-Fi. In addition to this someone monitors in the background which can be traced back to the device it was made on. The Headteacher reassured the Board of the monitoring undertaken. Apple Classroom is also used and monitored.
- Mental Health is prevalent again, the Lead works with different agencies.
- Behaviour remains challenging, there are a significant number, one in each year and a few in Year 6. The Safeguarding Report will be more accurate as reflects the school at the time of the visit, the data could be reviewed at the end of half terms rather than the end of term.
- Staffing – in January nearly half the teaching staff will be new employees. The Headteacher explained more details regarding the resignations received and the background to them. The Board were concerned but felt the right decisions had been made as the children's needs must be met. The school had clearly invested a lot in the new teachers at the beginning of term. However new staff have been appointed and will be joining the school shortly. It will be about building relationships in one particular class and this was agreed paramount. 11/26 pupils in this class are either diagnosed with autism or on the pathway.
- The Headteacher reported that another member of staff who has been unwell is desperate to return but is still signed off sick.
- Data – KS2 data was very disappointing out of 31 children 6 children needed just 1 or 2 additional marks. One paper has had its marks recalculated. There is a lot of work regarding Maths, the school is going to be part of an intensive support programme. For Reading, the school has become part of a TPAT project, so for reading it is a different style of teaching fluency. It will be targeted initially with Year 6; the process was explained to the Board and the elements involved. 80% of the paper is about retrieval, governors were invited to visit.
- A SATs paper was undertaken in October half term, some children already at greater depth, another paper will be undertaken next week and hopefully more accurate predictions.
- 86% Phonics – above national average.
- KS1 Writing is being addressed, they will be taught the key skills in Read, Write, Inc.

	<ul style="list-style-type: none"> The nursery was shut to allow whole school staff training, giving children imagination! The Board were shocked at the levels in the nursery, governors were shocked at what 2- and 3-year-olds did not know. Clearly technology was a real issue, children just put in front of apps etc. Learning now has to start with the very basics. <p>The Chair thanked the Headteacher for the very informative report, it will be good to evidence the progress which will begin to be monitored in the school.</p> <p>5.32 pm – Miss Truscott left the meeting.</p>	
7.0	<p>Monitoring Schedule</p> <p>The Schedule was circulated prior to the meeting, the Headteacher invited questions, there were none. The schedule had been slimmed down; it was well received by the Board. The Chair went through the responsibilities with the Board, one visit per term.</p>	
8.0	<p>Premises</p> <p>8.1 Current Building Works and Maintenance Schedule</p> <p>The Headteacher reported that the sound ongoing issue has gone to tender now, planned work for Christmas holidays.</p> <p>8.2 Health and Safety</p> <p>There is a Health and Safety meeting with Mr Ellacott on 28th November to look at the fire survey.</p>	
9.0	<p>Local Community Interaction</p> <p>9.1 Local Links</p> <p>Mrs Chapman reported that there might not be a Christmas Fair this year, the Board felt that hopefully the PTA could just get through Christmas this year. Parents clearly do enjoy the Christmas Fair; it might mean that FOSDA have to spend to accumulate. The Board discussed fund raising opportunities to explore. The Board agreed that the school has to become more proactive regarding local companies, the Chair agreed to get involved following a meeting with the local companies at the forthcoming community meeting if the governors felt it necessary. One of the governors will talk to the local company regarding the possibility of finding new governors for the school.</p>	
10.0	<p>Strengthening Governance</p> <p>10.1 Link Governor Visit Reports</p> <p>None received. Governors were reminded to carry out their visits.</p>	

<p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p>Governor Training</p> <p>None received.</p> <p>Policies</p> <p>School</p> <p>None.</p> <p>TPAT</p> <ul style="list-style-type: none"> • Child on Child Abuse Policy <p>The TPAT policy was shared prior to the meeting for information.</p> <p>Clerk's Update</p> <p>Nothing further to report as unfortunately not all paperwork had been received to be collated and reported on.</p> <p>Impact of meeting</p> <p>The Board felt that once again it had been a very informative meeting:</p> <ul style="list-style-type: none"> • SOS impact, need a new governor and help required for the PTA. • New teaching staff will be in place for the new year. 	
<p>11.0</p> <p>11.1</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 8th January, 2024 at 4.00 pm • Monday 26th February, 2024 at 4.00 – virtual meeting • Monday 22nd April, 2024 at 4.00 pm • Monday 3rd June, 2024 at 4.00 pm – Budget setting meeting <p>The Chair thanked everyone for their attendance and contributions to the meeting.</p>	
	<p>The meeting closed at 5.50 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 8th January, 2024.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 8th January, 2024**