

St Dennis Primary Academy



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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

Virtual Local Governing Board Meeting

Wednesday 27th September, 2023



Linda Cackett – Governance Professional

Typed: 27.09.2023

Approved for circulation: 28.09.2023

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:	Wednesday 27th September, 2023 at 4.00pm
Venue:	Virtual meeting facilitated by Zoom Online Platform

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Governor	✓		P
Mrs Karen Warnham – Co-opted Governor	✓		Ap
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 – in part
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P – in part
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 Virtual Local Governing Board meeting. Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> Mrs Warnham – work commitments would try to attend later 	Action
2.0	<p>Annual Declaration of Business or Pecuniary Interest/s</p> <p>The annual form was circulated prior to the meeting, governors were requested to return their completed form to the Clerk asap so that the Annual Register can be prepared for the school website.</p>	All governors / Clerk
3.0	<p>Constitution</p>	
3.1	<p>Next terms of office to expire</p> <p>The Clerk reported that the next terms of office to expire were:</p> <ul style="list-style-type: none"> Miss Samantha Truscott – Parent Governor – 17.10.2023 Mrs Ann Chapman – Co-opted Governor – 15.05.2024 <p>Mrs Chapman informed the Board that she felt it might be time for her to stand down from her governor role, the Chair asked her to meet with her before making a final decision.</p>	

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p>	<p>Vacancies</p> <p>The Clerk reported that there were now two governor vacancies, one co-opted and one staff governor.</p> <p>Election of Chair and Vice Chair</p> <p>The Clerk chaired the meeting for this agenda item, Mrs Redman was proposed, seconded, and unanimously APPROVED as Chair. Miss Truscott was proposed, seconded, and unanimously APPROVED as Vice Chair.</p> <p>Review Committee Chairs and membership responsibilities</p> <p>The Headteacher wished to slim down the governor monitoring roles and have governors monitor in pairs. The Chair felt the school could focus on more specific monitoring; the Board discussed monitoring across the school. The Headteacher felt that a termly update should suffice.</p> <table border="0"> <tr> <td>Safeguarding and Attendance</td> <td>Sam</td> </tr> <tr> <td>Health and Safety</td> <td>Tanya and Ann</td> </tr> <tr> <td>SEND</td> <td>Sue</td> </tr> <tr> <td>Quality of Education</td> <td>Liz</td> </tr> <tr> <td>Behaviour and Attitudes/Personal Development</td> <td>Sharon</td> </tr> <tr> <td>Whistleblowing</td> <td>Sam</td> </tr> </table> <p>The Headteacher will complete pairs when governors not at the meeting have been consulted.</p> <p><i>4.27 pm – The Chair left the meeting due to work commitments.</i></p> <p>Scheme of Delegated Authority</p> <p>The revised TPAT document was circulated prior to the meeting.</p> <p><i>4.30 pm – Sue Hiskens joined the meeting.</i></p> <p>Code of Conduct</p> <p>Governor will sign that they agreed to abide by the TPAT Code of Conduct at the next face to face meeting. Meanwhile the Clerk will send an email to evidence their agreement.</p> <p>Review of 2022/2023 Governor Attendance</p> <p>Governors reviewed the previous year's attendance at LGB meetings. It was agreed that attendance was good and not an issue.</p> <p>Skills Audit</p> <p>Governors agreed to complete the new TPAT Skills Audit after the meeting and send to the Clerk for collation, a review of the collated results will be an agenda item at the next meeting.</p>	Safeguarding and Attendance	Sam	Health and Safety	Tanya and Ann	SEND	Sue	Quality of Education	Liz	Behaviour and Attitudes/Personal Development	Sharon	Whistleblowing	Sam	<p>All governors / Clerk</p> <p>All governors / Clerk</p>
Safeguarding and Attendance	Sam													
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<p>4.0</p> <p>4.1</p>	<p>Minutes of last Virtual Local Governing Board Meeting – Monday 19th June, 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 by the Chair when the Board meets face to face.</p>	<p>Chair</p>
<p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p>	<p>Matters arising not already on the agenda</p> <p>Item 3.1 – Budget 2023/2024</p> <p>IT Support is agenda item for today's meeting.</p> <p>Item 4.2 – Vacancies</p> <p>Mrs Edmunds confirmed that governor recruitment was addressed, but no interest.</p> <p>Item 5.1 – Approval of Minutes</p> <p>Chair will sign minutes at the earliest opportunity as this meeting was virtual.</p> <p>Item 6.0 – Headteacher's Update</p> <p>The Headteacher confirmed that the update will be made as requested in her next report, up to date SEN information will be included in the future. A governor asked whether physical assault against adults was still an issue, the Headteacher reported that a specific plan had been put into place for this child including another setting and there have been no further incidents.</p>	<p>Chair</p>
<p>4.3</p> <p>4.4</p>	<p>Item 9.1 – Local Links</p> <p>Mrs Chapman confirmed that the date was changed but sadly had very bad weather but over £1000 was raised. It was reported that a Treasurer was not found, Mrs Wareham has suggested easier ways to run the accounts. She has agreed to undertake the role but at yesterday's meeting another person came forward.</p> <p>Item 10.1 – Governor Monitoring Reports</p> <p>Miss Truscott's Safeguarding report will be circulated at the next meeting.</p>	<p>Miss Truscott</p>
<p>5.0</p> <p>5.1</p>	<p>Governor Business</p> <p>Finance - Management Report and Accounts Update <i>(item tabled after Item 3.3)</i></p> <p>Mr Guttridge reported that:</p> <ul style="list-style-type: none"> September accounts will be with governors before August's. £6,500 surplus predicted was good. 	

<p>5.2</p>	<ul style="list-style-type: none"> • An additional EHCP and 3 more have gone to the next stage. • Hopefully will have £160,000 reserves year end. • New tank installed over the summer, iPad purchases and security system out of capital. • When budget set, it was a deficit, worst case scenario, £19,000 and after pay scales settled, the budget went to trustees at £10,500 deficit, it could be a lot worse. • Once GAG announced the school will know the true position, above threshold so high needs payment is received. • St Dennis' funding is higher than other schools in the Trust but lower than the rest of the South West. The South West is funded worse than other areas of deprivation. The situation is getting worse and the national funding formula does not work for the South West. A governor commented that she felt that the school was in a very deprived area and should have more funding, the Board agreed. • The school is in a better position than a lot of other schools. <p><i>4.21 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p> <p>Discussion – IT Support</p> <p>Agenda item for the next meeting. The Headteacher did add that she attended a Headteachers' meeting yesterday. The IT department are 3 technicians down, coinciding with the roll out of iPads. The school's technician has 400 outstanding tickets. The school had major IT issue and has received support for 2 days this term. The hope is that once all the iPads have been distributed, they should catch up.</p> <p>A governor asked why there were so many tickets, the Headteacher felt that it might have been an issue regarding timing and difficulty in recruiting technicians.</p>	<p>Clerk – next agenda</p>
<p>6.0</p>	<p>Headteacher's Update on start of term</p> <p>The Headteacher reported that the Behaviour Policy has been the biggest change. The new policy contains scripts and pro-formas, behaviour has been quite challenging since returning for the new academic year. There are some highly skilled support staff who work well with the children however there is a significant number of children requiring support. It is not just St Dennis; the school is fortunate that the vast majority of staff are on board. There are less outside agencies to support the school at present. It was asked if more training could be given to staff, the Headteacher is going to ask a Headteacher from within the Trust, who is the Wellbeing Lead, to facilitate some workshops for staff to emphasise that what the school is doing is following best practice.</p> <p>Attendance was going well, however Covid cases have increased again. It is about keeping parents informed, 94.1% was the attendance figure today 0.5% below the National Average. However, 8 families have requested holidays, they will all be unauthorised. The Board discussed the suggestion of issuing fines as a deterrent, a governor asked whether other schools fine. The Headteacher replied that Brannel and Nanpean Primary Schools do. The Board agreed it is worth keeping communication</p>	<p>Headteacher</p>

	<p>channels open with the family, attendance will be looked at in more detail at the next attendance visit.</p> <p>In terms of buildings, the Headteacher reported that the Early Years buildings issues continue, the Primary Executive Lead has intervened and supported in chasing this. She has been told that a tender process is being undertaken regarding the acoustics process this week. The oil tank has been fitted over the holidays and underground pipes put in place. Every time the tank ran out of oil the pipes needed bleeding at cost. The Headteacher has also been assured that the damp proofing is also part of the tender process to be undertaken in various stages.</p> <p>All staff have undertaken safeguarding and prevent training plus additional school training. The Chair asked about the staff wellbeing, how are staff doing, a whole school staff wellbeing training has been undertaken by TPAT, the Headteacher will send governors the report when it is released. The Headteacher explained that the third week in is usually a busy time and that she can help staff with prioritising workload.</p> <p>The Headteacher was thanked for her very informative update.</p>	
<p>7.0</p> <p>7.1</p>	<p>Policy Reviews</p> <p>School Policy Reviews</p> <ul style="list-style-type: none"> • Behaviour (Paper 7.1) • Child on Child Abuse (Paper 7.2) • Collective Worship (Paper 7.3) • Emergency Procedures (Paper 7.4) • EYFS Policy (Paper 7.5) • Homework Policy (Paper 7.6) • Marking and Feedback Policy (Paper 7.7) • Nursery Charging Policy (Paper 7.8) • Prevent Policy (Paper 7.9) • RSHE Policy (Paper 7.10) • SEMH Policy (Paper 7.11) • Supporting Pupils with Medical Conditions Policy (Paper 7.12) • Nursery Admissions (Paper 7.13) • Pupil Drug and Alcohol Policy (Paper 7.14) • Safeguarding (Paper 7.15) • Staff Drug and Alcohol Policy (Paper 7.16) • First Aid Policy (Paper 7.17) <p>The Headteacher explained that the Behaviour Policy is now more robust with tight timescales identified. Recognition Boards have been very well received and pupil conferencing very positive. It was asked how staff were finding it, the Headteacher replied that there was a bit of work to do regarding not having consequences.</p> <p>The policies were circulated prior to the meeting, considered, reviewed, and APPROVED for adoption by the Board.</p>	

<p>8.0</p> <p>8.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>Mrs Chapman reported that FOSDA has organised an afternoon Halloween disco at the working man's club from 4-6 pm during half term. A governor asked what happens if children arrive that should not, Mrs Chapman replied most people respect it and she mans the door. The Christmas Fayre has been arranged for Friday 8th December.</p> <p>Mrs Hiskens reported that the Soft Play in the chapel was used by the nursery pupils in groups, which was well received. The soft play is open to the public 2 days per week.</p> <p>The Headteacher was asked about the Take 1 picture, the Headteacher replied that there was not a huge uptake, 12, Coffee and Cake only received 5 parents. A governor commented that it was a shame as the display had so much work put into it.</p> <p>Harvest is booked for October 13th; Andy from St Austell Food Bank is visiting the school for Whole Class Assembly. Children are also going to be involved in the Remembrance Sunday arrangements this year, Mrs Bradbury will send all the details to the Headteacher.</p>	<p>Mrs Bradbury</p>
<p>9.0</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Strengthening Governance</p> <p>Link Governor Visit Reports</p> <ul style="list-style-type: none"> • Sue Hiskens – PSHE/RHSE – 06.07.2023 • Liz Bradbury – Maths Highlights and Progress – 14.07.2022 <p>Both informative reports were circulated prior to the meeting.</p> <p>Governor Training</p> <p>The Clerk reminded governors that training was now on the connectED website - Homepage - TPAT ConnectED (ourhub.io) The Clerk shared her screen and gave a brief training session regarding the website to the Board. She explained that the Governor Group can be set up how the Board wishes it to be, initially she will set up another folder for forms and templates and others that might be of use.</p> <p>Clerk's Update</p> <p>Nothing further to report.</p> <p>Chair's Report</p> <p>Pay review committee/arrangements need to be in place before October half term. The Headteacher reported that it is no longer called performance management, people on main pay scales automatically move up unless any capability issues. On the upper pay scales the staff member has to apply. The meetings are now called Professional Growth Meetings. The Headteacher has however been called for Jury Service, so</p>	<p>Clerk</p>

<p>9.5</p> <p>Impact of meeting</p>	<p>dates are not arranged yet but the pay panel can meet virtually. The Headteacher will contact the Clerk to arrange a virtual meeting. Hopefully she can facilitate evening meetings for staff to ensure pay rises are processed in time.</p> <p>A governor raised the issue that the school logo might not be appropriate soon as a feasibility study is being undertaken on 'Pointy', over 300,000 tons of rubble to be removed to mine 8,000 tons of lithium, over a 20-year period there are a lot of unanswered questions. The Board felt it was part of the local history and did not seem right, governors agreed that they needed to be aware of this.</p> <p>The Board felt that once again it had been a very informative meeting:</p> <ul style="list-style-type: none"> • Thanks to the Clerk for the presentation on connectED, governors felt more confident navigating the website. • Annual documents have been reviewed and updated. 	<p>Headteacher</p>
<p>10.0</p> <p>10.1</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 20th November, 2023 at 4.00 pm • 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.</p>	
	<p>The meeting closed at 5.46 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 20th November, 2023.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 20th November, 2023**