

# St Dennis Primary Academy



## Circulation List:

St Dennis Primary Academy - copy for public access  
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Mr Paul Guttridge – Management Accountant - TPAT  
Governance Officer - TPAT

## **Local Governing Board**

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

# Minutes

## Local Governing Board Meeting

Monday 19<sup>th</sup> June, 2023



**Linda Cackett – Governance Professional**

Typed: 19.06.2023

Approved for circulation: 29.06.2023

## LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	4/8- 2 vacancies – 10 on Local Governing Board
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 19 <sup>th</sup> June, 2023 at 4.00 pm
Venue:	Virtual meeting hosted by Zoom online virtual platform

### Attendance:

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

<b>1.0</b>	<p><b>Apologies and consideration of consent for absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received, considered and accepted from Mrs Warnham.</p>	<b>Action</b>
<b>2.0</b>	<p><b>An opportunity to declare any additional Business or Pecuniary Interest/s</b></p> <p>None.</p>	
<b>3.0</b>	<p><b>Finance</b></p>	
<b>3.1</b>	<p><b>Budget 2023/2024</b></p> <p>The proposed budget was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The format of the budget was explained to the Board. The middle column is this year's budget.</li> <li>• £19,000 deficit budget predicted.</li> <li>• Normally by this time of year everything has been agreed, sadly not the case this year.</li> <li>• Everything went out the window at Easter, the pay offers were rejected by the unions. A 5% increase for teachers was recommended to be included and now there is a mention of a 6% increase and no agreement made to date.</li> </ul>	

- If there is funding then the budget will break even, it is a matter of waiting. Although electricity costs are 30% down from last year still 80% up from 2 years ago.
- Of the 10 schools Mr Guttridge has, only one is not setting a deficit budget.
- GAG funding is increasing year on year, 5% increase from last year for pupil funding but not matching increases. SEN funding has not increased for the 4 years that Mr Guttridge has worked in the Trust with the school having to find the first £6,000 of an EHCP.
- Recovery Premium has changed, additional Year 6 teacher was funded via this last year, 50% of national tutoring programme now to be funded rather than 20% projected.
- SEN has increased, 1 new pupil to Reception and a new application for Year 4 should go through shortly. Another for Year 6 and another five applications to go in. The school does qualify for higher needs support, £52,000 expected in high needs is a conservative figure.
- Teachers – additional support in Year 6 is going. There is one ECT this year and M5 teachers joining, salary line will increase slightly.

*4.15 pm – Mrs Edmunds joined the meeting, she had several issues in joining since 4.00 pm.*

- Additional support of 15 hours additional admin hours support has now been built in. The Headteacher explained that some of this admin time will be spent on attendance. To take away more of Jo's admin makes more sense also.
- **The Chair asked whether TPAT has an admin structure for how many admin staffing hours per size of school. Mr Guttridge replied that there was none but larger schools do appear to require more than one person.**
- The general assumption was 5% inflation, with the exception of catering and cleaning contracts when 10% increase assumed.
- SLA charges – TPAT have tried to employ an Educational Psychologist but have not been successful so the Local Authority's SLA might need to be taken once again.
- Curriculum budget reduced down from £22,000 to £20,000, £16,000 spent to date, but might be more due to inflation.
- The Chair was very disappointed that a deficit budget had to be set. She had never been in this situation in all her years of governance.
- **The Chair asked what the £10,000 ICT Support breaks down to as seems to be £24,000 in total with the other IT lines and requested a more detailed breakdown, Mr Guttridge replied that the TPAT IT line is going to increase due to increased IT support and Digital Transformation support to be given to schools. All support is now going to be reactive not planned set days, inclusive of training etc.** The Chair felt that a detailed breakdown needs to be provided, Mr Guttridge replied that it will be provided within the May accounts. The Board agreed that IT Support needs to be an agenda item for the first meeting next year and for careful monitoring of the budget line and services and support provided.
- The Advantage Project costs are not in the budget this year, the school has the option to purchase or lease the iPads, purchasing would be the cheaper option in the long run.

Clerk – Next  
LGB agenda.

	<ul style="list-style-type: none"> <li>• A governor asked what the difference between the funding per pupil in Cornwall differs across the country. It goes through the Local Authority, unfortunately Mr Guttridge could not answer this question. He added that Jenny Blunden does have a voice and is pushing the government.</li> <li>• The Board very reluctantly <b>APPROVED</b> the budget for submission to the Trust Board with real reservations.</li> </ul> <p>5.35 pm – Mr Guttridge was thanked for his attendance and left the meeting.</p>	
<p><b>4.0 Constitution</b></p> <p><b>4.1 Next terms of office to expire</b></p> <p>The Clerk reported that the next term of office to expire is:</p> <ul style="list-style-type: none"> <li>• Miss Truscott – Parent Governor – 17.10.2023</li> </ul> <p><b>4.2 Vacancies</b></p> <p>The Clerk reported that there were two vacancies, one co-opted and one staff vacancy at present. Hopefully the staff vacancy will be filled in the new academic year. It was agreed to advertise once again. A governor mentioned that there is Carnival Week coming up in St Dennis, it was agreed to produce and hand out some fliers.</p>		Mrs Edmunds
<p><b>5.0 Minutes of last Local Governing Board Meeting – Tuesday 9<sup>th</sup> May, 2023</b></p> <p><b>5.1 Approval</b></p> <p>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting and will be signed by the Chair at the earliest opportunity as today's meeting is virtual.</p> <p><b>5.2 Matters arising not already on the agenda</b></p> <p><b>5.2.1 Item 3.1 - March Management Report</b></p> <p>The Headteacher reported that she had questioned how many staff were in the IT Department and informed there were 9. 9 staff across 32 TPAT schools.</p> <p><b>5.2.2 Item 5.2.2 – Apologies and consideration of consent for absence</b></p> <p>Hopefully the governor circulation list was finally working as it should be now, both the Clerk and Headteacher had chased after the last meeting.</p> <p><b>5.2.3 Item 6.0 – Ofsted</b></p> <p>The Clerk has removed from the agenda.</p>		Chair

<p><b>5.2.4</b></p> <p><b>5.2.5</b></p> <p><b>5.2.6</b></p>	<p><b>Item 8.0 - Safeguarding</b></p> <p>The Headteacher will be disseminating her training before the end of term.</p> <p><b>Item 10.1.1 - FOSDA</b></p> <p>The Headteacher reported that FOSDA recruitment was in the newsletter and remains a focus.</p> <p><b>Item 11.2 – Governor Training Reports</b></p> <p>The Clerk confirmed that she had updated the scores after the last meeting.</p>	
<p><b>6.0</b></p>	<p><b>Headteacher's Update</b></p> <p>The Headteacher's report was a very lengthy and informative document circulated prior to the meeting, questions were invited:</p> <ul style="list-style-type: none"> <li>• A governor asked about the Year 5 data and why it had decreased regarding attainment. The Headteacher went through the reading data with the Board, there were now 30 pupils in the class, best progress is seen in Year 6. In Year 5 there has been an increase in the number of children struggling to control regulating their behaviour and some children who just don't wish to enter class. These issues are being addressed, there are reasons which should mean improvement in September. The school has undergone a lengthy recruitment process, to ensure experienced teachers were appointed. One teacher is coming from out of county, the new teachers are joining Year 3 and Year 5. The Headteacher confirmed that Year 5 will be having support from Year 6 for the remainder of term.</li> <li>• Another governor asked about the Primary Reading Programme, the Headteacher explained that Mr Walden, Headteacher from Roche School has visited out of county schools and whole class reading intervention is going to be used.</li> <li>• The Chair asked about attendance once again, the Headteacher replied that all holiday requests are refused and unauthorised. There is going to be a TPAT working party on attendance to create a Trust wide Attendance Policy.</li> <li>• The Chair asked whether 21/22 attendance was in the SEND information and not year to date. The Headteacher agreed that this information could be added on to make it more relevant information next time.</li> <li>• Physical assault against an adult was questioned by the Chair, the Headteacher confirmed that the instances of assault were the same child, the 90 instances of disruption was an accurate figure but some were very small instances. The Chair added that these 90 instances equated to 1.5 instances per day in a term. The Headteacher felt that this would be good to look at it as a class breakdown.</li> <li>• The Chair asked for the 'good' and 'bad' headlines for the year, the Headteacher replied good would be Ofsted and bad, staffing</li> </ul>	<p>Headteacher</p>

	<p>challenges, with new staff she envisages a lot less issues next year. A governor asked whether the good Ofsted impacted on the number of people who applied for the teaching jobs. This was agreed, as people want to work in good schools, 37 applicants this time when there had previously been significantly less. It was agreed that all staff have to work to the best of their ability for the children.</p> <p>The Chair thanked the Headteacher for her informative update.</p>	
<b>7.0</b>	<p><b>Safeguarding</b></p> <p>Contained in the Headteacher's report, nothing else to add.</p>	
<b>8.0</b>	<p><b>Premises</b></p> <p><b>8.1.1 Damp Issue</b> – Not going to be a resolution without going through the courts. TPAT are going to fund a quick tidy up throughout the summer.</p> <p><b>8.1.2 Temporary Oil Tank</b> – The Headteacher was pleased to report that she is meeting next week with the person awarded the tender, work to be undertaken during the summer holidays.</p> <p><b>8.1.3 Sound in EYFS Building</b> – Mr Lever has supervised sound surveys; the school won't be funding remedial work to address the problem as money was held back on snagging list.</p> <p><b>8.1.4 Fire Doors</b> – Headteacher is still waiting for a reply from Mr Eddy.</p> <p><b>8.2 Health and Safety</b></p> <p>Nothing to report.</p>	
<b>9.0</b>	<p><b>Local Community Interaction</b></p> <p><b>9.1 Local Links</b></p> <p>Mrs Chapman reported that FOSDA are still struggling, the Treasurer's paperwork has been passed to Mrs Chapman who does not have the capacity to undertake. It was agreed that a flier could be circulated during Carnival Week to include about the need for a FOSDA Treasurer. Mrs Edmunds kindly agreed to produce the flier and circulate.</p> <p>A governor asked whether proposed Teacher Strike might impact on the Friday FOSDA event, the Headteacher felt that FOSDA might decide to change the date just in case as teacher's don't need to say until the day. The Headteacher agreed to keep everyone informed but it was agreed that it might be sensible to rearrange the date just in case.</p>	Mrs Edmunds

<p><b>10.0</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p> <p><b>10.6</b></p>	<p><b>Strengthening Governance</b></p> <p><b>Governor Monitoring Reports</b></p> <p>None received. Ms Truscott has undertaken a monitoring visit and will send in her report.</p> <p><b>Governor Training Reports</b></p> <p>None received.</p> <p><b>School Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Children with health needs who cannot attend school</b></li> <li>• <b>Designated Teacher for children in care</b></li> <li>• <b>Intimate Care Policy</b></li> </ul> <p>The policies were circulated prior to the meeting, they were reviewed, discussed and <b>APPROVED</b> for adoption by the Board.</p> <p><b>Clerk's Update</b></p> <p>Nothing to report. No arrangements regarding the circulation of governor paperwork had been shared with her to pilot.</p> <p><b>Chair's Report</b></p> <p>The Chair wished to thank all governors for their support to the Headteacher and the school, especially during Ofsted. She wished to thank the Headteacher and her staff for all their hard work throughout the school year.</p> <p>The Chair is going to Australia to watch her daughter play for the Lionesses, she is going away for a month, a very proud mum!! The Board passed on their congratulations!</p> <p><b>Impact of meeting</b></p> <p>The Board felt that once again it had been a very informative meeting:</p> <ul style="list-style-type: none"> <li>• Amazing year, fantastic result with Ofsted!</li> </ul>	<p>Ms Truscott</p>
<p><b>11.0</b></p> <p><b>11.1</b></p>	<p><b>Diary Dates</b></p> <p><b>Local Governing Board Meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 27th September, 2023 at 4.00 pm – Admin meeting</li> <li>• Monday 20th November, 2023 at 4.00 pm – virtual meeting</li> <li>• Monday 8th January, 2024 at 4.00 pm</li> <li>• Monday 26th February, 2024 at 4.00 – virtual meeting</li> <li>• Monday 22nd April, 2024 at 4.00 pm</li> <li>• Monday 3rd June, 2024 at 4.00 pm – Budget setting meeting</li> </ul> <p>The Chair thanked everyone for their contributions to the meeting and for their virtual attendance.</p>	

	The meeting closed at 5.12 pm.	
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These Minutes were passed as true and accurate at the Local Governing Board Meeting on Wednesday 27<sup>th</sup> September, 2023.

Signed: ..... **Chair**

**Mrs Sharon Redman**

Dated: **Wednesday 27<sup>th</sup> September, 2023**