

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

Minutes

Local Governing Board Meeting

Tuesday 9th May, 2023



Linda Cackett – Governance Professional

Typed: 09.05.2023

Approved for circulation: 11.05.2023

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:	Tuesday 9 th May, 2023 at 4.00 pm
Venue:	Year 3 Classroom, St Dennis Primary Academy

Attendance:

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

1.0	<p>Apologies and consideration of consent for absence</p> <p>The Chair welcomed everyone to the meeting. Mr Guttridge would be joining the meeting, virtually, at 5.00 pm.</p> <p>There were no apologies as everyone was in attendance.</p>	Action
2.0	<p>An opportunity to declare any additional Business or Pecuniary Interest/s</p> <p>None.</p>	
3.0	<p>Finance – Tabled before item 11.5</p> <p><i>5.00 pm – Mr Guttridge joined the meeting.</i></p>	
3.1	<p>March, 2023 Management Report and Accounts</p> <p>The report and accounts were circulated prior to the meeting, Mr Guttridge reported that:</p> <ul style="list-style-type: none"> • Unfortunately, there is no budget available to approve at present. • Due to the issues regarding pay awards and the teacher's pay offer being rejected, a 4.5% for teachers and 3.5% for non-teachers has been worked on with the Headteacher. 	

	<ul style="list-style-type: none"> • A draft budget was circulated to the Board, a break-even budget based on assumptions but now the assumption is a 5% offer for teacher, a further £2-3000 hit. The most recent proposal for support staff is for the same offer as this year £1925, so gives a deficit projection. The school is therefore left in limbo, the draft budgets are going to Trustees on 24th May, and wait to see what the government does. The Chair asked about the support staff's £1,925 and whether the budget is pro rata on the proposed budget. The Management Accountant confirmed that the draft budget included the £1,925 pay award equating to £10.59 rising to £11.60 for a Point 4 Teaching Assistant. The Living Wage has already been incorporated; all staff will be above the Living Wage in 2024. 20/30% savings to be made on energy costs will clearly not help cover additional payments for teachers or non-teaching staff. On the 23rd May the CEO will be pushing for additional funding from the DfE, if the government doesn't then the deficit will have to be incorporated. From April 2023 MASG is being received, £30,000 on top on GAG funding, equating to a 3.5% boost, but will disappear next year. • The Board agreed that there is no point in looking at the draft in more detail at present. • Mr Guttridge added that the school was in a better position than the average TPAT school, however there is concern re 160 projected on roll for next year. Hopefully number will pick up before the October Census. • 4.5 % top slice is now 5.25%. • The ICT line is higher as the school is going over to TPAT's ICT Team. TPAT's ICT was not included in the top slice, but it has now been centralised so hopefully will be included in the top slice eventually but the 5.25% will probably increase. The Chair asked how many people will be in the TPAT's ICT Team, the Headteacher agreed to ask Jamie. • The Headteacher reported that Mr Chris Wilson SEND Lead for TPAT has asked all schools whether they would like 4 days SEND Educational Psychologist provision, all schools have agreed. • The Chair asked why the Educational Visits line had increased from £4,000 to £16,000, Mr Guttridge replied that this was the Pupil Premium Funding for trips. The trips income line is £12,000 and therefore needs to be looked at also, this should make reserves look healthier. <p><i>5.26 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p> <p>The Board were concerned that the budget could not be set and a deficit budget possibly requiring setting.</p>	
<p>4.0</p> <p>4.1</p>	<p>Constitution</p> <p>Next terms of office to expire</p> <p>The Clerk reported that the next term of office to expire is:</p> <ul style="list-style-type: none"> • Miss Truscott – Parent Governor – 17.10.2023 	

4.2	<p>Vacancies</p> <p>The Clerk reported that there were two vacancies, one co-opted and one staff vacancy following Mr Vincent's resignation on the 30th April, 2023 as he has left the school. Miss Williams is covering the class and will be given a fixed term contract for the next academic year. The Headteacher reported that there has been no interest shown in either vacancy, it was agreed that hopefully people will come forward before next term.</p>	
5.0	<p>Minutes of last Local Governing Board Meeting – Monday 6th March, 2023</p> <p>5.1 Approval</p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting and were signed by the Chair.</p> <p>5.2 Matters arising not already on the agenda</p> <p>5.2.1 Item 4.2 – Vacancies – The Headteacher confirmed that she had re-advertised on the newsletter.</p> <p>5.2.2 Item 5.2.1 – Apologies and consideration of consent for absence</p> <p>The Clerk reported that both she and the Headteacher had chased regarding the governors' email group, it was still not 100% sorted, the Clerk will raise yet another ticket. The Headteacher agreed to also make a phone call to Jamie.</p> <p>5.2.3 Item 7.0 – Headteacher's Report – The Headteacher had circulated a clearer document to the Board after the last meeting.</p> <p>5.2.4 Item 10.3 – TPAT Policies</p> <p>Agenda item removed,</p> <p>5.2.5 Item 12.1 - Governor Monitoring Reports</p> <p>The Headteacher has reviewed the list of monitoring visits for the summer term.</p> <p>5.2.6 Item 12.2 – Governor Training Reports</p> <p>The Clerk confirmed that she had circulated the TPAT courses and Governor Training Feedback Form after the last meeting.</p> <p>5.2.7 Attendance</p> <p>The Chair asked what attendance was at present, the Headteacher replied that it was 92.4%, it had dropped slightly. The Headteacher reported that she had met with the Education Welfare Officer and the school is not in a worse situation than any other local school. A governor</p>	Clerk Headteacher

	asked if it was persistent absence, the Headteacher replied that persistent absence was no worse than the last half term. The Trust has appointed an Attendance Officer and a Trust Attendance Policy will be implemented shortly.	
6.0	Ofsted Remove from future agendas.	Clerk
7.0	Headteacher's Update The Headteacher's updated the Board on the following: <ul style="list-style-type: none"> Staffing changes were reported, Mrs Warren is retiring at the end of this academic year. Two adverts have been advertised and there are some really strong applicants to be interviewed. Mr Roach, Sports HLTA, has a new job not in education with excellent opportunities. He is a great role model for the children and he will be sadly missed when he leaves this Friday. Sports Coaches will be paid for the remainder of this year to cover sports coaching and clubs but not his TA hours. Until all interviews have been undertaken the staffing model for next year will not be shared. The Chair thanked the Headteacher for her informative update.	
8.0	Safeguarding The Headteacher reported that she is meeting with Ms Truscott later this week. There has been a significant increase in the number of Operation Encompass reports, six children, three families. The Headteacher wants families to talk with her but she has undertaken training to be able to signpost families for counselling etc. The Chair asked whether the Headteacher had any concerns, she replied no but will be happier when counselling has been put in place for the children concerned. The Headteacher will disseminate her training after half term with other staff.	Headteacher
9.0	Premises	
9.1	Current building works and maintenance schedule Nothing to report.	
9.2	Planned Works	
9.2.1	Fire Doors Fire doors are planned but depends on TPAT's funding. The Headteacher reminded the Board that no fire doors were compliant, when Mr Ellacott returns for his next visit a priority list will be created, the estimated cost being well over £100,000.	

<p>9.3</p> <p>Health and Safety</p> <p>Nothing further to report.</p> <p>9.4</p> <p>Compliance Audit</p>	<p>The Compliance Audit was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • The Headteacher reminded that Board that the audit was almost all green. Areas to be addressed have been indicated to be discussed with TPAT, e.g., fire doors, cold water storage tank etc. Training required is not available on Smartlog but will be shortly. A governor added that initially there was 49 reds and they are now zero. • All actions required by the school have been completed. 	
<p>10.0</p> <p>Local Community Interaction</p> <p>10.1</p> <p>Local Links</p> <p>10.1.1</p> <p>FOSDA</p>	<p>Mrs Chapman reported that FOSDA is struggling at the moment, a new Treasurer is required due to ill health. The Bingo did take place but sadly only cleared £150. The Chair added that it pays to encourage recruitment from new reception parents each year. The Board agreed that the Treasurer position is one of trust and needs a careful appointment.</p> <p>The Headteacher suggested having a recruitment drive, the Board agreed parents need to be aware of what FOSDA has provided. It was agreed that perhaps FOSDA could have a slot with the new reception parents. It was agreed for some publicity in the newsletter also.</p>	<p>Headteacher</p>
<p>11.0</p> <p>Strengthening Governance</p> <p>11.1</p> <p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • Safeguarding – 26.03.22023 – Mrs Edmunds and Mrs Chapman <p>11.2</p> <p>Governor Training Reports</p> <ul style="list-style-type: none"> • Safeguarding – 21.03.2023 – Mrs Edmunds 	<p>The report was circulated prior to the meeting, governors were thanked for their report and visit.</p> <p>The new monitoring sheet was updated and circulated to the Board prior to the meeting. Monitoring is planned for after half term, the Board discussed the planned timetable, this was agreed. It was agreed that the visits had been reduced due to governor's availability.</p> <p>The report was circulated prior to the meeting. The Chair asked about the scores given, Mrs Edmunds apologised she meant to enter the highest scores, the Clerk agreed to amend and update the meeting paperwork.</p>	<p>Clerk</p>

<p>11.3</p>	<p>School Policies</p> <p>None.</p>	
<p>11.4</p>	<p>Clerk's Update</p> <p>Nothing to report.</p>	
<p>11.5</p>	<p>Chair's Report</p> <p>None.</p>	
<p>11.6</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"> • The Board were concerned at not being able to set a budget yet and the pay award implications. • The Chair felt that there was going to be a few years of cutbacks with uncomfortable conversations. • On hearing that the budgets are not going to be as thought it will impact heavily on the Board. 	
<p>12.0</p>	<p>Diary Dates</p>	
<p>12.1</p>	<p>Local Governing Board Meeting</p> <ul style="list-style-type: none"> • Monday 19th June, 2023 at 4.00 pm <p>The Chair thanked everyone for their contribution to the meeting and for their attendance.</p> <p>The meeting closed at 5.33 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 19th June, 2023.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 19th June, 2023**