

St Dennis Primary Academy



Circulation List:

St Dennis Primary Academy - copy for public access
Clerk's copy
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
Mr Lee Vincent	Staff: Governor
Mrs Tanya Edmunds	Staff: Governor

Minutes

Local Governing Board Meeting

Monday 6th March, 2023



Linda Cackett – Governance Professional

Typed: 06.03.2023

Approved for circulation: 11.03.2023

LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	5/9- 1 vacancy – 10 on Local Governing Board
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 6 th March, 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	✓		Ap
Mr Lee Vincent – Staff	✓		Ap
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
VACANCY – Co-opted Governor	✓		-
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P
Mrs Sue Hiskens – Parent Governor	✓		P
Mrs Tanya Edmunds – Staff	✓		P
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	P – in part
Mrs Linda Cackett – Independent Clerk	-	Clerk	P

1.0	<p>Apologies and consideration of consent for absence</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received, considered and APPROVED from:</p> <ul style="list-style-type: none"> • Miss Truscott • Mr Vincent 	Action
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>January, 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"> • The GAG statement for the school is not available yet unfortunately, it should be available soon as several schools have received their statements. • 5% increase is expected for the GAG funding but losing 2% on supplementary funding. 	

	<ul style="list-style-type: none"> Deficit position at year end predicted due to absent teacher but there is an issue that no further payments will be paid from the staff absence insurance. The HR Director will be preparing a letter to send to the insurance company, she is aware of the issues the school is facing, best case scenario is that further payment will be received. £10,000 deficit predicted year end if the staff absence insurance payment is not received by the school. SEN income has increased, 70 FSM's on Census Day is also positive. Additional funds from government regarding energy efficiency grant, TPAT however is pooling the grant. Hopefully St Dennis will have access to some funding. <p><i>4.32 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 is:</p> <ul style="list-style-type: none"> Miss Truscott – Parent Governor – 17.10.2023 <p>Vacancies</p> <p>The Clerk reported that there was one Co-opted vacancy following Mrs Kelsey's resignation received today due to work commitments. The Clerk confirmed that she has amended the Annual Business/Pecuniary Interest/s Register today and sent it to the Headteacher for replacement on the school website. It was agreed to re-advertise on the newsletter, Facebook for the vacancy asap, along with the parish newsletter.</p>	Headteacher
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p> <p>5.2.2</p>	<p>Minutes of last Local Governing Board Meeting – Monday 16th January, 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 were signed by the Chair.</p> <p>Matters arising not already on the agenda</p> <p>Item 1.0 – Apologies and consideration of consent for absence</p> <p>The Headteacher and Clerk confirmed that they had thought that they had eventually sorted the email issues out but clearly this is not the case, the Clerk agreed to chase again.</p> <p>Item 4.1 – Next terms of office to expire</p> <p>The Headteacher reported that she had advertised the support staff governor vacancy, there was no interest and she was pleased to report that Mrs Edmunds had agreed to serve a further term of office.</p>	Clerk

<p>5.2.3</p> <p>5.2.4</p> <p>5.2.5</p> <p>5.2.6</p>	<p>Item 5.1 – Minutes of last LGB 21.11.2022 – Approval</p> <p>The minutes were signed at today's meeting.</p> <p>Item 6.0 - Safeguarding</p> <p>The Clerk reported that the Training Register had been updated.</p> <p>Item 7.2 – Health and Safety</p> <p>A governor asked if there was any progress with the fire doors, the Headteacher replied that there is a meeting shortly with Amicus, the audit shows that most doors need replacing over time.</p> <p>Reception 2023</p> <p>The Headteacher reported that the numbers have now increased to 30 pupils.</p>	
<p>6.0</p>	<p>Ofsted – Tabled before Item 3.0</p> <p>The Headteacher reported on the recent Ofsted inspection, there were two days of inspection and the Headteacher was invited each day to a somewhat surreal Ofsted team meeting on each day, plus Mrs Nash was also in attendance. The draft report should be shared shortly, the Headteacher read through the notes she took at the Ofsted team meetings to the Board. The Board were delighted with what they were told, a true reflection of the school.</p>	
<p>7.0</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"> • Governors were impressed with the SEND informative report within the Headteacher's report. Clearly identifying the over-arching priorities. It was agreed that it would be a useful document to have when undertaking governor monitoring visits. The Headteacher agreed to circulate a clearer document to governors after the meeting as the screen shot appeared slightly blurred. • The report was completed just after Ofsted visited. • The Headteacher is meeting with Miss Truscott shortly for another safeguarding meeting. • The Headteacher gave the background on pupils who had left due to parents influences children, however two more pupils have just joined the school in Year 2 and Year 4. • A governor asked whether the new Ofsted report would help increase the numbers in the school, it was agreed that a press release would be beneficial using some of the headline positive comments. • Attendance is currently 92.8%, so improving. 	<p>Headteacher</p>

	<ul style="list-style-type: none"> The Chair was concerned at the huge reduction in ViSTs. The Headteacher replied that she was currently chasing as knew of a recent incident which she has not received a ViST for yet. 12 staff were PRICE trained, it was very informative and the training was tailored to the school. <p>The Chair thanked the Headteacher for her informative report.</p>	
8.0	<p>Safeguarding</p> <p>Covered under Item 7.0. The Headteacher confirmed that all staff were up to date with their safeguarding training, it is now about reacting to contextual issues. When looking at safeguarding there were lots of concerns regarding mental health and this is being unpicked.</p>	
9.0	<p>Premises</p>	
9.1	<p>Current building works and maintenance schedule</p> <p>The Headteacher reported that the play equipment is being installed on the 23rd March, the school did not have to go to tender again. It is presently being built ready for the installation.</p> <p>The raised beds have been built and in place funded by The Educational Trust.</p>	
9.2	<p>Health and Safety</p> <p>A meeting with Amicus is taking place shortly.</p>	
10.0	<p>Governor Business</p>	
10.1	<p>TPAT Intranet</p> <p>Governors reported successfully logging into the Intranet.</p>	
10.2	<p>School Policies</p> <p>None.</p>	
10.3	<p>TPAT Policies</p> <p>The Clerk will remove this item from future agendas</p>	Clerk
11.0	<p>Local Community Interaction</p>	
11.1	<p>Local Links</p> <p>A governor reported that Year 5 have visited the church, the priest has visited the school and there have been assemblies. There had also been an interesting and thought-provoking discussion with the Year 6 pupils, respecting other people's views.</p>	

11.2	<p>Summer Fair – Friday 7th July</p> <p>The Summer Fair has been arranged for 7th July, 2023, Leavers Evening is on Monday 17th July, the photographs taken help the fundraising for the PTA.</p>	
<p>12.0</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p>	<p>Strengthening Governance</p> <p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • Behaviour – 31.01.2023 - Mrs Bradbury • PSHE/RSHE – 31.01.2023 - Mrs Bradbury and Mrs Hiskens • Equality and Diversity – 31.01.2023 – Mrs Chapman and Mrs Hiskens <p>The informative reports were circulated prior to the meeting, staff had just been informed of the pending Ofsted visit on the day the visits were undertaken. Governor were impressed how they had kept this under wraps and facilitated the monitoring visits in a professional manner. It was agreed that monitoring visits are important to be continued. The Headteacher will review the list of monitoring visits and update the document for the summer term. Any remaining visits for this term to be undertaken before the end of term, Art and History outstanding. Sports Premium can be undertaken in the summer term and extracurricular can be undertaken with Mrs Nash for Mrs Warnham.</p> <p>Governor Training Reports</p> <p>None. The Clerk agreed to re-send the TPAT Training Courses for this year and the Governor Training Feedback Form after the meeting.</p> <p>Clerk's Update</p> <p>Nothing to report.</p> <p>Chair's Report</p> <p>The Chair was overwhelmed with the positive Ofsted inspection, the pressure has now been reduced. A huge well done to all staff and governors.</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"> • Agreement for mentors to be allocated to new governors. • Excellent feedback from Ofsted inspection. 	<p>Headteacher</p> <p>Clerk</p>
<p>13.0</p> <p>13.1</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Tuesday 9th May, 2023 at 4.00 pm – Revised date due to Coronation • Monday 19th June, 2023 at 4.00 pm <p>The Chair thanked everyone for their contribution to the meeting and for their attendance.</p>	

	The meeting closed at 5.28 pm.	
--	--------------------------------	--

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Tuesday 9th May, 2023.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Tuesday 9th May, 2023**