

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
Mrs Sharon Kelsey	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

Virtual Local Governing Board Meeting

Monday 16th January, 2023



Linda Cackett – Clerk to the Local Governing Board

Typed: 16.01.2023

Approved for circulation: 18.01.2023

VIRTUAL LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	4/10 – No vacancies
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 16th January, 2023 at 4.00 pm
Venue:	Virtual meeting hosted by Zoom online virtual platform

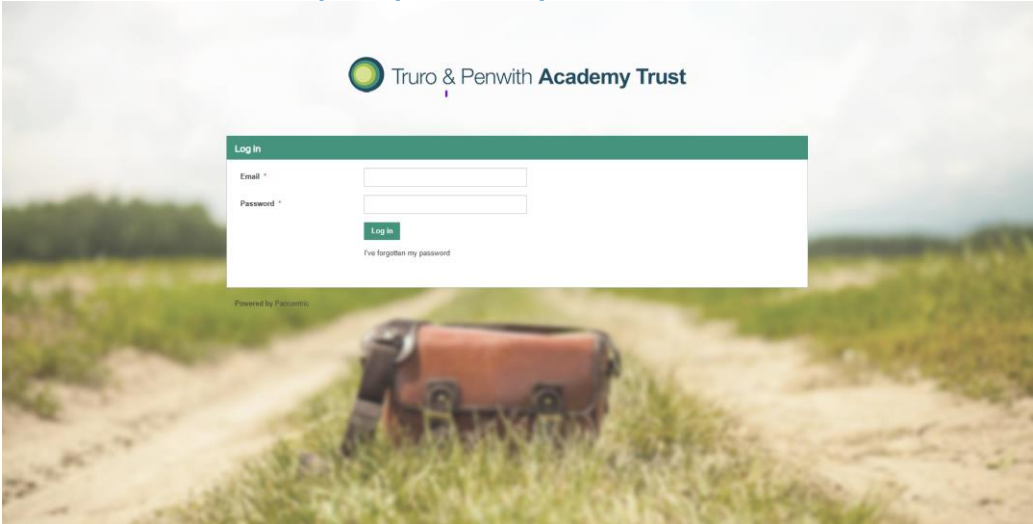
Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Governor	✓		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
Mrs Sharon Kelsey – Co-opted Governor	✓		P
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 – childcare • Mr Vincent – unwell <p>It was clear that the governor email group was causing issues for some governors, the Headteacher and Clerk will endeavour to try to address them. Governors were reminded to contact the school if not receiving emails rather than waiting to meetings.</p>	<p><u>Action</u></p> <p>Headteacher Clerk</p>
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>November, 2022 and December, 2023 Management Reports and Accounts</p> <p>The reports and accounts were circulated prior to the meeting, Mr Guttridge reported that:</p>	

	<ul style="list-style-type: none"> • The good news expected from the government has been confirmed, the Mainstream School Additional Grant (MSAG) will be allocated. However, pay awards were a lot higher so a further grant will be given which is hopefully additional. £12,000 covering April to August for additional staffing costs, the £10,000 is the MSAG resulting in a positive surplus position. • The Headteacher is now a Curriculum Lead so an additional £8,000 income and £4,000 for Early Years and SEN support given to TPAT (2 x £2,000). This will cover any supply costs. • 7th EHCP income is still expected to be received. • Advertising currently for a Year 2 teacher, the Headteacher added that the school had tried to recruit before Christmas. The advert is now for 0.6 teacher, however only people not in post will apply but there is a back up plan. The tutoring money has to be moved accordingly to ensure all funding is spent by year end. • School finance is now in a more positive situation than it was at the last meeting. • The Chair asked what the reception numbers were for September 2023, the Headteacher replied that there were 19 first choice places at present. The Headteacher reported that there was an open morning, evidently there is a huge reduction across the county in reception numbers. The Chair asked whether 19 would impact on the class staffing, the Headteacher replied that there are however more needs which will require to be met. At present there is a 9-week intervention programme taking place in the nursery which is hoped to result in 6 months catch up. • Two EHCP's in Year 5 and Year 6 but more EHCP's are being submitted. Mr Guttridge explained that the thresholds change and the 2 pupils lost in Year 6 will count as a 1/3 of a child but might mean losing funding. Hopefully there will still be a high payment in the summer term. • The 25% funding for the National Tutoring Programme will affect the school budget as the school will possibly have to pay the remainder, but this is not definite. Staffing will be an issue, the Parent Support Advisor role has not been appointed yet but this will wait until the bigger picture is known as will use the salary for impact in the classroom for the children. • Staffing will be an issue, the Parent Support Advisor role has not been appointed yet, but this will wait until the bigger picture is known as will use the salary for impact in the classroom for the children. <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>Constitution</p> <p>Next terms of office to expire</p> <p>The Clerk reported that the next terms of office to expire are:</p> <ul style="list-style-type: none"> • Mrs Edmunds – Staff Governor (Support Staff) – 27.01.2023. The Clerk explained that the position will need to be advertised, if more than one member of staff is interested then an election will need to be held. The Headteacher will advertise and action accordingly. 	<p>Headteacher</p>

<p>4.2</p>	<ul style="list-style-type: none"> Miss Truscott – Parent Governor – 17.10.2023 <p>Vacancies</p> <p>The Clerk reported that there were no vacancies at present.</p>	
<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 21st November, 2022</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 at the next face to face meeting.</p> <p>Matters arising not already on the agenda</p> <p>Item 10.1 – Local Links</p> <p>The Christmas Fayre was well supported, over £1,000 was raised and everyone enjoyed it. The Chair thanks FOSDA for their support once again. Father Christmas was very well received; it was agreed to try to make him be based in a more central position next time.</p> <p>The Christmas Tree Festival was well received and enjoyed by all the pupils. The Anglican and Methodist visits continue this term and are well received.</p> <p>The Educational Trust to build the raised beds has been received.</p> <p>Item 11.3.1 – Skills Audit</p> <p>The scores were sent by the Clerk to the Chair and Headteacher after the last meeting.</p>	<p>Chair</p>
<p>6.0</p>	<p>Safeguarding</p> <p>The Headteacher reported that just before the holiday the school had their training and all the staff have been updated by NatterHub. Three new staff will be trained shortly and the Headteacher and a DSL are updating their level 3 training next week.</p> <p>Governors were reminded to complete their Smartlog training also.</p> <p>The Clerk reminded all governors to send any training certificates to her in order for the Training Register to be kept up to date.</p>	<p>All governors</p>
<p>7.0</p> <p>7.1</p>	<p>Premises</p> <p>Current building works and maintenance schedule</p> <p>The Headteacher reported that the previous PSA room is being converted to storage and the previous caretaker's room is being converted to a</p>	

<p>7.2</p>	<p>learning space. It has been painted and new flooring laid and will be an exciting new learning space for pupils. Following the £50,000 grant received for the Early Years outside area, the company may have withdrawn and therefore the school may need to go back to tender. The school is hopeful that because there are 2 previous quotes hopefully just one more will need to be received. The Headteacher will be liaising with the Trust.</p> <p>Health and Safety</p> <p>Health and Safety Audit 2021 – all actions have been completed except for replacement fire doors. The Headteacher is meeting with Mr Ellacott to put a plan in place regarding the doors. In the Early Years building there are also areas to be addressed.</p>	
<p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Governor Business</p> <p>TPAT Intranet</p> <p>The Board discussed the intranet, it was agreed that it is up to date and very informative. It was agreed for all governors to get logged in and explore the intranet. The website address for the intranet is:</p> <p style="text-align: center;">https://tpacademytrust.ourhub.io</p>  <p>School Policies</p> <p>None.</p> <p>TPAT Policies – for information only</p> <p>None.</p>	

<p>9.0</p> <p>9.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>Nothing to report at present. There is a meeting this Friday regarding the King's Coronation on Monday 8th May, 2022, which is an additional Bank Holiday. It is also SATs week!</p> <p>Year 6 are off to London on 15th May for three days (£350.00 / £300 for PP), a form has already been sent to gauge interest, payment plans have been set up. There is no guide required this year which will reduce costs. The Chair asked whether Year 5 or Year 4 go to camp, the Headteacher replied that Year 5 are off to Dartmoor (2 nights) (£175.00) and Year 4 (£125.00) are off to Porthpean for a night and a couple of days.</p> <p>The Chair asked how pupils were on their return to school after the Christmas break, the Headteacher replied they were much the same as usual and one class is much more settled than it was.</p>	
<p>10.0</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p>Strengthening Governance</p> <p>Governor Monitoring Reports</p> <p>The Chair reminded governors to undertake their monitoring visits and to submit them in time for inclusion in LGB meeting agendas.</p> <p>Governor Training Reports</p> <p>None.</p> <p>Clerk's Update</p> <p>The Clerk was going to report on the Intranet and Safesmart, both items already covered.</p> <p>Chair's Report</p> <p>The Chair thanked everyone for their flexibility in attending today's meeting virtually.</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"> • Concise, succinct meeting covering a lot. • Positive news on budget. • Governor monitoring, increased focus for this term. 	
<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 6th March, 2023 at 4.00 pm • Tuesday 9th May, 2023 at 4.00 pm – Revised date due to Coronation • Monday 19th June, 2023 at 4.00 pm 	

	The Chair thanked everyone for their virtual attendance. The meeting closed at 5.13 pm.	
--	--	--

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 6th March, 2023.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 6th March, 2023**