

St Dennis Primary Academy



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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

Local Governing Board Meeting

Monday 21st November, 2022



Linda Cackett – Clerk to the Local Governing Board

Typed: 21.11.2022

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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 21st November, 2022 at 4.00 pm
Venue:	Year 3 Classroom at St Dennis Primary Academy

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Governor	✓		P
Mr Lee Vincent – Staff	✓		Ap
Mrs Ann Chapman – Co-opted	✓		P
Mrs Cathy Brokenshire – Headteacher	✓		P
Mrs Karen Warnham – Co-opted Governor	✓		P – VIRTUAL
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	Apologies and consideration of consent for absence The Chair welcomed everyone to the meeting.	<u>Action</u>
2.0	An opportunity to declare any additional Business or Pecuniary Interest/s Apologies were received, considered and APPROVED from Mr Vincent.	
3.0	Finance	
3.1	August and October Management Report and Accounts The reports and accounts were circulated prior to the meeting, Mr Guttridge reported that: <ul style="list-style-type: none"> • £30,000 deficit end of year projection. • The teacher's pay rise was explained to the Board 5% rather than 3% budgeted for, it is an increase of £5,500 for the school. • The support staff were budgeted at 3-5% pay rise but a flat rate increase of £1,925 being paid therefore £10,000 impact on budget. • The support staff pay rise has been approved, there is a ballot for the teacher's pay rise. • Pupil Premium has increased from 57 to 70, SEN income has also increased. 	

	<ul style="list-style-type: none"> • A few changes regarding staffing, a job share teacher is leaving, tutoring funding will be £6,000 but projected will be £9,000+. The school should be able to add 2 more days teaching. • The nursery is down a full-time member of staff and the school is up one. • The PSA is leaving the school at the end of the year but will be funded by Pupil Premium, the hours will be increasing but the new member of staff will undertake safeguarding and attendance role and working as a TRAUMA informed school practitioner. • The curriculum and ICT budget lines shows overspends but this is due to purchases and licences being bought at the beginning of the year. • Painting during the holidays has been moved to the premises line. • The school has moved away from South West Water for water provision, currently they are providing very low estimated bills. A large water bill will follow once the water meter is located. <p><i>4.35 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	
4.0	Constitution	
4.1	Next terms of office to expire	
	The Clerk reported that there were none until 2023.	
4.2	Vacancies	
	The Clerk reported that there were no vacancies at present.	
5.0	Minutes of last Local Governing Board Meeting – Monday 17th October, 2022	
5.1	Approval	
	The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting and e signed by the Chair.	
5.2	Matters arising not already on the agenda	
5.2.1	Item 2.0 – Annual Declaration of Business/Pecuniary Interest/s	
	The Clerk confirmed that the register had been created and sent to the school for uploading to the school website.	
5.2.2	Item 3.3 - Election of Chair and Vice Chair	
	The Clerk confirmed that TPAT had been notified of Chair and Vice Chair appointments.	
5.2.3	Item 3.8 – Skills Audit	
	Agenda item for today's meeting.	

<p>5.2.4</p> <p>5.2.5</p> <p>5.2.6</p> <p>5.2.7</p> <p>5.2.8</p>	<p>Item 3.9 – Self Reflection</p> <p>Agenda item for today's meeting.</p> <p>Item 3.10 – TPAT LGB Role</p> <p>The Headteacher confirmed that the information in the document had been incorporated on the school website.</p> <p>Item 3.12 – LGB Terms of Reference</p> <p>The Clerk confirmed that the document had been updated by her but unfortunately, she had left the amended document for filing, the document will be circulated after the meeting.</p> <p>Item 4.2.2 – 2022/2023 Budget Approval</p> <p>The Management Accountant's reply had been circulated after the meeting to the Board.</p> <p>Item 8.0 - Review of Governance</p> <p>Agenda item for today's meeting.</p>	
<p>6.0</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"> • The contextual overview was highlighted to the Board, there is an open morning for Reception Class next week. The Year 6 pupils will be trained to give tours around the school and there has been a lot of publicity. A governor asked if the issue was that there were not children in the village, the Headteacher confirmed that only 19 would be moving up from the nursery but unfortunately it is because there are not the children in St Dennis. The Chair added that this was the same picture for lots of local areas, Newquay, Falmouth. A governor added that there are local planning applications in the pipeline. Back in 2016 there was a lower intake, this time last year there were 33 spaces across the school and there is now 35 spaces. The Board discussed the numbers across the school. • Attendance, there has been a real hit with the recent flu virus, 31 pupils were off one day. 92.4% attendance last week, it is being monitored weekly. The Chair asked about the percentage persistent absence figure, the Headteacher explained it was being addressed on a weekly rather than fortnightly as attendance is very important. When no reason has been given for absence, it is being chased and investigated. 22 first letters and 3 second letters have been chased. • SEND – above Cornwall national numbers, it is the school's highest area of need. In the nursery there has been 7 out of 8 new joiners with no words. It was asked what the reason might be, it was thought it might be technology and Covid and lack of interaction. 	

	<p>The school is going to provide courses and be very pro-active. There are 5 more children joining after Christmas, another 3 of whom cannot speak, Health Visitors have confirmed that this is a wider issue not just St Dennis. The families are no longer seen by Health Visitors, the Board were shocked by the figures. A governor asked whether the children are toilet trained, it was confirmed that they were not either.</p> <ul style="list-style-type: none"> • Because SEND is higher than National a SEND Specialist is coming in for a tea and cakes session. • Safeguarding – Drugs in houses is on the increase regarding ViSTs, the Headteacher confirmed that additional learning is given to the pupils. The school is encouraging police visits to school to promote positive experiences for pupils. • Harmful sexual behaviour reports is minimal but logged and recorded. • Everyone has updated their safeguarding training. • A governor asked whether it is the same pupils. The Headteacher updated the Board regarding it currently being difficult to get support from County SEND department. The Trust Lead for SEND is coming into school this week to support. • Staffing – a teaching member of staff is resigning at the end of term, the likelihood of getting a part time person would be very doubtful, hence the two-term appointment full time appointment being agreed. • A TA is retiring at Christmas. The PSA has also resigned, the new role will be very positive for the school, the role will change to enhance the school and the Headteacher's role. • A TA lasted 4 days and was not made to work her notice, all the vacancies have been advertised and interest has been shown. The Specialist Pastoral Support Worker has only just been advertised; the teaching role is to start in January. • The outcomes for last year were shared with the Board, they have not been validated yet. Phonics Screening was above National, The Y2 Phonics were also above National, KS1 results broadly in line and are accurate as moderated. KS2 results are below but where other schools have declined in combined the school has increased. • The ISDR has been published and go through all the data, all the school's results are roughly in line and KS2 Maths lower progress has been thoroughly examined and case studies drawn up and Maths is a priority for the school. The more able was an issue for the last inspection, 39% this year is a very positive picture. <p>The Chair thanked the Headteacher for her very informative report.</p>	
7.0	<p>Safeguarding</p> <p>Covered under Headteacher's Report – Item 6.0.</p>	

<p>8.0</p> <p>8.1</p> <p>8.2</p>	<p>Premises</p> <p>Current building works and maintenance schedule</p> <p>The Headteacher reported that the Nursery have had some 'snagging work' undertaken, the steps have been filled by the fortnightly contractors visit. The Chair asked why they had been made the way they were, the Headteacher explained that the issues when the original steps/ramp was put in place and the issue regarding the slabs.</p> <p>Since the Site Supervisor left his room has been cleared, the space could be made into an intervention room. When the PSA leaves, rooms will be reallocated, the plans were explained to the Board.</p> <p>A governor asked about the grant for outside provision of £50,000, the Headteacher replied that it had gone to tender and should be installed in February half term.</p> <p>Health and Safety</p> <p>The most recent compliance report was sent to the relevant governors and had improved considerably, there was an increased amount of green in the RAG ratings.</p>	
<p>9.0</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Governor Business</p> <p>TPAT Intranet</p> <p>The Board discussed the TPAT Intranet, it was agreed that the new TPAT emails are to be used by all governors. The Clerk and Headteacher will liaise regarding ensuring they are all up and running correctly. The Clerk reminded governors that the new emails could not be forwarded to another email account. The Chair felt that TPAT were not embracing the situation, some governors do have issues with IT and security levels on the software they use, work related.</p> <p>School Policies</p> <ul style="list-style-type: none"> • Nursery Charging Policy • Relationship and Health Education Policy <p>The policies were circulated prior to the meeting, they were reviewed and APPROVED for adoption. The Chair asked whether there had been any complaints, the Headteacher replied that consultation had been positive with parents.</p> <p>TPAT Policies – for information only</p> <p>None.</p> <p>Review of Governance</p> <p>Favourite moments in governance last year were:</p>	

- Reading the heads reports and seeing how well the children were doing and how much effort that is put in by all staff
- Meeting everyone in person for the first time
- Being able to see and speak to the pupils again
- Meeting face to face for the first time
- Having a full new team all working to one goal along with supporting the school, the head, the staff and the children
- Seeing the different aspects of the school from a different point of view.
- Getting everyone back to face-to-face meetings

Aspects found challenging:

- Ensuring that the budget is used effectively
- Understanding education acronyms and finding time to visit the school
- Not being able to visit the school
- Not having the full complement of governors
- Engaging people on Teams as very difficult, face to face meetings are ideal
- Understanding some financial reports

Personal contributions to effective governance:

- Ensuring visits were completed and know that what is said in the meetings is happening in the school
- Challenging the budget effectively.
- Coordinating visit plan
- Ensuring that the whole governing board work to one goal, are cohesive and do what they say they are going to do
- Visit school regularly, listening to children reading, and helping with fundraising

Effectiveness of LGB:

- LGB work well as a team and that areas are spread fairly between all governors.
- Very effective LGB
- Full governing board with a range of skills and knowledge
- Upskill newer governors and gives them confidence to full carry out role
- Many visits now taking place with challenge through questions
- Even though still a 'young' LGB there is a very open culture that encourages honesty – through this the LGB can grow and expand its effectiveness
- Ensure the LGB sticks to promise to gain a wholistic approach and view
- LGB is an effective board that acts upon issues and discusses these in a constructive and informative way. The whole board approach has also meant that moving forward everyone is on the same page and can make an effective decision from there.
- As a fairly new group the LGB are blending very well

What governors wish to achieve this year:

- Complete visits, have a greater understanding of the governor role
- To complete all training needed
- Too understand acronyms

	<ul style="list-style-type: none"> • Become more confident as a governor • Visit the school more often • Assist in securing a successful Ofsted outcome • See the outcomes of curriculum and well-being initiatives that have been started • Get to grips finance • Ensure there is enjoyment whilst volunteering time • Further effective monitoring within the school and watching this happen • Further experience within the governance role and seeing how this is affective within my staff governing role • Experiencing a wider range of areas to explore within the school and in my governing role • Board stay together as a group to improve their knowledge • For all teaching staff to be happy and supported <p>The Board agreed that the governance review had been positive on the whole.</p>	
10.0	Local Community Interaction	
10.1	<p>Local Links</p> <p>The Headteacher reported that £500 grant has been awarded by the Incinerator Grant for uniform. A grant to create raised flower beds for £3,500 will be tabled at tomorrows St Dennis Trust meeting. The Board will optimistic that the grant would be successful.</p> <p>The Chair asked if the FOSDA Halloween Party had gone well, Mrs Chapman confirmed that it was very well supported. The FOSDA Christmas planning has started, governors were asked whether they wishes to provide items for a 'Governors Hamper', it was agreed to have a 'Children's Hamper' from governors. It was agreed that governors could bring in items when they come into undertake monitoring by 5th December at the latest.</p> <p>9th December – Christmas Fayre at 2.00 pm – all governors invited to attend.</p> <p>Church – 8th December, 2022 – What happens in church at Christmas, a governor explained that children will be visiting the church. The children in school will be visited by people from the Anglican and Methodist church to discuss Christianity as there are members of the Governors that represent both churches.</p>	<p>All governors</p> <p>All governors</p>
11.0	Strengthening Governance	
11.1	<p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • L Bradbury – 01.11.2022 – Maths Curriculum • L Bradbury – 01.11.2022 – Behaviour • Roles and Responsibilities – Autumn 2 	

<p>11.2</p> <p>11.3</p> <p>11.3.1</p> <p>11.3.2</p> <p>11.4</p> <p>11.5</p>	<p>The reports were circulated prior to the meeting. The Chair reminded governors to undertake their outstanding monitoring visits for this term.</p> <p>Governor Training Reports</p> <ul style="list-style-type: none"> S Kelsey – Governor Monitoring – 07.10.2022 <p>The report was circulated prior to the meeting.</p> <p>Clerk’s Update</p> <p>Skills Update</p> <p>The collated skills audits was circulated prior to the meeting. It was agreed for the Chair and Headteacher to discuss the scores to see whether there were any areas to address e.g., training etc.</p> <p>Self-Reflection</p> <p>Covered under Item 9.4.</p> <p>Chair’s Report</p> <p>None.</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"> Data is very positive, where less positive – Maths, an action plan is in place. Attendance is being addressed. Very successful meeting again, Board is more confident working together. 	<p>Headteacher Chair</p>
<p>12.0</p> <p>12.1</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> Monday 16th January, 2023 at 4.00 pm Monday 6th March, 2023 at 4.00 pm Monday 8th May, 2023 at 4.00 pm Monday 19th June, 2023 at 4.00 pm <p>The Chair thanked everyone for their attendance.</p> <p>The meeting closed at 5.38 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 16th January, 2023.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 16th January, 2023**