

St Dennis Primary Academy



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Local Governing Board

Mrs Ann Chapman	Co-opted Governor
Mrs Karen Warnham	Co-opted Governor
Mrs Liz Bradbury	Co-opted Governor
VACANCY	Co-opted Governor
Mrs Sharon Redman	Co-opted Governor – Chair
Mrs Cathy Brokenshire	Headteacher
Mrs Laura Caust	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 9th May, 2022



Linda Cackett – Clerk to the Local Governing Board

Typed: 09.05.2022

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LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	4/9 – 1 Vacancy
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 9th May, 2022 at 4.00pm
Venue:	Year 3 Classroom, St Dennis Primary Academy

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Parent Governor	✓		P
Mr Lee Vincent – Staff	✓		P
Mrs Ann Chapman – Co-opted	✓		P
Mrs Cathy Brokenshire – Headteacher	✓		P
Mrs Karen Warnham – Co-opted Governor	✓		P
Mrs Laura Caust – Parent Governor	✓		Ap
Mrs Liz Bradbury – Co-opted Governor	✓		P
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P
Mrs Tanya Edmunds – Staff	✓		P
Ms Sharron Kelsey – Prospective Governor			P
VACANCY – Co-opted Governor	✓		-
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	Action
	<p>The Chair welcomed everyone to the first face to face Local Governing Board meeting since March, 2020. The Chair had been appointed in October that same year so this was the first time meeting the entire Board face to face. Ms Kelsey, a prospective new co-opted governor, was introduced to the Board and the Board introduced themselves.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Laura Caust – Home emergency 	
2.0	An opportunity to declare any additional Business or Pecuniary Interest/s	
	None.	
3.0	Finance	
	Management Report and Accounts – April, 2022	
	The accounts were circulated prior to the meeting, it was further noted that:	

- Apologies were given for the late circulation of the accounts; this was due to the payroll provider not supplying staffing information to TPAT.
- The April accounts were circulated prior to the meeting, the main difference from the March accounts being that the Pupil Premium was funding was incorrectly counted by the school. Therefore, the Pupil Premium was over estimated by £3000/£4000. At present the budget has not been completed. The main reason for the deficit was due to the Caretaker being absent and the need for additional caretaking and building compliance work being undertaken by Cornwall Groundforce. The Headteacher explained that all the compliance checks were now completed or scheduled to be. Unfortunately, the Fire Survey has brought up the need for fire doors etc, however the Trust might be supporting with the financing. £5,000 for electrical tests, £3,000 for fire audit plus £200 per week for compliance works has had a major impact on the budget. The compliance and caretaking work is going to be reduced to one a fortnight after half term to reduce costs now the vast majority of outstanding work from compliance checks has been completed.
- Still waiting for Spring Term SEN funding. There has been an increase in EHCP's and hopefully there will be a further two. Mr Guttridge was quietly confident to project a surplus budget by the end of the summer term.
- Curriculum spend is over budget due to late invoices being received, there was however an underspend last year.
- The toilets spend was budgeted at £80,000, hopefully the revised cost will be £90,000, savings have been made now by reducing the specification and there is no asbestos.
- The Headteacher explained that in the Year 5 Class there is a class of 31 with a wide range of needs, she wishes to split the class in the mornings for personalised learning. In Year 6 there is an incredible English and Maths HLTA, therefore it will be a case of moving staff around to find the most cost-effective way. The proposal will be for a 0.6 teacher employed on a one-year fixed term contract. It will be a tight budget and there are a few unknowns hence the delay in setting the budget. The Chair added that the school has to be mindful that the Covid funding will be stopping. The £6,000 National Tutoring Programme funding will be utilised, the summer terms nursery funding has not been received to date.
- The Chair asked for September number, 25 Reception, 23 for Nursery was replied.
- A governor asked about the Caretaker, the Headteacher replied that a Personnel Committee needs to be put in place and meet, it was agreed to be: Ms Truscott, Mrs Warnham and Mrs Bradbury. The Committee needs to meet as soon as possible, the Headteacher will contract the HR Director.

4.28 pm – Mr Guttridge was thanked for his attendance and left the meeting.

Headteacher

<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 there were none until 2023.</p> <p>Vacancies</p> <p>The Clerk reported that there was still the one co-opted governor vacancy.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p> <p>5.2.2</p> <p>5.2.3</p> <p>5.2.4</p>	<p>Minutes of last Virtual Local Governing Board Meeting – Monday 21st March, 2022</p> <p>Approval</p> <p>The minutes of the meeting held on Monday 21st March, 2022 were taken as read and accepted as an accurate record by all governors present and signed by the Chair.</p> <p>Matters arising not already on the agenda</p> <p>Item 3.0 – Management Report, Accounts and KPI’s – November, 2021</p> <p>Mr Guttridge had clarified after the last meeting that there was not provision of free school meals for 2-year-olds.</p> <p>Item 5.3 – Minutes Action Log</p> <p>The Minutes Action Log was updated and circulated after the last meeting.</p> <p>Item 7.1 – TPAT Board Minutes</p> <p>The minutes are an agenda item for this meeting.</p> <p>Item 9.3.3 – Checking the Single Centra Record (SCR)</p> <p>The Clerk reported that she had clarified with the Governance Officer and she had confirmed that governors should not look at the details within the Single Central Record. The Safeguarding Governor simply should sign a sheet to record that she/he had been assured that the DSL had confirmed that the SCR was accurate, up to date and the staff member updating the document had completed the relevant training. However, an independent audit of to SCR could be undertaken and the report shared with governors once completed.</p> <p>The Headteacher added that TPAT wish for a DBS to be renewed every 5 years. This has been included in the budget, 10 checks will be undertaken per year and a renewal cycle be put in place.</p>	

5.3	<p>Minutes Action Log</p> <p>The Action Log was circulated prior to the meeting and reviewed and updated by the Board. The Clerk will circulate the updated document after the meeting.</p>	Clerk
6.0	<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"> • There has also been a data meeting completed, areas to be addressed have been regarding targets being met and actions put in place. • It was asked if all teaching assistants who have left have been replaced, the Headteacher replied that one had not, due to a trainee teacher being in the classroom and the teacher being available, but others had but not all contracts on the same hours as before. • A governor asked how the behaviour had been this term, the Headteacher replied that there had been an increase in the 'Concerns' raised, however any conversations being had with parents are logged and are small concerns. Another governor asked whether a parental concern is logged, the Headteacher confirmed that it wouldn't be, the categories were changed previously. • The Chair asked whether behaviour was an issue, the Headteacher replied that there were a small number of children with behaviour plans as in any school. All the children with behaviour plans do have links to trauma. Assemblies have returned and the behaviour is amazing, the school is calm and the reward system is clearly working. A governor added that she had made a recent visit and witnessed first hand the positive behaviour around the school. • A governor asked about the coffee and chat sessions and response and uptake, the Headteacher said it would be more beneficial to provide support parents and carers would like, so the first one will be an opportunity to ask this. It will be an informal chance for parents and carers to me with the SLT. <p>The Headteacher was thanked for her very informative report by the Chair.</p>	
7.0	<p>Premises</p> <p>7.1 Current building works and maintenance schedule</p> <p>The compliance checks are to be trialled to be reduced to fortnightly visits by Cornwall Groundforce rather than weekly.</p> <p>7.2 Planned Work</p> <p>The work on the toilets is starting next week, there will be term time working and an area for storage for the contractors has been set aside. The</p>	

<p>7.3 Health and Safety</p> <p>Covered under Item 3.0.</p> <p>7.4 Snagging for new EYFS Building</p>	<p>Headteacher added that the top slice is going to be increased next year and when this is in place compliance will be part of it. The Chair asked what the current top slice % was, the Headteacher agreed to report back after the meeting.</p> <p>Snagging is becoming an issue; some have been addressed and then needed to be corrected again when broken. Mr Eddy, Premises Director, has been informed and also the East Primary Executive Lead, Mr Walden has contacted TPAT.</p>	<p>Headteacher</p>
<p>8.0 Governor Business</p> <p>8.1 TPAT Board Minutes</p> <p>8.2 Organise Personnel Committee Meeting</p> <p>8.3 Policies</p>	<p>The January Board minutes were circulated prior to the meeting. It was felt it was difficult to make any further comment as the minutes were from January. The Clerk explained that they are not released for circulation until they have been approved at the next meeting and she had raised governors concern at this in the past.</p> <p>Actioned under Item 3.0.</p> <p>School Policy Reviews</p> <ul style="list-style-type: none"> • Capability Policy • Disciplinary Policy and Procedure • Equality Policy – to be tabled at the next meeting • Staff Attendance Policy • Whistleblowing Policy and Procedure <p>The policies were circulated prior to the meeting, they are TPAT policies and for governor information only.</p>	
<p>9.0 Local Community Interaction</p> <p>9.1 Local Links</p>	<p>The School Leavers Party (16th July) and School Fayre (24th June) has been arranged. The leavers gifts have also been purchased. The school is going to be involved with the Jubilee Celebrations in St Dennis. There are a lot of free activities have been arranged. Pupils will be making little lanterns for the lantern procession. There is also a special service at the church on the Sunday.</p>	

9.2	<p>SATs</p> <p>SATs commenced this morning; all pupils were in attendance.</p>	
10.0	<p>Strengthening Governance</p> <p>10.1 Governor Monitoring Reports</p> <p>Monitoring has taken place, paperwork to follow.</p> <p>10.2 Governor Training Reports</p> <p>Training has been booked by governors.</p> <p>10.3 Governor Roles and Responsibilities</p> <p>The revised document was circulated prior to the meeting. It was reviewed by the Board.</p> <p>10.4 Clerk's Update</p> <p>Covered under Item 5.2.4.</p> <p>10.5 Chair's Report</p> <p>The Chair felt it was lovely to meet face to face after meeting virtually for 2 years.</p> <p>10.6 Impact of meeting</p> <p>The Board were pleased to finally meet the Chair finally face to face after her being in post for 18 months. She felt it would now make the Board more cohesive and effective.</p>	
11.0	<p>Diary Dates</p> <p>10.1 Local Governing Board Meeting</p> <ul style="list-style-type: none"> • Monday 18th July, 2022 at 4.00 pm – to include Governance Review. <p>The Chair thanked all present for their contributions and the meeting closed at 5.30 pm.</p>	Clerk – next Agenda

These Minutes were passed as true and correct at the Local Governing Board Meeting on Monday 18th July, 2022.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 18th July, 2022**