

# 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 Karen Warnham	Co-opted Governor
Mrs Liz Bradbury	Co-opted Governor
<b>VACANCY</b>	<b>Co-opted Governor</b>
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 21<sup>st</sup> March, 2022



Linda Cackett – Clerk to the Local Governing Board

Typed: 21.03.2022

Approved for circulation: 22.03.2022

## LOCAL GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>St Dennis Primary Academy</b>
<b>Quorum:</b>	<b>4/9 – 1 Vacancy</b>
<b>Chair:</b>	<b>Mrs Sharon Redman</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Monday 21<sup>st</sup> March, 2022 at 4.00pm</b>
<b>Venue:</b>	<b>Virtual meeting hosted by Zoom online platform</b>

### Attendance:

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

<b>1.0</b>	<p><b>Apologies and consideration of consent for absence</b></p> <p>The Chair welcomed everyone to the Local Governing Board meeting. There were no apologies as everyone was in attendance. The Chair explained that due to the increase in Covid cases it seemed sensible to change this meeting to a virtual one.</p>	<b>Action</b>
<b>2.0</b>	<p><b>An opportunity to declare any additional Business or Pecuniary Interest/s</b></p> <p>None. Mrs Bradbury declared that she is teaching in a St Austell School on the National Tutoring programme.</p>	
<b>3.0</b>	<p><b>Finance</b></p> <p><b>Management Report and Accounts – January, 2022</b></p> <p>The accounts were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Additional EHCP in Year 6, will have an impact on the High Needs payment, an additional £6,000 will be received.</li> <li>• The Spring payment should be received at the end of the month and estimated to be £10,000+ across the next two payments. Even being cautious, £45,000 is expected in SEN income.</li> </ul>	

- The Headteacher reported that the Caretaker will have been absent for 6 months on Wednesday this week.
- There have been several breakdowns in kitchen equipment e.g., dishwasher and new waste disposal unit.
- Curriculum budget line has gone over due to the purchase of the new Phonics scheme.
- Supply over but should be covered with staff absence insurance.
- A supplementary grant is expected, £11,000 is expected for the last 5 months of the year. Possibly another £26,000 next year.
- A lot of annual subscriptions are due in April.
- The grants will be swallowed up by the increased energy costs etc.
- There will be a meeting before and after Easter to set the budget.
- GAG funding will be static this year, by the time inflation and pay awards are factored in there will be an impact on the budget.
- If numbers stay at 68 Free School Meals, then school could be up to £100,000 in the Autumn Census.
- Mr Guttridge has no concerns or worries concerning the budget.
- **The Chair asked about the projected outturn of £198,000 for teaching assistants, and whether anything could be claimed back. Mr Guttridge explained that if the work undertaken is interventions, then it can be claimed back, however as very few teachers have taken the tutoring up it would be very difficult to claim back for a teaching assistant due to the lack of hours.** The Chair did not feel that although the supplementary grant is confirmed for next year the additional funding might not continue.
- The cleaning contract has increased due to the new nursery.

### Toilets

The Headteacher reported that the estimate of £80,000 was previously given, it went to tender, the tenders came back between £105,000 and £120,000 due to the increase in the cost of materials. Hopefully the Trustees will approve this next week when they meet. Once agreed, the tender needs to be looked at and perhaps not all the refurbishments undertaken. **A governor asked whether the school could afford all three toilet blocks, Mr Guttridge explained that the aim is to get the approval for all three then decide if savings can be made.** Mr Guttridge confirmed that the school will still be above the reserves policy if all three refurbishments are undertaken. Several governors expressed their concern regarding the condition of the toilets but the Chair added that common sense might need to prevail. The Headteacher added that the quotations are of a higher spec than the toilets in the nursery as the quality has been questioned. The Chair added that the market for some things are a 'one way street' at present, it is the wrong market at present. It was agreed for the Headteacher to get the approval and review if required.

### 2-Year-Olds – Free School Meals

Mr Guttridge agreed to follow up regarding the 2-year-old FSMs as unfortunately was an outstanding action from the last meeting. It does not appear on the normal nursery funding or on the GAG funding.

Mr  
Guttridge

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

<p><b>4.0</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p><b>Constitution</b></p> <p><b>Next terms of office to expire</b></p> <p>The Clerk reported that there were none until 2023.</p> <p><b>Vacancies</b></p> <p>The Clerk reported that there was still the one co-opted governor vacancy. The Headteacher is currently trying to speak with someone who might be interested and will contact the Clerk if paperwork is required.</p> <p><b>Election of Vice Chair</b></p> <p>Mrs Caust was proposed, seconded, and unanimously <b>APPROVED</b> to be appointed as Vice Chair to the Local Governing Board.</p>	
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.2.1</b></p> <p><b>5.2.2</b></p> <p><b>5.2.3</b></p> <p><b>5.2.4</b></p> <p><b>5.2.5</b></p>	<p><b>Minutes of last Virtual Local Governing Board Meeting – Monday 17<sup>th</sup> January, 2022</b></p> <p><b>Approval</b></p> <p>The minutes of the meeting held on Monday 17<sup>th</sup> January, 2022 were taken as read and accepted as an accurate record by all governors present and will be signed by the Chair at the next face to face meeting.</p> <p><b>Matters arising not already on the agenda</b></p> <p><b>Item 3.0 – Management Report, Accounts and KPI's – November, 2021</b></p> <p>Mr Guttridge apologised that he had not chased his initial investigation with the Local Authority but would contact them after the meeting for clarification regarding provision of free school meals for 2-year-olds.</p> <p><b>Item 4.3 – Election of Vice Chair</b></p> <p>Agenda item for this meeting.</p> <p><b>Item 5.1 - Approval</b></p> <p>The Chair will sign all minutes requiring signature at the first opportunity.</p> <p><b>Item 5.3 – Minutes Action Log</b></p> <p>The Minutes Action Log was updated and circulated after the last meeting.</p> <p><b>Item 10.1 – Governor Monitoring Reports</b></p> <p>The Clerk resent the Monitoring Report form to governors after the last meeting.</p>	

<p><b>5.2.6</b></p> <p><b>5.3</b></p>	<p><b>Item 10.3 - Clerk's Update</b></p> <p>The Clerk recirculated the Governor Training Feedback Form to governors after the last meeting.</p> <p><b>Minutes Action Log</b></p> <p>The Action Log was updated and shared with the Board and will be circulated after the meeting.</p> <p>It was reported that FOSDA raised £116 Bags2School last week and £655 at the Psychic evening also. The Chair wished to thank FOSDA for their excellent fund raising, so important to the school.</p>	<p>Clerk</p>
<p><b>6.0</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p>	<p><b>Premises</b></p> <p><b>Current building works and maintenance schedule</b></p> <p>The toilets were discussed under Item 3.0.</p> <p><b>Planned Work</b></p> <p>Quotations have been received for the outside learning areas, regarding the EYFS outside area the school is looking at funding availability to allow physical and inventive outside learning. The school is also looking at climbing equipment for the top part of the playground and also the installation of a pond. The school cannot rely on grants being approved, the school has already had £150,000 received from the Incinerator Grants, however the school is submitting a further bid.</p> <p>The school is incurring additional costs for one day per week in the Site Supervisor's absence. The gentleman is from Cornwall Groundforce and he is doing an excellent job.</p> <p>Some Health and Safety checks had not been undertaken in the past but the school is now up to date in relation to compliance.</p>	
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.2.1</b></p>	<p><b>Governor Business</b></p> <p><b>TPAT Board Minutes</b></p> <p>The January Board minutes will be signed off at the March Board Meeting, the Clerk will circulate as soon as they become available.</p> <p><b>Policies</b></p> <p><b>School Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>Homework Policy</b></li> <li>• <b>Educational Visits Policy</b></li> </ul> <p>The policies were circulated prior to the meeting, reviewed, and <b>APPROVED</b> for adoption.</p>	<p>Clerk</p>

7.2.2	<p><b>Policies adopted/revised by TPAT</b></p> <p>None.</p>	
<p><b>8.0</b></p> <p><b>8.1</b></p> <p><b>8.1.1</b></p> <p><b>8.1.2</b></p> <p><b>8.1.3</b></p> <p><b>8.1.4</b></p>	<p><b>Local Community Interaction</b></p> <p><b>Local Links</b></p> <p><b>Ukraine</b></p> <p>Mrs Chapman thanked the school for the lovely pictures the pupils completed to send to Ukraine along with the food/support parcels. Pupils used google translate to send messages of hope to Ukraine.</p> <p><b>Leavers Party – Year 6 – 15<sup>th</sup> July</b></p> <p>The Year 6 Leavers event has been arranged for this year through FOSDA, a Leavers Party rather than a School Prom.</p> <p><b>Summer Fair – 24<sup>th</sup> June</b></p> <p>The Summer Fair is on 24<sup>th</sup> June, 2022.</p> <p><b>Sponsored Read</b></p> <p>The Headteacher reported that the school raised £1,565.70 and Usborne Books added to the total so £2,504 worth of books will be ordered. The Board felt this was an excellent achievement. <b>The Chair asked how the money was raised, the Headteacher replied that it was purely children reading at home being sponsored.</b></p>	
<p><b>9.0</b></p> <p><b>9.1</b></p>	<p><b>Strengthening Governance</b></p> <p><b>Governor Monitoring Reports</b></p> <ul style="list-style-type: none"> <li>• L Vincent – 15.02.2022 – Extra Curricular After School Clubs</li> <li>• L Caust – 17.01.2022 – SEND</li> <li>• L Bradbury – 07.12.2021 - PSHE</li> <li>• L Bradbury – 11.01.2022 – Wider Curriculum</li> <li>• T Edmunds &amp; A Chapman – 25.01.2022 – Health &amp; Safety</li> <li>• L Bradbury – 07.03.2022 - Behaviour</li> </ul> <p>Monitoring reports were circulated prior to the meeting, governors were thanked for their informative reports. <b>A governor asked about the uptake of the Clubs, Mr Vincent replied that the uptake has been very good and the club provision excellent. The clubs change on a termly basis, in the Summer Term the focus will be on Athletics.</b> The clubs give pupils the opportunity to do things that they would not normally do.</p> <p><b>Regarding the Health and Safety report a governor asked about the red areas, it was confirmed that they had nearly all changed to green now.</b></p>	

<p><b>9.2</b></p>	<p><b>Governor Training Reports</b></p> <p>None.</p>	
<p><b>9.3</b></p>	<p><b>Clerk's Update</b></p>	
<p><b>9.3.1</b></p>	<p><b>Email Issues</b></p> <p>The Clerk apologised that she had been unaware that she was going to be switched to a new email address, unfortunately this had not gone to plan and she had been unable to send/receive emails for the past few days, she had chased today but the issue had not been resolved yet. She will contact everyone when everything has been rectified.</p>	<p>Clerk</p>
<p><b>9.3.2</b></p>	<p><b>Connect Portal</b></p> <p>The Clerk reported that the problematic Connect portal was being updated and a new portal with 'easy to find' menus will be rolled out by the Trust in the next few weeks.</p>	
<p><b>9.3.3</b></p>	<p><b>Checking the Single Central Record (SCR)</b></p> <p>Regarding the Single Central Record, the Clerk reported that she had been asked by a governor of another Local Governing Board whether governors should look at the SCR as they had been told at a training course that governors should not. The Clerk had contacted the Safeguarding Lead at Cornwall Council and the TPAT Governance Officer and reported that governors should not view the SCR but ensure that they look at a signatory sheet at the front of it to ensure that it evidences Designated Safeguarding Lead (DSL) signs the sheet to say that they have checked the SCR. After discussion, <b>the Clerk was asked to check with the Governance Officer whether this was the DfE's guidance or TPAT's as it was not the way in which it is checked at present. The Clerk agreed to raise the query and report back to the Board.</b></p>	<p>Clerk</p>
<p><b>9.3.4</b></p>	<p><b>Ofsted Training – Bex Couch</b></p> <p>The Clerk reported that the Governance Officer could offer Ofsted training to Local Governing Boards. After discussion the Board agreed that the Clerk should try to arrange training the first part of the Summer Term on a Monday at 4.00 pm, the Clerk agreed to arrange and report back.</p>	
<p><b>9.4</b></p>	<p><b>Chair's Report</b></p> <p>Nothing to report.</p>	
<p><b>9.5</b></p>	<p><b>Impact of meeting</b></p> <p>The Board felt that once again it had been a very informative meeting:</p> <ul style="list-style-type: none"> <li>• A lot of information has been shared requiring further clarification e.g., 2-year FSM funding and Single Central Record checking. The Board needs clarity and confirmation asap.</li> </ul>	

<b>10.0</b>	<b>Diary Dates</b>	
<b>10.1</b>	<p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 9<sup>th</sup> May, 2022 at 4.00 pm (Budget Approval)</li> <li>• Monday 18<sup>th</sup> July, 2022 at 4.00 pm</li> </ul> <p>The Chair thanked all present for their contributions and the meeting closed at 5.29 pm.</p> <p>After the meeting data governors stayed on Zoom, it was agreed to meet on Thursday 7<sup>th</sup> April, 2022 at 1.15 pm, this will be after the latest data drop. It was agreed to meet again after Summer 1, after Phonics and assessment data for KS1 is available.</p> <p>Zoom was closed at 5.33 pm.</p>	

These Minutes were passed as true and correct at the Local Governing Board Meeting on Monday 9<sup>th</sup> May, 2022.

Signed: ..... **Chair**  
**Mrs Sharon Redman**

Dated: **Monday 9<sup>th</sup> May, 2022**