

St Dennis Primary Academy



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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
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 17th January, 2022



Linda Cackett – Clerk to the Local Governing Board

Typed: 17.01.2022

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VIRTUAL 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 17th January, 2022 at 4.00pm
Venue:	Virtual meeting facilitated by Zoom Online Platform

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	✓		P
Mrs Liz Bradbury – Co-opted Governor	✓		P
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P
Mrs Tanya Edmunds – Staff	✓		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
	The Chair welcomed everyone to the Virtual Local Governing Board meeting. There were no apologies as everyone was in attendance.	
2.0	An opportunity to declare any additional Business or Pecuniary Interest/s	
	None.	
3.0	Finance	
	<p>Management Report, Accounts and KPI's – November, 2021</p> <p>The accounts were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • Recent spend on building compliance includes remedial works and cleaning of water tank as well as tree works. • Five-year electrical inspection of £1000 has gone through the accounts. • Cleaning costs will increase now due to increased floor space of the nursery, roughly £795 additional cost each month. • The nursery alarm system has cost £1800. • Funding statements will be out shortly within the next 3/4 weeks , 177 on last census, so hopefully no issues ahead. 	

	<ul style="list-style-type: none"> • There have been a couple of leavers in the last payroll, one TA who was on long term sick leave and also a lunchtime supervisor. There will be a bit of overtime this month due to staff being off with Covid, fortunately there are part time staff to cover absences at present. • Teaching assistants are being used for tutoring, three tutors before or after school for three days at present. The National Tutoring Programme was explained by Mr Guttridge, 75% of the funding is from the government, the school pays the remaining 25%. You have to spend the £18 per hour/per pupil by the end of the financial year it will be taken back. The Headteacher confirmed that she is doing what she can but if some has to be paid back it will have to be. Even if teachers wanted to undertake it, they could not be paid overtime hence the need for the teaching assistants to undertake the role. • The Headteacher reported that the Site Supervisor is on long term sick at present and therefore an outside company is being employed at present. • There should be a healthy surplus for the nursery this year. Free School Meals are now allowed for 2-year-olds at educational establishments. The Management Accountant agreed to investigate further and find out the exact amount and how it will appear in the budget, probably on the GAG funding. This is being checked to see if it is correct, the management accountant has contacted county. <p><i>4.18 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	Mr Guttridge
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</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. It was confirmed that an advert will be placed in the February community magazine, but it has been advertised on Facebook and on the newsletter.</p> <p>Election of Vice Chair</p> <p>The Chair explained that Ms Truscott no longer had the capacity to undertake the role of Vice Chair due to all of her family commitments. The Board were very pleased that she is going to continue in her governor role. The Headteacher added that it was really for someone to cover the Chair if she was unable to attend a meeting. It was agreed for any interested person to contact the Chair or Headteacher after the meeting.</p>	Any interested governor

<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>5.2.5</p> <p>5.2.6</p> <p>5.3</p>	<p>Minutes of last Virtual Local Governing Board Meeting – Monday 15th November, 2021</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 when the Board meets face to face.</p> <p>Matters arising not already on the agenda</p> <p>Item 6.0 - School Development Plan - Reading Squad</p> <p>The Reading Squad are still visiting the school to encourage the love of reading. The library is going to be re-vamped even more, a magical land to be incorporated, shelving has been moved to allow a whole class to be in the library.</p> <p>Item 6.0 – School Development Plan - Accelerated Reading</p> <p>Accelerated Reading is still doing very well and there has been good progress last term.</p> <p>Inset Day</p> <p>The Headteacher reported that there is a medium-term plan for each topic and these had been adapted further. It is much easier for a teacher to see what the end goals are. The plans are available on the school website, under pupils, classes, governors were encouraged to look at them online.</p> <p>Tender for Toilets</p> <p>The tender is going out for the toilets.</p> <p>Playground Markings</p> <p>The company cancelled today but are attending the school next week.</p> <p>Item 10.1.1 - Skills Analysis</p> <p>The Headteacher and Chair will meet to discuss training requirements.</p> <p>Minutes Action Log</p> <p>The Action Log was updated and shared with the Board and will be circulated after the meeting.</p>	<p>Chair</p> <p>Clerk</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"> • A governor asked whether any lessons have been learnt by the good progress of Year 5/6. The Headteacher replied that by the time pupils get to Year 5/6 they have learnt many of the basic punctuation and grammar elements of writing so are now applying these. In Years 3/4 the children have not moved off Read, Write, Inc, so the discrete spelling, punctuation and grammar sessions were used to ensure this was complete. This term, the English Lead has mapped key objectives for this year into weeks, so content is caught up and taught. All children have had a writing conference with their teachers and now have individual writing targets that are in their books. These are the key objectives that will make the most difference in improving their writing. This was explained to the Board, hopefully by the end of this term there will be more evidence of catch up and improved progress in writing. • The Chair asked how the Boxall Profile was going, the Headteacher replied that it was going well and teachers had screened all children. There will be a focus in two weeks time in staff meeting on creating plans to meet class needs and if individual needs are required interventions will be undertaken. The SENDco Jo Waters will be training staff on how to use it and monitoring • The Chair asked about the number of concerns of mental health, 6 seemed a high figure, the Headteacher explained that everything is put on CPOMS, the concerns could be something shared by a parent. The Headteacher explained that they are concerns identified by staff and it is a lower figure than previous terms. There has also been an increase in ViSTs. The Headteacher explained that an increase in ViSTs goes hand in hand with wellbeing and mental health concerns. The school has to follow up on ViSTs even during the holidays, the school has to go through every possible avenue to ensure that pupils are safe and cared for. • A governor mentioned the increase in persistent absence, the Headteacher confirmed most were Covid related but the Educational Welfare Officer is involved with two families, there is a robust system in place within the school. Currently the school is running at 91% but is above the national figure. There was also an awful stomach bug in December, hopefully attendance will continue to improve. 10 days off in the Autumn Term equates to 90% attendance. • The Headteacher explained that a new Peer on Peer Abuse Policy was now in place so the physical assault against a child and verbal abuse against a child were highlighted in the report. <p>The Chair thanked the Headteacher, once again, for her informative report to the Board.</p>	
<p>7.0</p> <p>7.1</p>	<p>Premises</p> <p>Current building works and maintenance schedule</p> <p>The Headteacher reminded the Board that the toilets in school are well overdue for renewal and are not of a good enough standard for the pupils of the school, a specification has been put</p>	

<p>7.2</p>	<p>Health and Safety</p> <p>together. The three toilet blocks will cost approximately £75,000, the Headteacher gave a breakdown of the costs to the Board:</p> <ul style="list-style-type: none"> • Flooring £5,200 • Waste away £1,500 • Decoration £6,000 • Toilet modules £14,000 • Stainless sink and urinals £6,000 • Toile ware £7,000 • Electrical £4,000 • Plumbing £5,000 • White Rock £7,500 • Labour £14,000 <p>Plus additional unknow costs – approximately £5,000</p> <p>The Board APPROVED the specification, possibly work on one block over the Easter holiday and the remaining two over the summer holiday.</p> <p>The Site Supervisor has been absent for 4 months, the person who is covering is doing an excellent job. He has been very good in the role and identified several issues.</p> <p>There is a Health and Safety governor check next week.</p>	
<p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.2.1</p> <p>8.2.2</p>	<p>Governor Business</p> <p>TPAT Board Minutes</p> <p>None available for circulation.</p> <p>Policy Reviews</p> <p>School Policy Reviews</p> <ul style="list-style-type: none"> • Behaviour Policy • Anti-Bullying Policy <p>The policies were circulated prior to the meeting, reviewed and APPROVED for adoption by the Board.</p> <p>Policies adopted/revised by TPAT</p> <p>None.</p>	
<p>9.0</p> <p>9.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>The Headteacher reported that a Christmas Club for children was run at the school by an outside agency. It was free to children who have Free School Meals, and open for children from other schools. The school is going to host this successful event again over the Easter holidays. The school is not charged by Time to Move, presumably they recover money</p>	

	<p>by children who attend that are charged. The coaches were lovely with the children.</p> <p>A governor added that it was lovely that the school attended the church over the Christmas. The parishioners enjoyed seeing them at the crib service.</p>	
10.0	Strengthening Governance	
10.1	<p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • S Redman – 14.12.21 – EYFS • L Bradbury – 26.11.21 – Maths • L Vincent – 06.12.21 – Sports Premium Funding • S Redman – 29.04.21 – SEND <p>Monitoring reports were circulated prior to the meeting, governors were thanked for their informative reports. Governors were reminded to undertake their monitoring by the 18th of February. The Clerk agreed to resend the Monitoring Report Form to governors after the meeting.</p> <p>The Headteacher reminded governors that she could advise on questions to ask during monitoring visits and that the School Bus has great resources also.</p>	Clerk
10.2	<p>Governor Training Reports</p> <ul style="list-style-type: none"> • L Bradbury – 10.12.21 – Local Governance <p>The training report was circulated prior to the meeting, Mrs Bradbury was thanked for her informative report.</p>	
10.3	<p>Clerk's Update</p> <p>The Clerk reminded governors to complete Governor Training Feedback Forms for any completed training so that the Training Register can be updated. She will circulate the Governor Training Feedback Form to governors after the meeting.</p> <p>A governor asked the Headteacher what a SHIP visit was, the Headteacher explained that it stood for School Headteacher Improvement Programme, it is monitoring but is supportive. Three TPAT school Headteachers form a triad and visit each other's schools termly.</p>	Clerk
10.4	<p>Chair's Report</p> <p>Nothing to report.</p>	
10.5	<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"> • The Board are still working in the same direction and is evidenced by the positive monitoring undertaken. • The Board is clearly in harmony with each other. 	

<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 21st March, 2022 at 4.00 pm • Monday 9th May, 2022 at 4.00 pm (Budget Approval) • Monday 18th July, 2022 at 4.00 pm <p>The Chair thanked everyone for their attendance.</p> <p>The meeting closed at 5.21 pm. Mrs Wareham, the Headteacher and Chair stayed for a short meeting after the meeting.</p>	
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These Minutes were passed as true and correct at the Local Governing Board Meeting on Monday 21st March, 2022.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 21st March, 2022**