

# St Dennis Primary Academy



## Circulation List:

St Dennis Primary Academy - copy for public access  
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Mr Paul Guttridge – Management Accountant - TPAT  
Governance Officer - TPAT

## **Local Governing Board**

Mrs Ann Chapman	Co-opted Governor
Mrs Karen Wamham	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 15<sup>th</sup> November, 2021



Linda Cackett – Clerk to the Local Governing Board

Typed: 22.11.2021

Approved for circulation: 26.11.2021

## VIRTUAL 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 15<sup>th</sup> November, 2021 at 4.00pm</b>
<b>Venue:</b>	<b>Virtual meeting facilitated 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 – Vice Chair - Parent Governor	✓		<b>Ap</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>
<b>VACANCY – Co-opted Governor</b>	✓		<b>-</b>
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>	<b>Apologies and consideration of consent for absence</b>	<b>Action</b>
	<p>The Chair welcomed everyone to the Virtual Local Governing Board meeting. Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> <li>Miss Truscott, family commitments, she might possibly join the meeting later.</li> </ul>	
<b>2.0</b>	<b>An opportunity to declare any additional Business or Pecuniary Interest/s</b>	
	<p>None. The Annual Register was circulated prior to the meeting for governors' amendment/approval. The final amendments will be made, and the Register sent to the Headteacher by the Clerk for uploading to the school website.</p>	Clerk
<b>3.0</b>	<b>Finance</b>	
	<b>Management Report, Accounts and KPI's – October, 2021</b>	
	<p>The accounts were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>£11,000 surplus due to Pupil Premium, funded at 47 but now at 68. Will be over £100,000 next year if keeps at this level</li> <li>More PP but overall, an increase.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 10 units of ECHP funding has been received, the school will be over the threshold in Spring so there will be an increase in September.</li> <li>• FSM vouchers were issued over half term which will be reimbursed.</li> <li>• Switched catering supplier over the summer to Chartwells, all the invoice goes to Chartwells direct now. The school will cease recording income, but the costs will also disappear. <b>The Chair asked why there was a switch, Mr Guttridge explained that TPAT had gone out to tender to secure an improved deal.</b> The Headteacher confirmed that there were positives with the move, there were no issues as the previous provider did not want to put in a tender. <b>The Chair requested that the Headteacher monitors them to ensure that they undertake what they promise regarding their curriculum purposes etc.</b> The Headteacher confirmed that she would, the Chair felt that it was an improvement that could be made to encourage non-FSM uptake. <b>A governor asked what the cost was, £2.35 was the reply.</b> It was agreed to involve the School Council.</li> <li>• The teachers' pay and pension grants have been swallowed up in GAG last year. School nurseries are still receiving the pay and pensions top up grants, the school will receive a further £3,500.</li> <li>• The Recovery Premium, £7,100 is based on last years figures, the school led tutoring will be £5,363, the school will be using TA's which is a lot of hours. In the census you have to allocate the expenditure to ensure the funding is not clawed back.</li> <li>• Repairs and Maintenance is looking overspent as kitchen SLA has been paid but SWW have funded water saving taps.</li> <li>• The school has switched over to the TPAT phone system which will save £980 per year, a substantial saving, this was undertaken today.</li> <li>• Capital Expenditure, £488 left of £6,000, £3,558 has just been spent on 7 staff laptops, £2,660 on 5 PCS and monitors and £3,866 on nursery fencing – total spend to date £10,084.</li> <li>• <b>The Chair asked whether TPAT have applied for more IT resources as there has been a second round just advertised. Mr Guttridge confirmed that Julie Brinson will undertake this for TPAT.</b></li> <li>• £9,000 over in TA budget which will be funded by the Recovery Premium. The Headteacher reported that two TA's were appointed last week, one for part time hours no longer required by a FT TA and the other is for a pupil with additional needs in the Nursery.</li> <li>• The original budget was set with a surplus of £528. At this early stage, projections suggest a year-end surplus of £11,211 and closing reserves of £289,859 after revenue contribution to capital.</li> </ul> <p><i>4.28 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	
<p><b>4.0</b></p>	<p><b>Constitution</b></p>	
<p><b>4.1</b></p>	<p><b>Next terms of office to expire</b></p> <p>The Clerk reported that there were none until 2023.</p>	



	<p>going to be held by all teachers to identify the two biggest things to address in writing and once these are achieved then another gap will be plugged. The time with the teacher is so important, this will be covered by HLTA's, this was explained in the recent staff meeting.</p> <p>The staff governor explained that spellings are being constantly referred back and writing targets will be on the pupils' desks, visual prompts are effective. It is about building the foundation before you begin to build on this. The Headteacher added that it will be personal and forensic to the individual pupils needs. <b>The Chair asked what other tools are being used to fill the gaps, the Headteacher replied Read, Write, Inc is being used and for Maths, a Key Skills additional session of 15 minutes is being used. This is covered at the staff meeting to ensure the school is being consistent across the school.</b> On the Maths plan after Christmas there will be a launch day and rewards made, for Writing there is the additional 30 minutes session each morning. There should be no gaps as everything is being revisited. Accelerated Reader is used once children finish with Read, Write, Inc. The Reading Champion ensures children are moving on and the lowest 20% have interventions during the day.</p> <p>A Reading Squad has been introduced for children who do not have the experience of the love of reading, these adults read with children who have been identified by staff. Children can choose what they read for fun and clearly enjoy it, a governor confirmed she had witnessed this today and it was very good. There are five adults who are visiting to be part of the Reading Squad. The Chair recommended that any governor who has not seen the new library visit, it is a wonderful library now. The Headteacher explained that there is an element of oracy and environment, the drivers in the curriculum. There will be an inset day on the curriculum in January.</p> <p>Governors agreed that the website is very informative, the Headteacher was thanked and commented that it was a team effort. A new pupil joined the school this week and commented that they were encouraged to join the school by the website.</p>	
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Premises</b></p> <p><b>Current building works and maintenance schedule</b></p> <p>The nursery is almost ready, the last few issues brought up on the Fire Risk Assessment have been addressed. The pupils are being introduced this week, next Monday all children will be there, there is a small snagging list that will need to be addressed.</p> <p><b>Planned works</b></p> <p>The TPAT premises team are coming in next week to put together a tender to replace all the toilets in the school. There have been three companies who tendered for playground markings, the next thing will be to get the playground equipment in place next term.</p>	

<p><b>7.3</b></p>	<p><b>Health and Safety</b></p> <p>Mr Ellacott's next visit is in January, kitchen checks have been undertaken plus all the fire equipment and emergency lighting tests. The doors on the other end of the building will be addressed to increase security with the introduction of fobs so that the doors cannot be left unlocked.</p> <p>There is now a camera on the main gate, that is linked to the main gate has improved the 'lates'.</p>	
<p><b>8.0</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.2.1</b></p> <p><b>8.2.2</b></p>	<p><b>Governor Business</b></p> <p><b>TPAT Board Minutes – 18.10.2021</b></p> <p>Unfortunately, the Clerk had only just received them and will circulate them after the meeting.</p> <p><b>Policy Reviews</b></p> <p><b>School Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>RSHE Policy</b></li> <li>• <b>EYFS Policy</b></li> <li>• <b>Curriculum Policy</b></li> <li>• <b>Allegations of Abuse against Staff Policy</b></li> <li>• <b>Reporting Low-Level Safeguarding Concerns Policy</b></li> </ul> <p>All the policies were circulated prior to the meeting, reviewed and <b>APPROVED</b> for adoption. The Chair stressed the important of the Reporting Low Level Safeguarding Concerns Policy, she encouraged all governors to ensure they have read this policy.</p> <p><b>Policies adopted/revised by TPAT</b></p> <ul style="list-style-type: none"> <li>• <b>Peer on Peer Abuse Policy</b></li> <li>• <b>Child Protection and Safeguarding Policy.</b></li> </ul> <p>The polices were circulated prior to the meeting for governor's information. <b>The Chair asked whether governors need to have safeguarding training prior to undertaking a visit. The Headteacher agreed that she could facilitate the NSPCC online training for governors.</b> She agreed to also look at the School Bus for safeguarding training and the NSPCC safeguarding for governors.</p>	<p>All governors</p>
<p><b>9.0</b></p> <p><b>9.1</b></p>	<p><b>Local Community Interaction</b></p> <p><b>Local Links</b></p> <p>Radio Cornwall have been in for Pudsey Day, the children clearly loved what they were doing on Spotlight. The Headteacher added that one of their reporters had mentioned how delightful the children were and well behaved. She also added that for the Cop26 conference, 100 children's comments had been projected, two of which were St Dennis pupils.</p>	

<b>10.0</b>	<b>Strengthening Governance</b>	
<b>10.1</b>	<b>Clerk's Update</b>	
<b>10.1.1</b>	<b>Skills Analysis</b>	
	<p>The Skill Analysis had been completed, it was agreed that the Headteacher and Chair would review the completed document in greater detail to identify any training requirements.</p>	Headteacher Chair
<b>10.1.2</b>	<b>Self-Reflection</b>	
	<p>The Board reviewed the collated self-reflection information, it had been a difficult past year and the overall positiveness of the responses was well received. The list of the things that governors wish to achieve this academic year was agreed to be an important part of the document and a worthwhile list to focus on for this year:</p> <ul style="list-style-type: none"> <li>• A face-to-face governors meeting, a chance to get to know and grow.</li> <li>• Encouraging governors to continually attend school monitoring.</li> <li>• Supporting the head in every aspect needed for her to continually succeed.</li> <li>• Provide the board with a clear view of the areas I am monitoring.</li> <li>• Have a clear understanding of the other areas the board is responsible for.</li> <li>• I would like to work effectively with the rest of the board.</li> <li>• Complete all induction tasks and training.</li> <li>• Meet Chair, HT and ascertain where my skills can be best used.</li> <li>• Understand Trust and school priorities.</li> <li>• Gain more confidence in all areas.</li> <li>• More specific training in data.</li> <li>• Attend more training sessions.</li> <li>• Better finance and understanding.</li> <li>• Better understanding of how to close the gaps.</li> <li>• To have confidence in report writing.</li> <li>• To see a settled board.</li> <li>• To be able to work fully with all staff.</li> <li>• Governors' confidence of school's strengths and areas for development.</li> <li>• Governor confidence in monitoring responsibilities.</li> <li>• Governors understanding about impact of actions in school.</li> <li>• To take part in further training to better understand the role as staff governor. This will also come from attending meetings and gaining a deeper understanding as to what and how governors work.</li> <li>• To be involved in wider school monitoring and learn from others for what to look for.</li> <li>• To be involved in the progression of the school and see how as part of a governing board this can impact the school and into the classroom. It will be interesting to see how these impact going through the school over time.</li> </ul>	
<b>10.1.3</b>	<b>Business and Pecuniary Interest/s Register</b>	
	<p>The register will soon be completed and sent to the school for uploading to the website.</p>	

<p><b>10.2</b></p> <p><b>10.3</b></p>	<p><b>Chair's Report</b></p> <p>Nothing to report other than the importance of keeping the website and governor page up to date.</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>• Acronyms seem to make more sense now.</li> <li>• Great to hear how everything is being covered within the school.</li> <li>• The budget is looking good, big ideas for the new nursery which is amazing and needs to be visited by governors.</li> <li>• The Chair wished to thank everyone for their honesty and wished everyone to enjoy their monitoring visits this term.</li> </ul> <p>The Chair wished everyone a Merry Christmas as this was the last meeting of the year.</p>	
<p><b>11.0</b></p> <p><b>11.1</b></p>	<p><b>Diary Dates</b></p> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 17<sup>th</sup> January, 2022 at 4.00 pm</li> <li>• Monday 21<sup>st</sup> March, 2022 at 4.00 pm</li> <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 everyone for their attendance.</p>	
	<p>The meeting closed at 5.37 pm. After the meeting ended the Chair, Headteacher and Mrs Chapman stayed on Zoom to hold a Pay Panel meeting.</p>	

These Minutes were passed as true and correct at the Local Governing Board Meeting on Monday 17<sup>th</sup> January, 2022.

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

Dated: **Monday 17<sup>th</sup> January, 2022**