

# 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
Mr Kelvin Yates	Co-opted Governor
<b>VACANCY</b>	<b>Co-opted Governor</b>
<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 13<sup>th</sup> September, 2021



Linda Cackett – Clerk to the Local Governing Board

Typed: 13.09.2021

Approved for circulation: 14.09.2021

## LOCAL GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>St Dennis Primary Academy</b>
<b>Quorum:</b>	<b>4/8 – 2 Vacancies</b>
<b>Chair:</b>	<b>Mrs Sharon Redman</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Monday 13<sup>th</sup> September, 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>P</b>
Mr Lee Vincent – Staff	✓		<b>P</b>
Mr Kelvin Yates – Co-opted Governor	✓		<b>A</b>
Mrs Ann Chapman – Co-opted	✓		<b>P</b>
Mrs Cathy Brokenshire – Headteacher	✓		<b>P</b>
Mrs Laura Caust – Parent Governor	✓		<b>Ap</b>
Mrs Sharon Redman – Chair - Co-opted Governor	✓		<b>P</b>
Mrs Tanya Edmunds – Staff	✓		<b>Ap</b>
VACANCY – Co-opted Governor	✓		-
VACANCY – Co-opted Governor	✓		-
Mrs Karen Warnham – Prospective Governor			<b>P</b>
Mrs Liz Bradbury - Prospective Governor			<b>P</b>
Mr Chris Gould – Director of Education TPAT			<b>P – in part</b>
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	<b>P – in part</b>
Mrs Linda Cackett – Independent Clerk	-	Clerk	<b>P</b>

### **Presentation to Governors – Mr Gould - Director of Education TPAT**

Mr Gould introduced himself to the Local Governing Board, he explained that the Trust aims to secure high standards in every school and improve life chances for all children and young people in schools across the Trust through inspirational teaching and creative learning opportunities.

His priorities are to support leadership teams in schools including governors to feel part of the Trust. Contact with all schools and clarity about what is TPAT responsibility in terms of policies/procedures and in the schools. He wishes to ensure governors know the support that the school is able to get and is also receiving and reports are shared with governors, PEL (Primary Executive Lead) reports and SHIP (School and Headteacher Improvement Partnership) reports. The PEL for the East and St Dennis is Mr Jeremy Walden, Roche School Headteacher. There will be communication through Connect and the TPAT Newsletter and ½ termly governance newsletter.

School Improvement was explained, there are new roles of Lead Practitioners to provide school improvement roles (commissioned for bespoke support), lead subject communities, signpost to resources and lead CPD. There is also a new role of School Improvement External, Paul Hodson, to provide school improvement support for targeted schools.

The TPAT Governance Strategy for strong local governance supported by the Trust was explained. Five key areas:

- LGB's
  - Recruitment of governors
  - ½ termly Governance newsletter
  - Targeted support
  - Regular communication with Trust
- Clerks
  - Forums
  - Minutes emailed into central team
  - Vacancy recruitment
- Heads
  - New heads targeted support
  - Governance as part of Trust meetings
  - Support
- Training
  - Programme – no charge to TPAT governors
  - Bespoke sessions available
- Compliance
  - Complaints
  - Exclusions

Mr Gould was thanked for his attendance at the meeting and his informative presentation.

*4.16 pm – Mr Gould left the meeting.*

<b>1.0</b>	<p><b>Apologies and consideration of consent for absence</b></p> <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>• Mrs Caust</li> <li>• Mrs Edmunds</li> </ul> <p>It was noted that Mr Yates was not in attendance, the Clerk agreed to contact him after the meeting.</p>	<b><u>Action</u></b>
<b>2.0</b>	<p><b>Annual Declaration of Business or Pecuniary Interest/s</b></p> <p>The annual form was circulated prior to the meeting, governors were requested to return their completed form to the Clerk asap so that the Annual Register can be prepared for the school website.</p>	Clerk
<b>3.0</b>	<p><b>Constitution</b></p>	
<b>3.1</b>	<p><b>Next terms of office to expire</b></p> <p>The Clerk reported that there were none until 2023.</p>	
<b>3.2</b>	<p><b>Vacancies</b></p> <p>The Clerk reported that there were now two co-opted governor vacancies. Two prospective new governors were in attendance at this meeting.</p>	

<p><b>3.3</b></p> <p><b>3.4</b></p> <p><b>3.5</b></p> <p><b>3.6</b></p> <p><b>3.7</b></p> <p><b>3.8</b></p> <p><b>3.9</b></p> <p><b>3.10</b></p> <p><b>3.11</b></p>	<p><b>Election of Chair and Vice Chair</b></p> <p>The Clerk chaired the meeting for this agenda item, Mrs Redman was proposed, seconded, and unanimously <b>APPROVED</b> as Chair. Miss Truscott was proposed, seconded, and unanimously <b>APPROVED</b> as Vice Chair.</p> <p><b>Review Committee Chairs and membership responsibilities</b></p> <p>The Headteacher explained that a monitoring programme was created halfway through the last year, before this year's programme is compiled, she wished to ask governors where their strengths lie. Governors discussed their strengths and areas of interest, the Headteacher will send a draft document for governors to review and agree or otherwise.</p> <p><b>Scheme of Delegated Authority</b></p> <p>The revised document was circulated prior to the meeting, the Chair will sign the front page when face to face meetings return.</p> <p><b>Code of Conduct</b></p> <p>Governor will sign that they agreed to abide by the Code of Conduct at the next face to face meeting.</p> <p><b>Review of 2020/2021 Governor Attendance</b></p> <p>Governors reviewed the previous year's attendance at LGB meetings. It was agreed that attendance was good and not an issue.</p> <p><b>Skills Audit</b></p> <p>Governors agreed to complete the Skills Audit after the meeting and send to the Clerk for collation, a review of the collated results will be an agenda item at the next meeting.</p> <p><b>Self-Reflection</b></p> <p>The TPAT new Self Reflection document was circulated prior to the meeting, governors were asked to complete and return to the Clerk so that she can collate the response, in confidence, and report back at the next meeting.</p> <p><b>Role Descriptors</b></p> <p>The document was circulated as an annual reference document and to remind governors of roles.</p> <p><b>Academy Trust Handbook</b></p> <p>The Clerk reported that the Academies Financial Handbook has changed its name to The Academy Trust Handbook. The handbook was circulated prior to the meeting to governors for reference.</p>	<p></p> <p>Headteacher</p> <p>Chair</p> <p>All governors</p> <p></p> <p>All governors / Clerk</p> <p>All governors / Clerk</p> <p></p> <p></p>
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<p><b>3.12</b></p> <p><b>3.13</b></p>	<p><b>LGB Terms of Reference</b></p> <p>The Local Governing Board had reviewed the document in the summer term and amendments made, it was agreed that there were none further to make.</p> <p><b>Keeping Children Safe in Education 2021</b></p> <p>The Clerk confirmed that governors are required to read Part 2 of the document and sign to say that they have read and understood the section. A signature sheet will be available at the next face to face meeting for signing.</p> <p>The Chair suggested that the Clerk send a list of all documents that are required to be signed and returned to her after the meeting. The Clerk agreed and added that she would also send the Governor Training Feedback Form, she reminded governors to complete this for virtual training also.</p>	<p></p> <p>All governors Clerk Clerk</p>
<p><b>4.0</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.2.1</b></p> <p><b>4.2.2</b></p> <p><b>4.2.3</b></p> <p><b>4.2.4</b></p> <p><b>4.3</b></p>	<p><b>Minutes of last Virtual Local Governing Board Meeting – Monday 7<sup>th</sup> June, 2021</b></p> <p><b>Approval</b></p> <p>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> 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><b>Matters arising not already on the agenda</b></p> <p><b>Item 4.2 - Vacancies</b></p> <p>The Headteacher confirmed that the advert had been placed.</p> <p><b>Item 5.1 – Approval of Minutes</b></p> <p>To be signed at next face to face meeting.</p> <p><b>Item 5.2.3 – School Bus Membership</b></p> <p>The Chair asked if the school is making good use of the School Bus, the Headteacher replied that it did have very good resources, she will resend the link.</p> <p><b>Item 9.2 – Chair's Report</b></p> <p>The Headteacher confirmed that due to Covid no visits took place.</p> <p>The H&amp;S Action Plan is on today's agenda.</p> <p><b>Minutes Action Log</b></p> <p>The Action Log was updated and will be circulated after the meeting.</p>	<p></p> <p>Chair</p> <p></p> <p>Chair</p> <p>Headteacher</p> <p></p> <p>Clerk</p>

<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p>	<p><b>Governor Business</b></p> <p><b>TPAT Board Minutes</b></p> <p>Unfortunately, unavailable on Connect for this meeting.</p> <p><b>Finance - Management Report and Accounts Update</b> <i>(tabled after Item 1.0)</i></p> <p>Mr Guttridge reported that year end is currently being processed, it will at least two weeks before a draft report is produced. It was noted that:</p> <ul style="list-style-type: none"> <li>• Covid Recovery Funding this year has still not been clarified.</li> <li>• £203 per pupil based on 60% of pupil numbers. He explained the calculation of this to the Board and the National Tutoring Programme should give £4000/£5000 funding, more information to follow but must be spent on tutoring.</li> <li>• The school is going to receive £6,000 based on the census figures, although further clarification is still required.</li> <li>• There is a lot of flexibility within the budget this year.</li> </ul> <p><i>4.21 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p> <p><b>Audit H&amp;S May 2021 Action Plan</b></p> <p>The updated Action Plan was circulated prior to the meeting. The Headteacher reminded governors that Mr Ellacott had been paid to visit the school again in May and July. Lots of the Action Plan have been completed and turned to green. Her plan is to have half termly visits until everything is green then there will termly visits. The only amber items are due to waiting for contractors to visit the school, visits however are booked. The Board agreed that it was sensible to get independent inspections as it allows the school to be monitored from an outside person. <i>A governor asked how the new gate system was working, the Headteacher replied that in terms of safeguarding the system was much better, there is a camera on the gate and visitors have to be buzzed in. It was asked whether anything had led to the changes, the Headteacher confirmed it was purely just something she wanted to address there had been no incident to initiate it.</i></p>	
<p><b>6.0</b></p>	<p><b>Headteacher's Report</b></p> <p>The Headteacher's Report was circulated prior to the meeting. The Headteacher explained that it was a lengthy report and invited questions. <i>A governor asked what the behaviour was like the first week back, the Headteacher replied that it had improved, she felt this was due to having 3 days team building at the start of the term for all pupils.</i> She felt it was good for pupils to see staff in different roles, during the inset day staff revisited behaviour.</p> <p>In classrooms there are 4 different colours on the walls and children can move their colours to evidence how they are feeling for staff to address. It is clearly a much more settled start to the academic year this year, which is a positive start. The staff governor agreed, the school appears calmer, and it has been an excellent start. <i>It was asked whether the 2 challenging children are still attending their alternative provision, the</i></p>	

	<p>Headteacher replied that they still are, but everything is working out very well.</p> <p>The Chair commented on the staff survey and how the figures do evidence the progress that has been made. Staff are showing a consistent approach to behaviour, the Golden Time figures do evidence this. It was agreed that behaviour still needs continued monitoring. A governor asked whether the behaviour was the issue behind the reply regarding staff being able to manage their workload. The headteacher said that school roles involve a high workload, especially last year with covid and was not surprised that managing workload it not always easily achieved. A governor commented that several answers were very positive and accurately reflected the school. The Chair added that there are always things to work on and that the survey should be revisited in the future.</p> <p>The Headteacher was thanked for her very informative report.</p>	
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Policy Reviews</b></p> <p><b>School Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>Breakfast and After School Club</b></li> <li>• <b>Child Protection and Safeguarding Policy</b></li> <li>• <b>Emergency Procedures</b></li> <li>• <b>Collective Worship Policy</b></li> <li>• <b>Nursery Charging Policy</b></li> <li>• <b>School Uniform Policy</b></li> </ul> <p>The Chair asked what the % funded spaces were in the Nursery, the Headteacher agreed to report back as it would be on interest. The Chair felt the option to contact the school if having difficulties with uniform costs included in the policy was very positive and caring in these difficult times. Discussion followed regarding the benefits of selling second-hand uniform, the Board agreed that it would be beneficial to continue.</p> <p>The policies were circulated prior to the meeting, considered, reviewed, and <b>APPROVED</b> for adoption by the Board.</p> <p><b>Policies adopted/ revised by TPAT – for information</b></p> <p>The Clerk explained that TPAT policies were already approved but governors need to be aware of them and know their contents. She now has the Admissions Policies for 2021/2022 and 2022/2023, she had received them today and it was too late to circulate them for this meeting. The Headteacher confirmed that they had been uploaded to the school website under the Policies Section. The Chair advised governors to visit the school website and pay particular attention to this section.</p>	<p>All governors</p>

<p><b>8.0</b></p> <p><b>8.1</b></p>	<p><b>Local Community Interaction</b></p> <p><b>Local Links</b></p> <p>The advert for Governors in the parish magazine resulted in one approach to the Board. It was asked whether more school information and photographs could be sent for the magazine to be included, the Headteacher agreed to speak with staff. Positive comments have been made from the community regarding the new nursery, which was positive public relations. It was agreed that a different class should be approached for each magazine. The deadline is usually the 15<sup>th</sup> of the month, the staff governor agreed for his Year 3 class to be the first class to contribute this year.</p>	<p>Mr Vincent</p>
<p><b>9.0</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p> <p><b>9.5</b></p>	<p><b>Strengthening Governance</b></p> <p><b>Link Governor Visit Reports</b></p> <p>None.</p> <p><b>Governor Training Reports</b></p> <p>None.</p> <p><b>Clerk's Update</b></p> <p>The Clerk reported that the new TPAT training courses booklet had been circulated to governors last week. She encouraged governors to book sooner rather than later to secure a place. The Board reviewed the training courses available. The Chair requested that all governors book at least one online course to attend before the next meeting, this was agreed.</p> <p><b>Chair's Report</b></p> <p>The Chair was pleased to see everyone present on Zoom for this meeting at the beginning of a new academic year.</p> <p><b>Nursery Update</b></p> <p>The Headteacher updated the Board that there had been unplanned delays, there had been a real issue with the laying of the floor, the flooring is due to be finished this Wednesday. There has also been a national shortage of fencing, however it has now been installed as has the gate. Last Friday the intercom was installed on the gate also. The Headteacher is hopeful that the full handover will be this week, the snagging list has to be agreed, there are little things and won't stop the nursery being signed over. Hopefully an hour a day will be spent setting it up, an Open Day planned at end of October and get children in after half term. The Headteacher is going to write to Kate Middleton to invite her to open the Nursery. It is important to get a big opening but more important to get the children in asap. Governors will be kept posted of developments.</p>	<p>All governors</p> <p>Headteacher</p>

<p><b>9.6</b></p>	<p>A governor asked whether anything had been addressed regarding the damp proofing, the Headteacher replied that is an agenda item for a meeting with Mr Eddy, TPAT's Premises Director.</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>Continuing with cohesion to support the Headteacher and the school.</li> </ul>	
<p><b>10.0</b></p> <p><b>10.1</b></p>	<p><b>Diary Dates</b></p> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>Monday 15<sup>th</sup> November, 2021 at 4.00 pm</li> <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>After the meeting ended the Chair, Headteacher and prospective governors stayed on Zoom to discuss being a governor.</p>	
	<p>The meeting closed at 5.37 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 15<sup>th</sup> November, 2021.

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

Dated: **Monday 15<sup>th</sup> November, 2021**