

St Dennis Primary Academy



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Local Governing Board

Mrs Ann Chapman	Co-opted Governor
Mrs Stephanie Good	Co-opted Governor
Mr Kelvin Yates	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 David Bradbeer	Staff: Governor
Mrs Tanya Edmunds	Staff: Governor

Minutes

Virtual Local Governing Board Meeting

Monday 7th June, 2021



Linda Cackett – Clerk to the Local Governing Board

Typed: 07.06.2021

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LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	4/8 – 2 Vacancies
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 7th June, 2021 at 4.00pm
Venue:	Virtual meeting facilitated by Zoom Online Platform

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Governor	✓		Ap
Mr David Bradbeer – Staff	✓		P
Mr Kelvin Yates – Co-opted Governor	✓		P
Mrs Ann Chapman – Co-opted	✓		P
Mrs Cathy Brokenshire – Headteacher	✓		P
Mrs Laura Caust – Parent Governor	✓		P
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P
Mrs Tanya Edmunds – Staff	✓		P
VACANCY – Co-opted Governor	✓		-
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 Virtual Local Governing Board meeting. Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> Miss Truscott – work commitments 	
2.0	An opportunity to declare any additional Business or Pecuniary Interest/s	
	<p>None. The Clerk confirmed that she had amended the register to reflect the recent resignation of Mrs Good.</p>	
3.0	Management Report and Accounts Report – April, 2021	
	<p>The two documents for April were circulated prior to the meeting. Mr Guttridge reported that:</p> <ul style="list-style-type: none"> Not a lot of changes from last month's report. One additional ECHP approved, payment will be made shortly. The Local Authority other income line, £12,500 growth income received already and another £9,000 will be received in the summer term. £982 from Cornwall Council from Covid Winter Scheme to help towards school uniform has been received. 	

- There is no uniform budget, the £982 will be split to £15 per PP pupil and vouchers will be circulated to PP pupils. Store vouchers will be issued.
- All quotes have been received for nursery furniture, £11,500 has been budgeted for nursery furniture.

Approval of 2021/2022 Budget

The proposed budget and report were circulated prior to the meeting. Mr Guttridge added the following:

- Growth funding received, additional 16 pupils, 185 pupils.
- Overall, up on funding this year making budget setting easier, with a change in the National Funding Formula this year, the School Budget Share has increased by £114,720 to £873,293 from £758,798 last year.
- 46 increased to 59 Pupil Premium, however school has lost out on funding as based on the October Census number of 46.
- Average of £6,000 anticipated for further Covid funding in Autumn term but not included in the budget.
- ECHPs, 5 in place with 58 units. The Headteacher confirmed that there might be one additional ECHP this year. Budget is based on the 5.
- Expenditure and Income budgets have assumed everything going back to normal.
- Pay freeze for teachers any progressions have been budgeted in.
- Support staff, a nursery assistant will be on maternity leave next year a small cost to the school and the potential increase in TA support has been factored in the budget.
- Nursery has been budgeted in at 10% additional cost for cleaning and electricity etc.
- Energy broker have warned of 20% increase in 2022 when renewal is due.
- External Providers – WAVE academy provision comes from this line; therefore, the line has been increased.
- Trip's income and expenditure, the income is received from parents and pupil premium, £4,000 this year as high proportion of PP pupils in KS2 and residential.
- Curriculum Budget has increased from £15,000 to £20,000 as subscription for Read, Write, Inc had previously been funded. PUMA, PIRA, and GAPS termly tests have been included in this budget line.
- Overall, £500 surplus is the bottom line.
- Year 2 and 3 are showing deficits, in reality hopefully funding will increase and a surplus will follow. There is a predicted fall in NOR next year. The Headteacher added that the budget is based on 185 but currently the school has 193 pupils. There is a lot of wriggle room in the budget.
- Reserves are available for Headteacher's plans.
- **A governor asked if there were any Spend/Buy criteria for Covid Funding. Mr Guttridge confirmed that there was no deadline for expenditure.**
- **The Chair asked how much is unspent of the Sports Premium, Mr Guttridge confirmed that it cannot be carried forward and the Headteacher will send over the current expenditure to Mr**

	<p>Guttridge after the meeting. The Board was assured that the school will not lose any funding. The Chair asked why an HLTA was funded through Sports Premium last year. It was agreed that this needed to be verified between the Chair and Headteacher. The Chair reminded the Management Accountant that she has previously asked for the Sports Premium line to be shown as a separate line.</p> <p>The Board APPROVED the proposed budget for submission to the TPAT Trust Board.</p> <p>A governor asked how many funding streams specific spending clauses had, Mr Guttridge replied that only Sports Premium at present which was different from last year. If any deadlines are brought in the Board will be advised.</p> <p>4.31 pm – Mr Guttridge was thanked for his attendance and left the meeting.</p>	
<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 are no terms of office due to expire until 2023.</p> <p>Vacancies</p> <p>The Clerk reported that there were two co-opted vacancies, following Mrs Good's recent resignation, sadly she had to resign due to work opportunities and she no longer had the capacity to undertake the governor role. The Chair asked whether the vacancies had been advertised. It was agreed that it would be ideal for the vacancies to be advertised asap in the parish magazine. The Headteacher agreed that the advert previously prepared could be used once again.</p>	Headteacher
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p>	<p>Minutes of last Virtual Local Governing Board Meeting – Monday 10th May, 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 2.0 – An opportunity to declare any additional Business/Pecuniary Interest/s</p> <p>The Clerk confirmed that the register had been updated and the Headteacher had uploaded it to the school website.</p>	Chair

<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>Item 4.2 - Vacancies</p> <p>The Clerk confirmed that all Pen Portraits have been updated now and had been updated on the school website.</p> <p>Item 5.2.8 - School Bus Membership</p> <p>The Headteacher confirmed that membership had been purchased and login instructions sent to all governors.</p> <p>Item 5.3 - Minutes Action Log</p> <p>The log was updated and circulated after the last meeting.</p> <p>Item 7.0 – Headteacher’s Report</p> <p>The Chair asked how behaviour was this half term, the Headteacher confirmed that a recent class move has proved positive in their move to a small classroom, there had also been changes made regarding class teaching assistants. The Headteacher reported that there were two exclusions for the same child last half term and a place at WAVE has been applied for WAVE for a short period of time. Today behaviour has been good with room and staffing changes actioned. The staff governor confirmed that the changes made had resulted positively on behaviour.</p> <p>Item 8.5 – Governor Training Reports</p> <p>The Clerk confirmed that she had circulated the latest training brochure and Governor Training Feedback Forms to the two new governors after the last meeting.</p> <p>Minutes Action Log</p> <p>The Action Log was updated and will be circulated after the meeting.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Premises</p> <p>Current building works and maintenance schedule</p> <p>The Headteacher reported that she had been unable to speak with Mr Eddy yet, to discuss remaining jobs and discuss toilet replacements and to improve safeguarding.</p> <p>Planned works</p> <p>Covered under Item 6.1.</p> <p>Health and Safety Audit and Action Plan</p> <p>TPAT are expecting the HSA to audit 4 schools, therefore all TPAT schools have been audited by Amicus in preparation. The Headteacher explained that lots of the checks have lapsed due to Covid, Mr Ellacott has been employed as a consultant to work with the Headteacher and</p>	

	<p>Secretary and an Action Plan has been created. In June/July the Headteacher is attending a 3-day Health and Safety Course so that she can, over the coming year, take back the H&S responsibility from Mr Ellacott. The Chair asked if there were any shocks in the report, the Headteacher replied that there was not.</p>	
7.0	Governor Business	
7.1	<p>TPAT (Truro and Penwith Academy Trust) Board Minutes</p> <p>The minutes dated Wednesday 24th March, 2021 were circulated prior to the meeting.</p>	
7.2	<p>School Policy Reviews</p> <ul style="list-style-type: none"> • Positive Handling Policy • Visitor Policy • Drugs and Alcohol Policy <p>The policies were circulated prior to the meeting, considered, reviewed and APPROVED for adoption by the Board.</p>	
7.3	<p>Policies adopted/revised by TPAT – for information</p> <p>None.</p>	
7.4	<p>Governor Monitoring Visit Reports</p> <ul style="list-style-type: none"> • Attendance – L Caust and A Chapman – 30.04.2021 • Behaviour – L Caust and A Chapman – 05.05.2021 • SEND – S Redman – 29.04.2021 • Science – S Truscott and K Yates – 20.05.2021 • English and Maths – S Truscott and K Yates – 11.05.2021 <p>The monitoring visit reports are circulated prior to the meeting, the Chair has further monitoring reports to submit. She thanked governors for their informative reports. The Chair asked whether governors enjoyed undertaking the monitoring, governors confirmed that they had enjoyed their visits during these challenging times. It was excellent to look around the new nursery. A governor asked about any official opening dates, the Headteacher replied that there is Transition Evening in July planned and could see no reason for the Nursery not to open in September. The Chair offered governor support for any publicity events regarding the Nursery.</p>	
7.5	<p>Governor Training Reports</p> <p>None.</p>	
8.0	Local Community Interaction	
8.1	<p>Local Links</p> <p>A governor reported that there was a lovely submission from Year 1 for the magazine last month.</p>	

8.2	<p>Eco Schools Silver Award</p> <p>The Headteacher was delighted to report that the school had received their Eco Schools Silver Award, this could be shared in the next magazine.</p>	
9.0	<p>Strengthening Governance</p> <p>9.1 Clerk's Update</p> <p>The Clerk reported that TPAT training courses will still continue virtually next year as the uptake was good. Governors agreed that there were benefits regarding travel time etc and parking. There would be some face-to-face sessions, the new training courses brochure is currently being prepared. The Clerk asked governors whether there were any courses they wished to be facilitated so that she could inform Bex Couch, Governance Officer. The following courses were suggested:</p> <ul style="list-style-type: none"> • Governor Monitoring Visits – Focus on paperwork and forms • Finance – Management Reports and Accounts • Introduction to Governance • Follow up Governance Training for experienced governors <p>The Clerk agreed to send the suggestions to Bex Couch after the meeting.</p> <p>9.2 Chair's Report</p> <p>None. The Chair had a great afternoon undertaking monitoring before half term, it was a really positive afternoon, finishing late, she got a really good feel for the school. The Headteacher suggested that some governors could visit in July, the Chair thought this would be great, however no one should feel that they have to attend. It was agreed for the Headteacher to put some dates out to governors. Since the Prime Minister's announcement on Monday 21st June, this will be rescheduled to the Autumn Term.</p> <p>A governor asked whether the Health and Safety Audit would be undertaken every year. The Headteacher replied that the Audit would not be, but the Action Plan will be updated on a regular basis. It was agreed that the Action Plan could be circulated on a termly basis to all governors.</p> <p>9.3 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"> • Governor's training needs had been identified to allow the Board to move forward with effective governance. • All governors are becoming confident in their role. • Governors have successfully undertaken monitoring. • The budget had been approved for submission. 	<p>Headteacher</p> <p>Headteacher</p>

10.0	Diary Dates	
10.1	<p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 13th September, 2021 at 4.00 pm (Annual Paperwork) • Monday 15th November, 2021 at 4.00 pm • Monday 17th January, 2022 at 4.00 pm • 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 and wished everyone a lovely summer break.</p>	
	The meeting closed at 6.12 pm.	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 13th September, 2021.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 13th September, 2021**