

# St Dennis Primary Academy



## Circulation List:

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Mr Paul Guttridge – Management Accountant - TPAT  
The Vault - TPAT

## **Local Governing Board**

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

# Minutes

## Virtual Local Governing Board Meeting

Monday 10<sup>th</sup> May, 2021



Linda Cackett – Clerk to the Local Governing Board

Typed: 10.05.2021

Approved for circulation: 18.05.2021

## 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 10<sup>th</sup> May, 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 – Parent Governor	✓		<b>P</b>
Mr David Bradbeer – Staff	✓		<b>P</b>
Mr Kelvin Yates – Co-opted Governor	✓		<b>P</b>
Mrs Ann Chapman – Co-opted	✓		<b>P</b>
Mrs Cathy Brokenshire – Headteacher	✓		<b>P</b>
Mrs Laura Caust – Parent Governor	✓		<b>P</b>
Mrs Sharon Redman – Chair - Co-opted Governor	✓		<b>P</b>
Mrs Tanya Edmunds – Staff	✓		<b>P</b>
Mrs Stephanie Good – Co-opted Governor	✓		<b>P</b>
VANCACY – Co-opted Governor	✓		-
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	<b>P – in part</b>
Mrs Claire Fortey – TPAT Director of Education	-	Director	<b>P – in part</b>
Mrs Linda Cackett – Independent Clerk	-	Clerk	<b>P</b>

### Mrs Claire Fortey – Director of Education

The Chair welcomed Mrs Fortey to the meeting and thanked her for joining the meeting. She explained that she wished to go through some key points to the Board and the governance role and responsibilities. At present overall effectiveness is the overarching judgement. **A governor asked whether the slides would be available after the presentation, Mrs Fortey agreed to send them to the Clerk for circulation to the Board after the meeting.**

She explained that quality of education is all about the curriculum. Ofsted refer to Intent, Implementation, and Impact, the three 'I's'. These were explained in detail to the Board, within the Handbook it is an easy document to read and it was advised for governors to read the Ofsted handbook, Intent is all of the planning and decision planning, at St Dennis it is the skeleton of the National Curriculum, the Intent is what the school does to 'put the meat on the bones' in essence. The sources of evidence were explained, these are what Ofsted will look at to ensure St Dennis has the intent. The implementation is about good teaching and learning practice in the school. Once again, the evidence of implementation was detailed. The impact will be evidenced by the children expressing an understanding of the curriculum they are learning; the sources of evidence again were detailed.

### Effective Governance

The LGB's responsibilities were explained:

- Clear understanding and have ownership of Intent, Implementation, and Impact.

- Understand school's decisions about curriculum choices and decisions made, main teaching approaches and the success of this.
- Provide support and challenge.

The sources of information for governors were explained, she stressed the importance for governors to read all documents. In terms of governance, Mrs Fortey had focussed on the school's Development Plan and the 5 areas identified. Governors need to interrogate the school, ask questions, and have an expectation around the answers. In order to make a judgement then evidence must be produced. Examples of questions that could be asked around the 5 areas were given, governors will always want to know how all children are doing, SEND pupils and disadvantaged pupils. Governors need to ask questions and be provided with evidence; questions allow more evidence to be collated. Once areas have been interrogated governors might decide that there are areas for development. Expected answers need to be given consideration, governors need to be reassured that the school is moving as a school. The questions were then revisited, and the possible answers given.

*4.30 pm – Mr Guttridge joined the meeting.*

Governors need to be aware what national data is and what the school data looks like in comparison. It is not just about asking questions in meetings but spending time to look at information. Understanding planning is essential, governors need to know about CPD, evaluations of training and governor monitoring reports. Some understanding of the National Curriculum is needed and some of the key approaches that the school has undertaken. Action plans, approaches to assessment, marking and feedback policy also need to be known for governors to become more knowledgeable and experienced. Governors need to provide support and challenge, focus on the questions, the expected answers and develop.

*A governor asked how a governor can access national data, Mrs Fortey replied that data can be obtained via the Headteacher or Corestats.* When face to face meetings return Mrs Fortey offered to re-visit. The Chair added that governors need to have confidence to ask the questions and that this is based on knowing the information. Mrs Fortey felt the questions she had illustrated would be the type of questions governors should raise.

*4.43 pm – Mrs Fortey was thanked for her attendance and left the meeting.*

1.0	<b>Apologies and consideration of consent for absence</b>	<b>Action</b>
2.0	<p>The Chair welcomed everyone to the Virtual Local Governing Board meeting, especially Mrs Good, the newly appointed Co-opted Governor.</p> <p>There were no apologies as everyone was in attendance.</p>	<p>Mrs Good Clerk Headteacher</p>
3.0	<p><b>Management Report, Accounts and Key Performance Indicators Report – March, 2021</b></p> <p>The two documents for March were circulated prior to the meeting. Mr Guttridge reported that:</p> <ul style="list-style-type: none"> <li>• All the FSM vouchers have been reclaimed for £2,045.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The main change was in Admin, a replacement of the School Administrator has not gone ahead as yet. The School Secretary is managing very well so the Administrator will not be advertised.</li> <li>• The savings made from Admin and supply line will go towards additional teaching assistants' hours.</li> <li>• A grant from South West Water has been received of £950.</li> <li>• A grant of £1 400 from the Education Trust has been used to set up the TIS Room.</li> <li>• Roughly a break-even budget will be the outcome for this year. There will be some areas of lost income over the year. The nursery funding has reduced from £40,000 to £28,000, however 10 new pupils have been added and the next funding payment will increase.</li> <li>• The next meeting will include approval of the budget.</li> <li>• One area which might be over will be repairs and maintenance, £1,000 roof repairs recently was due to an unpaid invoice from a couple of years ago.</li> <li>• The budget is being set worst case scenario.</li> </ul> <p><i>4.53 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	
<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>4.4</b></p>	<p><b>Constitution</b></p> <p><b>Next terms of office to expire</b></p> <p>The Clerk reported that there are no terms of office due to expire until 2023.</p> <p><b>Vacancies</b></p> <p>The Clerk reported that there was one co-opted vacancy. <b>The Chair asked for clarification regarding Mrs Chapman's term of office as it appeared expired on the Pen Portraits document on the website. The Clerk confirmed that it was 15<sup>th</sup> May, 2024 and that she would update the Pen Portraits document and resend to the Headteacher.</b> The Clerk confirmed that she would send the current Pen Portraits document to the two newly appointed governors so that they could then send her a photograph and a short pen portrait ASAP.</p> <p>The newly governors were encouraged to raise any questions with the Chair and Vice Chair.</p> <p><b>LGB Terms of Reference</b></p> <p>The LGB Terms of Reference were circulated prior to the meeting, they were reviewed and <b>APPROVED</b> for adoption.</p> <p><b>Role Descriptors</b></p> <p>The TPAT Role Descriptors document was circulated prior to the meeting for governor's information.</p>	<p>Clerk</p> <p>Mrs Good</p> <p>Mrs Caust</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>5.2.6</b></p> <p><b>5.2.7</b></p>	<p><b>Minutes of last Virtual Local Governing Board Meeting – Monday 22<sup>nd</sup> March, 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 2.0 – An opportunity to declare any additional Business/Pecuniary Interest/s</b></p> <p>The Clerk confirmed that the register had been updated and the Headteacher had uploaded to the school website.</p> <p><b>Item 3.0 – Management Reports January and February, 2021</b></p> <p>The Management Accountant had sent the paperwork/correspondence to the Chair. <b>The Chair asked whether the underspend in Sports Premium had been spent, the Headteacher confirmed that it has been spent and will be introduced to the school on Dazzle Day.</b> Once every two weeks the teachers have their planning time and pupils come off the ordinary timetable and have Dazzle Day, it is important learning beyond the National Curriculum. The Headteacher explained that this is taught in a more creative way.</p> <p><b>Item 4.2 - Vacancies</b></p> <p>The Headteacher was delighted to report that there was only one vacancy at present. The Headteacher had contacted Mrs Good after the last meeting, and she has now been appointed as a Co-opted Governor.</p> <p><b>Item 4.3 – Roles and Responsibilities – Panel Grid</b></p> <p>The Headteacher confirmed that she had set up a shared area, currently some technical issues are being addressed.</p> <p><b>Item 5.2.1 – Photocopier</b></p> <p>The Chair reported that her investigation is ongoing.</p> <p><b>Item 5.2.3 – Panel Grid</b></p> <p>Everyone is happy with their roles.</p> <p><b>Item 5.2.8 – Governor Training</b></p> <p>Mr Yates confirmed that he had attended his training, just safer recruitment training to be undertaken.</p>	
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<p><b>5.2.8</b></p> <p><b>5.3</b></p>	<p><b>Item 5.3 - LGB Governor Action Log</b></p> <p>The Chair had investigated member costs for The Key and The School Bus, she is meeting with the Headteacher to discuss.</p> <p><b>Minutes Action Log</b></p> <p>The log was updated and will be circulated after the meeting.</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>Mrs Chapman and Mrs Caust have visited the new building, it will be handed over on 21<sup>st</sup> May. Officially the school will move in September, but it will be furnished after half term, governors were invited to drop in school to look at the new building.</p> <p><b>Planned works</b></p> <p>The company who provided the materials and the company who undertook the damp proofing work fulfilled their roles. The specification for the work that they completed was wrong. TPAT's legal department are taking the matter further as the materials were correct and the specification was incorrect, the plan to rectify is to put a waterproof membrane in and boarding on top hopefully during the summer holidays.</p>	
<p><b>7.0</b></p>	<p><b>Headteacher's Report</b></p> <p>The Headteacher's Report was circulated prior to the meeting, questions were invited. A governor asked whether the attendance for Spring 1 was after lockdown, the Headteacher confirmed that it was the whole term. Another governor asked about the staff survey, the Headteacher confirmed that the staff survey will be collated and circulated to the Board. The questions are suggested by Ofsted, but the staff wellbeing champion will be incorporating questions. It does include well-being Covid related.</p> <p>The Vice Chair asked whether the Year 5 data was correct as it had remained the same for three terms for reading. The Headteacher confirmed that this was correct, it is an anomaly with the rest of the school. She asked whether governors should know exactly how far behind they are in more detail, the Headteacher felt that governors need to know that progress is being made from their starting points. Data needs to be compared with the Register of Need. In the teacher progress meetings, the 20% are identified and addressed. The lowest 20% in a more able class does not necessarily equate to non-attainment. The staff governor felt that progress data needs to be looked at with the 20% identified for a more accurate picture.</p> <p>The Vice Chair asked was 'regularly' meant regarding the loss of Golden Time, the Headteacher replied that it was 50%. The Chair asked why the</p>	

	<p>loss of Golden Time had increased, the Headteacher explained that after return from lockdown there was a honeymoon period. Staff had taken a step back and reduced the learning time and introduced more circle time. The Chair asked what the impact of staff training had, the Headteacher replied that there was now a much more positive approach by teachers and although there are still a lot of challenging children, the support member of staff is required to encourage good behaviour. The staff governor explained that using the Behaviour Policy more has impacted on the Golden Time. It has brought the consistency across the staff, the Chair asked if it was the same bad behaviour across the school. The Headteacher explained that it was children who need to be supported to get back into the habit of learning again, the behaviour is more about children regulating their emotions. Children need to be supported to get ready for learning. The PSA (Parent Support Advisor) is carrying out TIS (Trauma Informed Schools) programmes of work with children. She also works with the families so there is a joined-up approach. The Chair asked how this is monitored, the Headteacher replied that it is quite holistic, behaviour incidents get less on CPOMS (Child Protection Online Management System). Girls appear more on track, the Chair asked what is being done to progress boys. The Headteacher explained that particular strategies are in place, no major difference in Maths, in Writing as a whole there has been whole teacher training on story telling process. The staff governor confirmed that it was the same approach as being used, but staff had not had Dandelion Learning training for five years so the training being given reminded staff what they could do, and Dandelion Learning had worked individually with teachers also. They had attended a staff meeting since the last training given. Boys now have a real purpose to write so progress should be made. Girls being more on track is a national trend. The Chair commented that the school has an amazing library, she has some ideas that she will share on Friday.</p> <p>The Chair asked why authorised absences had increased, the Headteacher confirmed that no holidays were authorised and that forms are completed by parents. Persistent absence has decreased due to the timing of the attendance report. Thirty children are on the books for the Nursery for September which is excellent.</p>	
<p><b>8.0</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p>	<p><b>Governor Business</b></p> <p><b>TPAT (Truro and Penwith Academy Trust) Board Minutes</b></p> <p>None available.</p> <p><b>School Policy Reviews</b></p> <p>None.</p> <p><b>Policies adopted/revised by TPAT – for information</b></p> <ul style="list-style-type: none"> <li>• <b>Complaints Policy</b></li> </ul> <p>The policy was circulated prior to the meeting for governor's information. The Clerk had also circulated the slides presented at the Chairs</p>	

	<p>conference which explained the three stages and guidance from TPAT regarding the policy.</p> <p><b>8.4 Governor Monitoring Visit Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Miss Truscott – Safeguarding – 30.03.2021</b></li> </ul> <p>Miss Truscott was thanked for her informative report.</p> <p><b>8.5 Governor Training Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Miss Truscott – Single Central Record Training – 03.11.2020</b></li> <li>• <b>Miss Truscott – Safer Recruitment in Education – NSPCC – 29.03.2021</b></li> <li>• <b>Miss Truscott – Safeguarding: Child protection for school governors – NSPCC Learning – 16.11.2021</b></li> <li>• <b>Miss Truscott – Challenge and Accountability – 19.10.2020</b></li> </ul> <p>Miss Truscott was thanked for her informative reports by the Chair, they are so important to the Board.</p> <p>The Clerk will circulate the latest training brochure to the two new governors along with the Governor Training Feedback Form after the meeting.</p> <p>It was agreed for governors to be invited to KCSiE training and other safeguarding training in the Autumn Term.</p>	<p>Clerk</p> <p>Headteacher</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>There is not a lot happening at present, Lizzie wrote a blog for the Community News, it is circulated on the 1<sup>st</sup> of the month.</p> <p>The Headteacher reported that Radio Cornwall have come in and interviewed her linked to the G7 Summit. <b>The Chair asked whether the school was having a G7 Day. The Headteacher replied that she was not sure, but the Year 5 class were involved on the G7 song that Tim Rice had written.</b></p> <p><b>A governor asked whether there will be a Prom this year, in theory the Headteacher thought yes but best to wait until the final government restrictions are over.</b></p>	
<p><b>10.0</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p>	<p><b>Strengthening Governance</b></p> <p><b>Clerk's Update</b></p> <p>None.</p> <p><b>Chair's Report</b></p> <p>None.</p>	

10.3	<p><b>Impact of meeting</b></p> <p>The Board felt that it had been a very informative meeting:</p> <ul style="list-style-type: none"> <li>• Mrs Fortey's presentation was very focused and informative, food for thought. It was agreed that governors should read the School Development Plan and the presentation.</li> <li>• More governors contributed at this meeting and asked questions which was very good.</li> <li>• The Headteacher was thanked for her work in school and her Headteacher's Report.</li> <li>• The narrative in the Headteacher's Report was very informative.</li> </ul>	
11.0	<p><b>Diary Dates</b></p>	
11.1	<p><b>Local Governing Board Meeting</b></p> <ul style="list-style-type: none"> <li>• Monday 7th June, 2021 at 4.00 pm</li> </ul> <p>The Chair thanked everyone for their attendance.</p>	
	<p>The meeting closed at 5.51 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 7<sup>th</sup> June, 2021.

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

Dated: **Monday 7<sup>th</sup> June, 2021**