

St Dennis Primary Academy



Circulation List:

St Dennis Primary Academy - copy for public access
Clerk's copy
Mr Paul Guttridge – Management Accountant - TPAT
The Vault - TPAT

Local Governing Board

Mrs Ann Chapman

VACANCY

Mr Kelvin Yates

VACANCY

Mrs Sharon Redman

Mrs Cathy Brokenshire

Mrs Laura Caust

Miss Samantha Truscott

Mr David Bradbeer

Mrs Tanya Edmunds

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor – Chair

Headteacher

Parent Governor

Parent Governor – Vice Chair

Staff: Governor

Staff: Governor

Minutes

Virtual Local Governing Board Meeting

Monday 22nd March, 2021



Linda Cackett – Clerk to the Local Governing Board

Typed: 22.03.2021

Approved for circulation: 24.03.2021

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 22nd March, 2021 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 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	✓		-
VANCACY – Co-opted Governor	✓		-
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	P – in part
Mrs Linda Cackett – Independent Clerk	-	Clerk	P

1.	Apologies and consideration of consent for absence	Action
	<p>The Chair welcomed everyone to the Virtual Local Governing Board meeting, especially Mrs Caust, the newly appointed Parent Governor.</p> <p>There were no apologies as everyone was in attendance.</p>	
2.	An opportunity to declare any additional Business or Pecuniary Interest/s	
	<p>None. The Clerk confirmed she had sent the annual form to Mrs Caust for completion, on return the register will be amended and sent to the Headteacher to replace the current register on the school website.</p> <p>Mrs Redman and Mrs Chapman are now members of The St Dennis Educational Trust along with the Headteacher. The Clerk agreed to update the Business and/or Pecuniary Interest/s Register and send to the Headteacher for the school website.</p>	<p>Mrs Caust Clerk Headteacher</p> <p>Clerk Headteacher</p>
3.	Management Report, Accounts and Key Performance Indicators Report – January and February, 2021	
	<p>The three documents for January and two for February were circulated prior to the meeting. Mr Guttridge reported that:</p>	

	<ul style="list-style-type: none"> • A £20,000 surplus is now on the February accounts, it has been spent primarily on laptops and iPads but is shown also for capital expenditure. • The capital expenditure will increase when the nursery is kitted out. • The Sports Premium deadline of 31st March has been extended to the end of this year. • Covid Recovery Premium will replace the Covid Catch Up Premium and based on Pupil Premium pupils so hopefully £6,000 might be received, unsure when the funding will be paid. If it arrives in the summer term it will be carried forward into the next academic year. • The funding statements have been allocated, GAG funding has increased, £50,000 more in next years budget. • Mr Guttridge is meeting with the Headteacher this week for the first draft of the budget. • A governor asked if the accounts represented the budget being 50% through the year. Mr Guttridge confirmed that it was but over or underspends are highlighted as some costs are spread across the year. He explained in detail the teacher costs, the SENDCO FTE has increased as the equity has increased during the year from 0.6 FTE to 0.7 FTE. • A governor asked if the two new printers were included in the Nanpean Trust Fund, Mr Guttridge confirmed that they were not. The Headteacher explained that the remainder of the funding was used for set up costs. • The Chair asked whether the school had received any DfE free laptops, the Headteacher confirmed that 17 were received. • She asked whether the Breakfast Club had reopened, it was confirmed that it had. It was confirmed that there will be no swimming this academic year, £3,300 income could be moved to another budget line. • The Chair thanked Mr Guttridge for producing timely accounts to allow governors to have an accurate picture. • Photocopying charges were brought to the attention of the Board. Mr Guttridge confirmed that he spoken to the company, £3,091 includes VAT owed. The issue had been that Zero Graphic had not been cancelled when the lease had been. It is possible £700 might be waived but the remainder he thought needs to be paid. The contract referred to 'included prints' but did not mean 'free prints'. All the meter readings are accurate, the Chair asked for the paperwork/correspondence to be forwarded to her to action. <p>4.26 pm – Mr Guttridge was thanked for his attendance and left the meeting.</p>	Mr Guttridge/ Clerk
<p>4.</p> <p>4.1</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>4.2</p> <p>Vacancies</p> <p>The Clerk reported that there were two co-opted vacancies. Confirmation was given that the vacancies had been advertised locally and on social media. The Headteacher agreed to contact the other lady who had been sent the paperwork.</p> <p>4.3</p> <p>Roles and Responsibilities – Panel Grid</p> <p>The Chair reported that she had met with the Headteacher regarding the revised Panel Grid. Mrs Caust will replace Mrs Bourne on the Panel Grid, all governors were asked if they were in agreement with the Panel Grid, everyone was. It was agreed to run with the revised grid until the end of the Summer Term.</p> <p>It was agreed for governors to have access to a shared area on the One Drive. The Clerk agreed to recirculate monitoring forms in the short term.</p>		<p>Headteacher</p> <p>Headteacher Clerk</p>
<p>5.</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>Minutes of last Virtual Local Governing Board Meeting – Monday 8th February, 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 3.0 – Management Report, Accounts and Key Performance Indicators Report – December, 2020</p> <p>The photocopier issue was being addressed.</p> <p>Item 4.2 – Vacancies</p> <p>The Chair has met with the Headteacher to discuss vacancies.</p> <p>Item 4.3 – Roles and Responsibilities – Panel Grid</p> <p>Agenda item for this meeting.</p> <p>Item 5.2.3 – Management Report</p> <p>Sports Premium has now been separated in the report.</p> <p>Item 5.2.8 – Governor Training</p> <p>The Clerk confirmed that she had recirculated the governor training booklet and Training Register after the last meeting. She had contacted Claire Fortey who had agreed to attend the next meeting to facilitate some governor training at the beginning of the next meeting.</p>	<p>Clerk – Agenda item next meeting</p>

<p>5.2.6</p> <p>5.2.7</p> <p>5.2.8</p> <p>5.3</p>	<p>Item 7.0 – Headteacher’s Report</p> <p>The Headteacher confirmed that she had circulated the parents survey.</p> <p>Item 8.0 - Addendum to St Dennis SDP</p> <p>The Addendum had been circulated to read over half term.</p> <p>Item 1.1 – Governor Training</p> <p>Mr Yates will attend his training shortly.</p> <p>LGB Governor Action Log</p> <p>The Action Log was reviewed and updated by the Board and will be circulated after the meeting.</p> <p>It was agreed for Mr Yates to support the Safeguarding Governor role to ensure that there is a backup plan. Mr Yates to complete the NSPCC online Safeguarding workshop. Mr Yates is Level 5 for Adult Safeguarding. The Headteacher explained what the Saturday Natterday was and she will submit an article when the opportunity arises.</p> <p>The Chair agreed to look at membership costs for The Key, The NGA and The School Bus and report back to the Board.</p>	<p>Mr Yates</p> <p>Headteacher</p>
<p>6.</p> <p>6.1</p>	<p>Premises</p> <p>Current building works and maintenance schedule</p> <p>All work is on schedule and going to plan, the Headteacher felt that the fixtures and furnishings need to be high quality storage, consistent storage across the whole unit and rooms planned carefully. The Board agreed that investment is important at this stage. The Chair suggested that the Management Accountant to be asked to see whether there are any capital funding available.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Governor Business</p> <p>TPAT Board Minutes</p> <p>None available.</p> <p>School Policy Reviews</p> <ul style="list-style-type: none"> • Intimate Care Policy • Online Safety • Pupil Premium • Children with health needs who cannot attend school <p>The policies were circulated prior to the meeting for the Board's information. All school policies were APPROVED by the Board for adoption.</p>	

7.3	Policies adopted/revised by TPAT <ul style="list-style-type: none"> • None 	
7.4	Governor Monitoring Visit Reports <p>The Chair felt that as the school had just come out of a third lockdown, it would be very difficult and unfair to monitor remote learning as governors would not be qualified to. She felt that the Board was very new, roles and responsibilities have been reviewed and evidence actions being taken to address the lack of monitoring. The Roles and Responsibilities Schedule to be renamed Covid Recovery Programme.</p>	
7.5	Governor Training Reports <ul style="list-style-type: none"> • TPAT Virtual Governance Training – TE – 23.02.2023 <p>Mrs Edmunds was thanked for her informative report.</p>	
7.6	Covid Recovery Premium Verbal Update <p>The Headteacher reported on the five different categories of the Recovery Plan. She went through in detail the areas and how each were being addressed. There are still funds available to continue if appropriate. The Phonics Screening had a baseline on 22% which increased to 54%, evidencing progress.</p> <p>The timetable and curriculum was adapted for Year 1 and resources purchased for the set up of the classroom. Speaking and Listening across the school had training postponed but is now rescheduled and taking place this week.</p>	
7.7	Pupil Premium Verbal Update <p>Read, Write, Inc resources and whole class reading resources have been purchased, there is a monitoring visit on 31st March. The wider priorities are to improve school visits, hopefully some can be carried out in the summer term. There also has been investment in TIS and training has been undertaken by staff for pupils returning back to school.</p>	
7.8	PE Premium/Sports Grant Verbal Update <p>The school has purchased orienteering courses, Forest School is starting again for one group after Easter, pupils are moved off-site for this.</p> <p>The Chair asked if all pupils returned, the Headteacher confirmed 100% had returned. In terms of attendance some children have gone home with temperatures, 96.2% attendance at present. The last couple of weeks, behaviour wise, have deteriorated, the calming strategies been taught to staff have been very beneficial and helped the children returning. She asked whether there had been any additional shielders, the Headteacher confirmed that there had been one additional member of staff shielding who had received a letter and there was three in total, all due to return 1st April.</p>	

	<p>A governor asked whether children are getting back into the swing of things, the teacher confirmed that they were. Another governor commented that the strategies put in place in school are working well at home also.</p> <p>The Chair asked where books are purchased, the Headteacher confirmed that the school shops around. The Chair wished to thank all staff for their hard work, clearly the first week back was a 'honeymoon' week for all schools. She asked whether school dinner numbers had increased, the Headteacher had not noticed a difference.</p>	
<p>8.</p> <p>8.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>The Chair reported that she had attended the St Dennis Education Trust, a governor asked the Headteacher for some information to be submitted for the St Dennis Magazine. The Board agreed that the community was important, and they want to know what is happening in the school seeing the building evolve. It was agreed that perhaps each class could send something each month. The deadline is the 15th of each month to allow time for the printers.</p> <p>A governor suggested that the place to raise the profile of the St Dennis Education Trust would be at their rare two a year meeting.</p> <p>The Headteacher reported that £1,480 was awarded by the St Dennis Education Trust recently. A governor added that the Spar Shop in St Dennis had contributed bulbs to the school for planting.</p> <p>A governor asked whether there had been a response from Imerys regarding Brighter Smiles. The Headteacher replied that the school secretary had been dealing with this, a governor added that the school been part of it in previous years. There had previously been a breakdown in communication with the office and the school had lost its funding, Imerys have not agreed to fund Brighter Smiles for the school. A governor commented that there is a lot of funding around but often has short dates to complete.</p> <p>A governor suggested that the school should get some ideas beforehand what the school might wish funding for. The Headteacher replied that the outdoors is the main focus, a working party has been put in place. The toilets also require upgrading, the school is on the list for a SIP Grant for funding by TPAT.</p>	
<p>9.</p> <p>9.1</p>	<p>Strengthening Governance</p> <p>Governor Training</p> <p>Training was agreed to be reviewed in the Summer Term during the review of the Minutes Action Log.</p>	

<p>9.2</p> <p>9.2.1</p> <p>9.2.2</p> <p>9.3</p> <p>9.4</p>	<p>Clerk's Update</p> <p>Skills Audit</p> <p>The collated skills analysis was circulated prior to the meeting the Board, following discussion it was APPROVED that the collated document be submitted. It was agreed however that the document was out of date, due to the time taken to submit all skill analysis documents. However, any obvious shortfalls are not an issue as the Board is fully supported by the TPAT central team for their expertise.</p> <p>LGB Self Evaluation</p> <p>The collated self-evaluation analysis was circulated prior to the meeting the Board agreed that once again it no longer reflected the present Board. After discussion it was agreed for governors to undertake a mid-year review at the June.</p> <p>Chair's Report</p> <p>None.</p> <p>Impact of meeting</p> <p>The Board felt that it had been a very informative meeting:</p> <ul style="list-style-type: none"> • A governor wished to thank everyone for the work prepared for the meeting. • The Board felt the Chair was doing a excellent job in her role. • The Chair wished to thank all governors for their ability to adapt and is excited to look forward to face to face meetings. 	<p>Agenda item – Summer 2</p>
<p>10.</p> <p>10.1</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 10th May, 2021 at 4.00 pm • Monday 7th June, 2021 at 4.00 pm <p>The Chair wished everyone a happy and enjoyable Easter.</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 10th May, 2021.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 10th May, 2021**