

# St Dennis Primary Academy



## Circulation List:

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

## **Local Governing Board**

Mrs Ann Chapman	Co-opted Governor
<b>VACANCY</b>	<b>Co-opted Governor</b>
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
<b>VACANCY</b>	<b>Parent Governor</b>
Miss Samantha Truscott	Parent Governor
Mr David Bradbeer	Staff: Governor
Mrs Tanya Edmunds	Staff: Governor

# Minutes

## Virtual Local Governing Board Meeting

Monday 14<sup>th</sup> December, 2020



Linda Cackett – Clerk to the Local Governing Board

Typed: 14.12.2020

Approved for circulation: 17.12.2020

## LOCAL GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>St Dennis Primary Academy</b>
<b>Quorum:</b>	<b>4/7 – 3 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 14<sup>th</sup> December, 2020 at 5.00pm</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 Sharon Redman – Chair - Co-opted Governor	✓		<b>P</b>
Mrs Tanya Edmunds – Staff	✓		<b>P</b>
VACANCY – Co-opted Governor	✓		-
VACANCY – Parent Governor	✓		-
VANCACY – Co-opted Governor	✓		-
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	<b>P – in part</b>
Mrs Linda Cackett – Independent Clerk	-	Clerk	<b>P</b>

	<p><b>Headteacher's Performance Management</b> – No staff governors were present for this agenda item.</p> <p>See confidential minutes attached.</p>	
<b>1.</b>	<p><b>Apologies and consideration of consent for absence</b></p> <p>The Chair welcomed everyone to the Virtual Local Governing Board meeting. There were no apologies, the Headteacher reported that she is now a member of the St Dennis Educational Trust.</p>	<p><b>Action</b></p> <p>Clerk – update Register</p>
<b>2.</b>	<p><b>An opportunity to declare any additional Business or Pecuniary Interest/s</b></p> <p>None, the Clerk had compiled the Annual Register and was just waiting some additional clarification of dates so that she can return it to school to upload to the school website.</p>	<p>Clerk</p>
<b>3.</b>	<p><b>Management Report, Accounts and Key Performance Indicators Report – October, 2020</b></p> <p>The three documents were circulated prior to the meeting. On reviewing the reports, it was further noted:</p> <ul style="list-style-type: none"> <li>£21,000 deficit predicted, but is the same across all schools due to Covid. There will not be additional funding received unfortunately.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Workforce Grant cannot be applied for as the school does not have 20% absence.</li> <li>• £14,800 will be moved in the November accounts, £5,000 into the curriculum, £8,000 into support staff due to the catch-up funding.</li> <li>• The SEN income will increase, one pupil has already been agreed, the top up premiums will increase £5,000 +.</li> <li>• A donation has been received of £20,000 for the iPads from the St Dennis and Nanpean Community Trust.</li> <li>• Since Julie has started there has been a bank statement found with £1,800 in, it needs to be closed and transferred into the main school account.</li> <li>• Part of the savings (from the SBM leaving and replacing with a School Secretary) has allowed the SENCo teacher to increase from 3 to 3.5 days per week.</li> <li>• The M3 teacher has been replaced by a M6 teacher. She will teach the same but is part time and does not require as much planning time so will be 0.45 rather than 0.50.</li> <li>• TA hours have increased due to bubbles. Catch up funding will be utilised.</li> <li>• The Admin costs have changed as the Administrator is leaving on 30 hours per week. However, will possibly be replaced by someone on less hours and this will be reviewed. The Pastoral Support Advisor might also carry out some administration duties, the Headteacher will advise.</li> <li>• Mr Guttridge commented that the paid sessions, in the Nursery, were charged out on the 21<sup>st</sup> October up until the 31<sup>st</sup> December, parents are charged half termly. This will now be charged via ParentPay.</li> <li>• A governor asked where PPE is charged at in the budget, Mr Guttridge felt that this will be in Cleaning Supplies or First Aid. There is a departmental code set up for Covid and therefore information will be available to be recalled.</li> <li>• The Chair asked about the £1000 in the budget, Mr Guttridge confirmed that this was related to the Police Commissioner funding received for the break in of the oil.</li> <li>• The Chair asked why there was no spend showing in sports premium, Mr Guttridge explained that there is a department code of SPO for sports premium and will allow reporting of the sport's premium expenditure. You can use additional expenditure, but this must be evidenced. It was agreed that the expenditure will be shown at the next meeting.</li> </ul> <p>5.30 pm – Mr Guttridge was thanked for his attendance and left the meeting.</p>	Mr Guttridge
<p><b>4.</b></p> <p><b>4.1</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>4.2</b></p> <p><b>4.3</b></p> <p><b>4.3.1</b></p> <p><b>4.3.2</b></p>	<p><b>Vacancies</b></p> <p>The Clerk reported that there were two co-opted vacancies and one parent governor vacancy that had been filled but we have not heard back from the parent to date. The Clerk reported on the unsuccessful parent governor application and that she wished to become a Co-opted Governor vacancy. The Clerk read her email regarding her wish to be considered to be a co-opted governor. It was agreed to address the co-opted vacancies in the New Year. <b>The Chair asked that the parent who had been elected in school be asked whether she had received the emails from the Clerk and to confirm her email addresses so that the paperwork can be finalised.</b></p> <p><b>Annual review of documents</b></p> <p><b>The Skills Audit</b></p> <p>The collated information had been circulated prior to the meeting, the Board reviewed the document and agreed the following:</p> <ul style="list-style-type: none"> <li>• A governor felt that someone with financial knowledge would be advantageous.</li> </ul> <p><b>LGB Self Evaluation</b></p> <p>The collated information had been circulated prior to the meeting, the Board reviewed the document and agreed the following:</p> <ul style="list-style-type: none"> <li>• It was discussed that it was difficult to support governors in this virtual environment and with the fact that many of the governors were new, it was agreed that we would ensure that this was discussed regularly and be addressed at the first face to face meeting of next year.</li> <li>• Discussion followed regarding the involvement with the local community, again it was agreed that this could be addressed next year.</li> <li>• It was felt that due to Covid it was difficult to reach out to the local community. It was agreed to address at the next face to face meeting.</li> <li>• A governor suggested that the local vicar could include school news in his Saturday Natterday publication, the Headteacher agreed to investigate further.</li> <li>• It was agreed that the school weekly newsletter be sent to all governors and the Clerk.</li> <li>• Another governor commented that the Santa Grotto Day on the Facebook page had been excellent.</li> </ul>	<p>Clerk</p> <p>Headteacher</p> <p>Headteacher</p>
<p><b>5.</b></p> <p><b>5.1</b></p>	<p><b>Minutes of last Virtual Local Governing Board Meeting – Monday 14<sup>th</sup> September, 2020</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</p>	

<p><b>5.2</b></p> <p><b>5.2.1</b></p>	<p>Chair when the Board meets face to face. The Chair suggested that the Clerk send her the documents for signing.</p> <p><b>Matters arising not already on the agenda</b></p> <p><b>Item 6.2.5</b></p> <p>Mr Yates reported that he is always looking for funding for the school on a daily basis.</p>	<p>Clerk Chair</p>
<p><b>6.</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>The Headteacher reported that there was not a lot to report, the schedule of works has been circulated to the Board. The works should be finished by April and could even be before that.</p> <p><b>Planned Works</b></p> <p>None.</p>	
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p>	<p><b>Reports</b></p> <p><b>EYFS Report</b></p> <p>Mrs Keast's report was circulated prior to the meeting. Mrs Chapman confirmed that she is the new EYFS Lead. It was agreed to hold a virtual meeting with the Chair in the New Year.</p> <p><b>Pupil Premium Report</b></p> <p>Ms Truscott's Pupil Premium Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>The date should read 09.10.2020.</li> </ul> <p><b>Curriculum Report</b></p> <p>Ms Truscott's Curriculum Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>Mr Yates commented that the target tracker was very impressive, all the tracking systems are very well interlinked throughout the school.</li> </ul> <p><b>Safeguarding Report</b></p> <p>Ms Truscott's Safeguarding Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>The Chair asked about the Single Central Record and whether it was accurate that only the Secretary could access it. The Headteacher confirmed that it was accessible to the person responsible in the office and the Headteacher only.</li> </ul>	

<p><b>7.5</b></p> <p><b>Data Report</b></p> <p>Ms Truscott's Data Report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• It was asked whether Wendy became the Designated Safeguarding Lead, the Headteacher confirmed that she has been, she will ensure the website has been updated.</li> </ul> <p>The Chair thanked Ms Truscott for her detailed reports.</p> <p><b>7.6</b></p> <p><b>Catch Up Overview</b></p> <p>The Headteacher's Catch Up Overview Report was circulated prior to the meeting.</p>	<ul style="list-style-type: none"> <li>• It was asked whether Wendy became the Designated Safeguarding Lead, the Headteacher confirmed that she has been, she will ensure the website has been updated.</li> </ul> <p>The Chair thanked Ms Truscott for her detailed reports.</p>	<p>Headteacher</p>
<p><b>8.</b></p> <p><b>Governor Business</b></p> <p><b>8.1</b></p> <p><b>TPAT Board Minutes</b></p> <p>None available.</p> <p><b>8.2</b></p> <p><b>Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• Admissions Policy 2022/2023</li> <li>• Setting Admissions Arrangements Guide 2022/2023</li> <li>• RSE Policy</li> <li>• Marking and Feedback Policy</li> <li>• Supporting Children with Medical Conditions</li> <li>• Remote Learning Policy</li> <li>• Complaints Policy and Guidance</li> <li>• Supporting Pupils with Medical Needs Policy</li> </ul> <p>The policies were circulated prior to the meeting for the Board's information. All school policies were <b>APPROVED</b> by the Board for adoption, unless any governors highlight anything within the next three days regarding the policies. The Headteacher confirmed that there is nothing out of date. A governor asked whether they were school policies or TPAT policies, the Headteacher explained that TPAT understands that procedures are different in all schools, some were TPAT's others the schools.</p> <p><b>The Admissions Policy</b> - After discussion it was agreed that the ranking order might need to be looked at for 2023/2024. It was agreed to review in September, 2021, the Clerk agreed to action.</p> <p>The Chair emphasised the need to read paperwork prior to meetings. A governor asked if more policies are to follow, the Headteacher felt that there would only be 2 per half term as a policy grid had been set up to monitor timings on policies. A governor felt that some could be shared by governors and support the Headteacher.</p>	<p>None available.</p> <ul style="list-style-type: none"> <li>• Admissions Policy 2022/2023</li> <li>• Setting Admissions Arrangements Guide 2022/2023</li> <li>• RSE Policy</li> <li>• Marking and Feedback Policy</li> <li>• Supporting Children with Medical Conditions</li> <li>• Remote Learning Policy</li> <li>• Complaints Policy and Guidance</li> <li>• Supporting Pupils with Medical Needs Policy</li> </ul> <p>The policies were circulated prior to the meeting for the Board's information. All school policies were <b>APPROVED</b> by the Board for adoption, unless any governors highlight anything within the next three days regarding the policies. The Headteacher confirmed that there is nothing out of date. A governor asked whether they were school policies or TPAT policies, the Headteacher explained that TPAT understands that procedures are different in all schools, some were TPAT's others the schools.</p> <p><b>The Admissions Policy</b> - After discussion it was agreed that the ranking order might need to be looked at for 2023/2024. It was agreed to review in September, 2021, the Clerk agreed to action.</p> <p>The Chair emphasised the need to read paperwork prior to meetings. A governor asked if more policies are to follow, the Headteacher felt that there would only be 2 per half term as a policy grid had been set up to monitor timings on policies. A governor felt that some could be shared by governors and support the Headteacher.</p>	<p>All governors</p> <p>Clerk – Agenda item September 2021</p>

8.3	<p><b>Governor Monitoring</b></p> <p>No additional reports.</p>	
9.	<p><b>Local Community Interaction</b></p> <p><b>9.1 Local Links</b></p> <p>Nothing to report.</p>	
10.	<p><b>Strengthening Governance</b></p> <p><b>10.1 Governor Training</b></p> <p>The clerk recommended that governors attend training if possible. It was agreed that all governors should attend one course, the Clerk agreed to re-circulate the Governor Training Report. The Chair asked for all governors to attend one training course. <b>The Headteacher asked if staff governors ought to attend training, the Clerk responded that they should as their governor role was different to their staff role.</b></p> <p><b>10.2 Clerk's Update</b></p> <p>None.</p> <p><b>10.3 Chair's Report</b></p> <p>None.</p> <p><b>10.4 Impact of meeting</b></p> <p>The Chair felt that it had been a very informative meeting:</p> <ul style="list-style-type: none"> <li>• Governors have agreed to attend training and undertake governor monitoring visits.</li> <li>• Governors were more informed of the financial status of the school.</li> <li>• It was agreed that governors need to interact more at next meetings.</li> <li>• The Chair reminded governor to ask questions at meetings.</li> </ul>	<p>All governors Clerk</p>
11.	<p><b>Diary Dates</b></p> <p><b>11.1 Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 8th February, 2021 at 4.00 pm</li> <li>• Monday 22nd March, 2021 at 4.00 pm</li> <li>• Monday 10th May, 2021 at 4.00 pm</li> <li>• Monday 7th June, 2021 at 4.00 pm</li> </ul> <p>There was a conversation regarding the changing of times moving forward, one of the governors stated that 4.00 pm may be difficult, the Chair asked if they would enquire at their place of work and come back to her, then governors would be informed in January of the agreed timings of meetings.</p>	

	The meeting closed at 6.42 pm.	
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These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 8<sup>th</sup> February, 2021.

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

Dated: **Monday 8<sup>th</sup> February, 2021**