

# 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 Sharon Redman	Co-opted Governor
Mr Kelvin Yates	Co-opted Governor
<b>VACANCY</b>	<b>Co-opted Governor</b>
Mrs Sarah Keast	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 12<sup>th</sup> October, 2020



Linda Cackett – Clerk to the Local Governing Board

Typed: 12.10.2020

Approved for circulation: 15.10.2020

## 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 Sarah Keast</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Monday 12<sup>th</sup> October, 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 – in part</b>
Mrs Cathy Brokenshire – Headteacher	✓		<b>P</b>
Mrs Sarah Keast – Co-opted – Chair	✓		<b>P</b>
Mrs Sharon Redman – Co-opted Governor	✓		<b>P – in part</b>
Mrs Tanya Edmunds – Staff	✓		<b>P</b>
VACANCY – Co-opted Governor	✓		-
VACANCY – Parent Governor	✓		-
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	<b>P – in part</b>
Mrs Linda Cackett – Independent Clerk	-	Clerk	<b>P</b>

<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. Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> <li>• Mrs Chapman will be arriving later due to a dental appointment</li> <li>• Mrs Redman had to leave the meeting at 6.00 pm</li> </ul>	<b><u>Action</u></b>
<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>	Clerk
<b>3.</b>	<p><b>Management Accounts – New Format – Presentation by Mr Guttridge</b></p> <p>Mr Guttridge gave a presentation to the Board. He went through the new layout of the September accounts. In the past the Board only saw the over and underspends, this year there is an additional page which shows the Key Performance Indicators. The Clerk added that in the TPAT LGB Self Evaluation Questionnaire it referred to key performance indicators and this would lead to a more positive evaluation next year.</p> <p>Pupil Premium funding is known up to March 2021, the school knows how many pupils are leaving in Year 6 but at the time the budget was set were not aware of the Reception numbers. Within the cleaning contract the</p>	

	<p>£3,500 has been reduced as Cornwall Council are no longer using the Dennison Building.</p> <p>Governors were invited to raise questions, there were none. The Board agreed that the additional key performance indicator page would be beneficial to governors. Mr Guttridge added that pre-payments are often made upfront, one IT licence for Accelerated Reader was paid for 3 years up front. The Headteacher added that cleaning will be over budget this year but out of the schools' control. Mr Guttridge confirmed that the school will be funded on higher numbers next year. It was also added that Nursery are already £4,000 higher than this time last year.</p> <p><i>5.21 – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	
<b>4.</b>	<p><b>Management Accounts – September, 2020</b></p> <p>Covered under Item 3.0. The accounts will shortly be finalised and sent to the Clerk for circulation to governors.</p>	Mr Guttridge
<b>5.</b>	<p><b>Constitution</b></p> <p><b>5.1 Next terms of office to expire</b></p> <p>The Clerk reported that there are no terms of office due to expire until 2023, other than Mrs Keast's term of office expiring 27.11.2020, this would be her last meeting. She has kindly agreed to finish her term of office to facilitate a smooth transition with the new Chair.</p> <p><b>5.2 Vacancies</b></p> <p>The Clerk reported that there was one co-opted vacancy and one parent governor vacancy following the recent resignation of Mrs Braund and appointments of Mrs Redman and Mr Yates. There will be a further co-opted vacancy when Mrs Keast's term of office expires.</p> <p>The Chair reported that an advertisement for the Parent Governor has been placed, all parents who failed to gain a place at the last election have been emailed regarding the Parent Governor vacancy.</p> <p><i>5.25 pm – Mrs Chapman joined the meeting.</i></p> <p><b>5.3 Appointment of Chair – The Clerk chaired this agenda item</b></p> <p>Mrs Redman was proposed, seconded, and unanimously appointed as Chair; Mrs Keast agreed to continuing chairing this meeting as it would be her last.</p> <p><b>5.4 Annual review of documents</b></p> <p>The Clerk reported that she had collated the majority of the Skills Audits and the Self Evaluation Forms. It was agreed to be an agenda item at the next LGB meeting.</p>	Clerk – LGB agenda item.

<p><b>5.5</b></p>	<p><b>Review of Governor Panel Grid</b></p> <p>The Board had previously reviewed the Governor Panel Grid; however, it was agreed that another review was required due to governors leaving and joining the Board. The Board reviewed and agreed changes to the Panel Grid, the Clerk agreed to update the Grid and circulate after the meeting.</p>	<p>Clerk</p>
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.2.1</b></p> <p><b>6.2.2</b></p> <p><b>6.2.3</b></p> <p><b>6.2.4</b></p> <p><b>6.2.5</b></p> <p><b>6.2.6</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 Chair when the Board meets face to face.</p> <p><b>Matters arising not already on the agenda</b></p> <p><b>Item 1.0 – Apologies and consideration of consent for access</b></p> <p>The Chair confirmed that she had sent a thank you card to Ms Rodgers after the last meeting. A card has also been sent to Mrs Braund.</p> <p><b>Item 2.0 - Annual declaration of any Business or Pecuniary Interest/s</b></p> <p>The Clerk is just waiting for some clarification of dates from some governors and the Register will be sent to the school for the website soon.</p> <p><b>Item 3.3, 3.4 and 3.5</b></p> <p>Agenda items for this meeting.</p> <p><b>Item 5.2.1 – Action Log</b></p> <p>The Headteacher has yet to undertake another pupil survey and will do after half term, the last survey has been reported in the Headteacher's Report.</p> <p><b>Item 6.1 – Current building works and maintenance schedule</b></p> <p>Mr Yates agreed to investigate and see if any funding could be obtained for the school.</p> <p><b>Item 8.3 – Governor Monitoring</b></p> <p>The Chair confirmed that the monitoring schedule had been sent to the Clerk after the last meeting and circulated to all governors. The Chair will amend the schedule following the changes on the panel grid made at this meeting.</p>	<p>Mr Yates</p>

	The Clerk apologised, she will send a reminder when she sends the draft agenda out to the Headteacher and Chair regarding sending in monitoring forms to the Clerk as agreed at the last meeting.	
<b>7.</b>	<b>Premises</b>	
<b>7.1</b>	<b>Current building works and maintenance schedule</b>	
	The Headteacher reported that the preferred tender has been gone back to with a price and the plans look exactly the same as the school wishes to proceed with £528,000 with fees of £52,000 on top. This equates to £80,000 plus £100,000 from reserves for the school. A letter of intent has been sent to the preferred tender; everything is now on track. Work could be finished by Easter which is very positive news. The Headteacher will send out updates to the Board, after this has been to the Trustees. The contractor's name has not been shared with the school yet.	
<b>7.2</b>	<b>Damp Issue</b>	
	The latest with the damp issue is that the Headteacher spoke with Mr Eddy two weeks ago. Unfortunately, Mr Eddy has had a family bereavement but hopefully news will follow shortly.	
<b>8.</b>	<b>Reports</b>	
<b>8.1</b>	<b>Headteacher's Report</b>	
	<p>The Headteacher's report was circulated prior to the meeting, along with the School Development Plan for the Board's information, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The numbers on roll are higher than this time last year, 187 on roll now. Year 1 and Year 2 are the lowest year groups at present.</li> <li>• Attendance is the best it has ever been as people cannot go away on holiday at 96%.</li> <li>• One request to educate a child at home received.</li> <li>• Above national and county average for SEN pupils, evidences the level of need increasing. The school is ensuring staff are training to support the increase in needs. The individual provision plans are in place for these children.</li> <li>• Two of ViSTs received were for a child new to the school who is no longer at the school.</li> <li>• \$175 feedback received, only one action for the Safeguarding Governor to attend training but the governor has already booked on the course, so the action is already completed.</li> <li>• One exclusion in the report has now increased to two. There is a significant team of experts working with this child.</li> <li>• All staff are back at work, staff absence (3) has all been non-Covid related.</li> <li>• Interviews for the Secretary with Financial Responsibilities will be held this Friday, 6 applicants, 4 will be interviewed.</li> <li>• A governor asked whether behaviour was an issue for all year groups, she asked whether the behaviour was worse since coming back from lock down. The Headteacher confirmed that the vast</li> </ul>	

	<p>majority of the school has good behaviour despite how long pupils have been out of school. The staff governor added that the behaviour was not worse than before lockdown. Another governor commented on the children who were 'unsure' about bad behaviour. The Headteacher felt that when the survey was undertaken there had not been a long time to understand the behaviour policy. It was agreed that it will be interesting to see whether the number of unsure pupils will decrease in the survey to be completed after half term.</p> <ul style="list-style-type: none"> <li>• The Headteacher explained the data in her report had been suggested by TPAT and the format created by the school has been a model in Headteachers meetings as a suggestion for other schools. The Headteacher to evidence progress that has been made as there is not real data to evidence yet.</li> <li>• The end of year review of the School Development Plan was included in the report, the Headteacher invited further questions, there were none.</li> <li>• The key objectives for the 5 Ofsted areas for this year have been identified, the Headteacher went through them in detail to the Board.</li> <li>• The Chair asked what happens with tables as no SATs this year. The Headteacher replied that there would be no tables so robust evidence must be produced for Ofsted. The Headteacher stressed that the previous results are not representative of the school now, the Board agreed that it was a shame there had been no SATs to evidence the progress that had been made and the turnaround within a year.</li> </ul> <p>The Chair thanked the Headteacher for her informative report.</p> <p><b>8.2 School Business Manager's Report</b></p> <p>The report was circulated prior to the meeting. A governor asked about the quotations for the fencing, the Headteacher confirmed that it was the fencing near the car park. The Headteacher confirmed that she will ensure the outstanding invoice will be paid by the Children's Centre when Andrea leaves.</p> <p>A governor asked whether the painting carried out, that would not affect the damp proof warranty was working ok. The Headteacher confirmed that it was doing ok but was flaking higher up but did not look too bad. Mr Yates offered his assistance regarding the damp proofing and the Headteacher agreed to set up a meeting.</p>	
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b>Governor Business</b></p> <p><b>TPAT Board Minutes – 12.12.19, 28.01.20 and 19.05.20</b></p> <p>The Clerk had circulated the past three sets of minutes available for circulation of the TPAT Board, there were no further questions.</p> <p><b>Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>CAPH Safeguarding Child Protection Policy</b></li> </ul>	<p>Mr Yates</p>

<p><b>9.3</b></p>	<ul style="list-style-type: none"> <li>• <b>Peer on Peer Abuse Policy 2020</b></li> <li>• <b>TPAT Fire Safety Policy</b></li> <li>• <b>TPAT New Health and Safety Policy June 2020 Covid 19</b></li> </ul> <p>The TPAT policies were circulated prior to the meeting for the Board's information. All school policies were <b>APPROVED</b> by the Board for adoption.</p> <p>The Clerk agreed to circulate the latest Keeping Children Safe in Education document, all governors to read Section 2 and email the Clerk confirmation that they had done so.</p> <p><i>6.24 pm – Mrs Redman left the meeting.</i></p> <p><b>Governor Monitoring</b></p> <p>The Headteacher confirmed that two visits have been undertaken Pupil Premium and Sports Premium and EYFS monitoring had been undertaken and reports will follow.</p>	<p>Clerk All Governors</p> <p>S Truscott S Keast</p>
<p><b>10.</b></p> <p><b>10.1</b></p>	<p><b>Local Community Interaction</b></p> <p><b>Local Links</b></p> <p>Mrs Chapman reported that the 16 x 8 shed has been chosen to be put on the bid for the incinerator grant by FOSDA.</p> <p><i>A governor asked whether poppies will still be sold, the Headteacher confirmed that poppies will go ahead but there will not be remembrance ceremonies. A governor suggested the picture of a poppy with 'Lest we Forget' on it being drawn and displayed by pupils as has been mentioned on the news recently. The new governor asked what 'Local Links' covered; the Chair explained.</i></p> <p>The local reading scheme was online this year, the Headteacher agreed to report back regarding the interest shown this year.</p>	<p>Headteacher</p>
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Strengthening Governance</b></p> <p><b>Governor Training</b></p> <p>The Clerk reminded governors to book courses from the TPAT Governor Training booklet and to complete a governor training form and send it to her when training was completed.</p> <p><b>Clerk's Update</b></p> <p>The Clerk reported that she will be circulating the latest Governance Handbook (October 2020) and Academies Governance Role Descriptors document after the meeting.</p>	<p>All Governors</p> <p>Clerk</p>

<p><b>11.3</b></p> <p><b>11.4</b></p>	<p><b>Chair's Report</b></p> <p>The Chair thanked everyone for her time as Chair, she will miss the role but needed to step down as Chair as she had lots of other commitments and did not have the time required to effectively carry out the role.</p> <p><b>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>• Roles have been allocated.</li> <li>• Training has been booked to allow governors to undertake their monitoring roles effectively.</li> <li>• The Board was delighted with the positive news on the nursery build.</li> <li>• The Board wished to thank the outgoing Chair for her work and time as a governor to the school.</li> </ul>	
<p><b>12.</b></p> <p><b>12.1</b></p>	<p><b>Diary Dates</b></p> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 14th December, 2020 at 5.00 pm</li> <li>• Monday 8th February, 2021 at 5.00 pm</li> <li>• Monday 22nd March, 2021 at 5.00 pm</li> <li>• Monday 10th May, 2021 at 5.00 pm</li> <li>• Monday 7th June, 2021 at 5.00 pm</li> </ul>	
	<p>The meeting closed at 6.37 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 14<sup>th</sup> December, 2020.

Signed: ..... **Chair**  
**Mrs Sarah Keast**

Dated: **Monday 14<sup>th</sup> December, 2020**