

# 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        | Co-opted Governor         |
| <b>VACANCY</b>         | <b>Co-opted Governor</b>  |
| <b>VACANCY</b>         | <b>Co-opted Governor</b>  |
| <b>VACANCY</b>         | <b>Co-opted Governor</b>  |
| Mrs Sarah Keast        | Co-opted Governor – Chair |
| Mrs Cathy Brokenshire  | Headteacher               |
| Mrs Helen Braund       | Parent Governor           |
| 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> September, 2020



Truro and Penwith  
**Academy Trust**

**Linda Cackett – Clerk to the Local Governing Board**

Typed: 14.09.2020

Approved for circulation: 17.09.2020

## 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 Sarah Keast</b>                                     |
| <b>Clerk:</b>           | <b>Mrs Linda Cackett</b>                                   |
| <b>Date of meeting:</b> | <b>Monday 14<sup>th</sup> September, 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>                          |
| Mrs Ann Chapman – Co-opted                     | ✓               |                             | <b>P</b>                          |
| Mrs Cathy Brokenshire – Headteacher            | ✓               |                             | <b>P</b>                          |
| Mrs Helen Braund – Parent Governor             | ✓               |                             | <b>P</b>                          |
| Mrs Sarah Keast – Co-opted – Chair             | ✓               |                             | <b>P</b>                          |
| Mrs Tanya Edmunds – Staff                      | ✓               |                             | <b>P</b>                          |
| VACANCY – Co-opted Governor                    | ✓               |                             | -                                 |
| VACANCY – Co-opted Governor                    | ✓               |                             | -                                 |
| VACANCY – Co-opted Governor                    | ✓               |                             | -                                 |
| Mrs Sharon Redman – prospective governor       |                 | Prospective Governor        | <b>P</b>                          |
| Mr Kelvin Yates – prospective governor         |                 | Prospective Governor        | <b>Ap</b>                         |
| 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> | <b>Apologies and consideration of consent for absence</b>  | <b>Action</b> |
|-----------|--|---------------|
|           | <p>The Chair welcomed everyone to the Virtual Local Governing Board meeting.</p> <p>There were no apologies as everyone was in attendance, apologies were received from Mr Yates, a prospective governor, who was unable to attend today's meeting as he is away on holiday. The Clerk has received his application form and will write to his referee and process the application further.</p> <p>The Chair read a letter resignation from Ms Rodgers to the Board, outlining in detail the reasons for her resignation. The Chair will send a thank you card to her for her work on the Board. Governors discussed the letter and it was agreed that there might have been other factors which might have contributed to her decision. After further discussion, the Board agreed to draw a line under the matter.</p> <p>The Chair introduced Mrs Sharon Redman to the Board, she is an observer at this meeting, governors introduced themselves to her. Mrs Redman introduced herself to the Board, she is currently the Business Manager at The Bishops School and has been both a governor and a Chair.</p> | Chair         |

|  |   |  |
|--|---|--|
| <p><b>2.</b></p>   | <p><b>Annual declaration of any Business or Pecuniary Interest/s</b></p> <p>The annual declaration form was circulated prior to the meeting, the Clerk will collate the forms and create a Register for the school website. The register will be sent to the school as soon as all forms have been returned and collated, she will wait for the decision to be made by the prospective governor.</p>  | <p>Clerk</p>   |
| <p><b>3.</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p> <p><b>3.3</b></p> <p><b>3.4</b></p> <p><b>3.5</b></p> | <p><b>Constitution</b></p> <p><b>Next terms of office to expire</b></p> <p>The Clerk reported that the next term of office due to expire is:</p> <ul style="list-style-type: none"> <li>• Mrs S Keast – 27.11.2020 – Co-opted Governor</li> <li>• No others until 2023.</li> </ul> <p><b>Vacancies</b></p> <p>The Clerk reported that there were three co-opted vacancies at present following the recent resignation of Ms Rogers. The Chair updated the Board that Mr Yates will be filling one vacancy, Mrs Redman will make her decision after this meeting. As the Chair was not able to renew her term of office there will be a minimum of two co-opted governors.</p> <p><b>Appointment of Chair and Vice Chair</b></p> <p>The Clerk explained that the Board needed to appoint a Vice Chair this evening pending the Chair standing down when her term of office expires shortly. Miss Samantha Truscott was proposed, seconded, and unanimously appointed as Vice Chair; it was agreed for the election of Chair to be carried forward to the next meeting. The Clerk will inform TPAT of the appointment made.</p> <p><b>Review of Governor Panel Grid</b></p> <p>The Board reviewed the Governor Panel Grid, amendments were <b>APPROVED</b>, the Clerk agreed to update the Grid and circulate after the meeting.</p> <p><b>Annual review of documents</b></p> <p>The Clerk explained that all the annual documents will be required to be completed, the Skills Audit and Governor Self Evaluation Forms will be circulated after the meeting and need to be returned to her as she needs to collate the information and report back to TPAT. She was very pleased to have received all the declaration forms so will be circulating the audits for completion as soon as possible.</p> | <p>Clerk<br/>Next LGB<br/>Agenda</p> <p>Clerk</p> <p>Clerk<br/>All<br/>Governors</p> |
| <p><b>4.</b></p>   | <p><b>Management Report and Accounts – July, 2020</b></p> <p>The July accounts were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The July accounts were completed in August.</li> <li>• The deadline for invoices to be paid for last year is this Wednesday.</li> </ul>  |  |

|  |   |                    |
|--|---|--------------------|
|  | <ul style="list-style-type: none"> <li>• The Business Manager is still having issues with the previous photocopier supplier which are on-going.</li> <li>• The reserves are looking good.</li> <li>• £80,000 of reserves were going to be put towards the Nursery but the Board has agreed up to £100,000. Mr Eddy is meeting with the preferred contractors this Friday. <b>A governor asked if the Headteacher will be involved in the meeting, the Headteacher confirmed that she cannot attend the first meeting but will be involved at the next meeting.</b></li> <li>• 186 pupils on roll, budget was set for 172.</li> <li>• Funded on 169 this year and only a drop in funding due to additional Year 6 teacher.</li> <li>• The catch-up funding was explained, £80 per pupil, £15,000 expected which can be spent across the board. Accounts will look slightly different next year and will be explained.</li> <li>• Questions were invited for the July accounts. <b>The Chair asked if the £102,000 was from SITA, Mr Guttridge confirmed that it was and would be moved across to capital.</b></li> <li>• <b>The Chair asked about the Nursery Assistant line, Mr Guttridge explained that it was when there was a child attending from Nine Maidens and budget lines were changed.</b></li> <li>• <b>The equipment leases were queried, it was explained that it was for 'the wall' and two more years were on the lease.</b></li> <li>• Mr Guttridge explained that the £5000 coded in the insurance income line refers to the cancelled London Trip. There had to be a RPA claim made as a refund was not given.</li> </ul> <p>5.45 pm – Mr Guttridge was thanked for his attendance and left the meeting.</p> |                    |
| <p><b>5.</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.2.1</b></p> | <p><b>Minutes of last Virtual Local Governing Board Meeting – Monday 20<sup>th</sup> July, 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 4.4 – Action Log</b></p> <p>The Clerk confirmed that the Action Log was updated and circulated after the last meeting. It was agreed for the Headteacher to carry out another pupil survey and report on last years at the same time.</p>  | <p>Headteacher</p> |
| <p><b>6.</b></p> <p><b>6.1</b></p>                                       | <p><b>Premises</b></p> <p><b>Current building works and maintenance schedule</b></p> <p>The Headteacher reported that the Local Authority were going to approach the DfE for additional funding, Mr Renowden did, the response was negative. However, TPAT have agreed to allow the school to spend £100,000 from reserves as a starting point. Mr Eddy has advised that other</p>  |                    |

|   |  |                 |
|---|--|-----------------|
| <p><b>6.2</b></p> <p><b>Planned works</b></p> | <p>money might be accessed from other areas for the toilets later as the school will have less reserves. The contractor will be given a week to come back with suggestions for the build, then there will a virtual meeting to discuss where the school will and will not be willing to compromise. <b>The Chair asked where the nursery is based currently, the response was in the Art Room and attendance is good with 18/19 attending each session. The Chair asked whether the Headteacher knew what the bids were, she did not know but did not think the figures were far off. A governor asked whether the school could approach the Arundale Trust for funding. The Chair thought it was for equipment but Mr Yates the new governor sits on the Trust Board so might be able to confirm.</b></p> <p>The Headteacher reported that Regan's and Sovereign have attended the school to undertake tests on the wall to proportion blame, sadly they are both still disagreeing as to which company is to blame. Over the summer classrooms have been painted with a paint that will not affect the warranty claim.</p>   | <p>Mr Yates</p> |
| <p><b>7.</b></p> <p><b>7.1</b></p>            | <p><b>Reports</b></p> <p><b>Headteacher's Report – Whole school re-opening – Covid 19</b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>• Military operations are carried out down to a tee.</li> <li>• The reopening has been very successful, children are happy, and attendance has been very good.</li> <li>• Three families advised to have a Covid-19 test; all came back negative.</li> <li>• The staff governor confirmed that all the bubbles have been kept totally separate and very successful. The Headteacher commented that clearly parents trusted the school. A governor commented that two different parents had commented that they were very impressed with what is happening at St Dennis.</li> <li>• <b>The Chair asked how the pupils appear to be, anxious or uncertain. The staff governor explained that they were not anxious but very tired, having a week in their previous class clearly worked very well, transition was important.</b> The Headteacher added that on the staff training days additional training was given to staff w.r.t. PSHE. The school is reconnecting once again as a family. <b>It was asked whether were engaged, it was confirmed that they were, enjoying seeing their friends again.</b></li> </ul> <p>The Chair thanked the staff on behalf of the Board for keeping all the children safe.</p> |                 |
| <p><b>8.</b></p> <p><b>8.1</b></p>            | <p><b>Governor Business</b></p> <p><b>TPAT Board Minutes</b></p> <p>The Clerk reported that she had been unable to obtain them prior to the meeting.</p>   |                 |

|                                      |  |                                     |
|--------------------------------------|--|-------------------------------------|
| <p><b>8.2</b></p> <p><b>8.3</b></p>  | <p><b>Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• TPAT Social Media Policy</li> <li>• TPAT Whole School Pay Policy</li> <li>• TPAT Teacher Appraisal Policy</li> </ul> <p>The TPAT approved policies were circulated prior to the meeting for the Board's information.</p> <p><b>Governor Monitoring</b></p> <p>The Chair has revised the Governor Monitoring Schedule and will send it to the Clerk to circulate to governors after the meeting. The Headteacher explained that virtual meetings were easy however some monitoring might need to be undertaken in a different format, questionnaires etc. The Board discussed the monitoring for this term and how it can be undertaken by governors. Once the School Development Plan is complete it will be circulated to governors, then monitoring can take place. There could even be a virtual tour undertaken.</p> <p>The Chair asked the Clerk when the deadline would be for monitoring reports to be included in the agenda. The Clerk confirmed 2 weeks prior to the meeting, she suggested that when she sends the draft agenda out 3 weeks prior to the meeting that she will send a reminder to all governors to submit any monitoring reports to her within the following week to be included in the agenda.</p> | <p>Chair<br/>Clerk</p> <p>Clerk</p> |
| <p><b>9.</b></p> <p><b>9.1</b></p>   | <p><b>Local Community Interaction</b></p> <p><b>Local Links</b></p> <p>None due to Covid-19. FOSDA are going to hold a meeting to try to find ways of fund raising without meeting face2face, e.g. virtual quiz, virtual bingo.</p> <p>A governor mentioned that FOSDA were looking at purchasing a hut, however the 16 x 10' suggestion to them was very large and would not get funding. Hopefully a 12 x 10' hut might achieve funding, FOSDA have a lot of equipment in the Art Room. Quotations can be obtained if firms visit after school.</p>  |                                     |
| <p><b>10.</b></p> <p><b>10.1</b></p> | <p><b>Strengthening Governance</b></p> <p><b>Governor Training</b></p> <p>The Clerk had circulated the TPAT's recent training schedule prior to the meeting. She emphasised the importance of governor training and encouraged governors to book places on relevant courses, it was agreed that governors should let the Clerk know of training booked to allow the Training Register to be populated and kept up to date.</p>   |                                     |

|  |  |  |
|--|--|--|
| <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p> | <p><b>Clerk's Update</b></p> <p>The Clerk reported that TPAT had agreed that there should be no F2F meetings until after half term, the situation will be reviewed, and a decision made for the 2<sup>nd</sup> half of the Autumn Term.</p> <p><b>Chair's Report</b></p> <p>None.</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>• Positive meeting</li> <li>• Good decisions made</li> <li>• Vice Chair, Whistleblowing and Safeguarding roles appointed</li> <li>• Positive news of the nursery</li> <li>• The Board wishes to thank all the staff steering a military operation and keeping the bubbles and children safe</li> <li>• Clerk is keeping the board on track</li> <li>• Lovely to meet Mrs Redman, prospective new governor</li> </ul> |  |
| <p><b>11.</b></p> <p><b>11.1</b></p>                     | <p><b>Diary Dates</b></p> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 12th October, 2020 at 5.00 pm</li> <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 6.42 pm.</p>  |  |

These Minutes were passed as true and accurate at the Local Governing Board Meeting on Monday 12<sup>th</sup> October, 2020.

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

Dated: **Monday 12<sup>th</sup> October, 2020**