

St Dennis Primary Academy



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Mr Paul Guttridge – Management Accountant – TPAT
Mr Abdu Sabo – Management Accountant - TPAT
Governance Officer - TPAT

Local Governing Board

Mrs Tanya Edmunds	Support Staff: Governor
Miss Becca Rollason	Teaching Staff: Governor
Miss Samantha Truscott	Parent Governor – Vice Chair
Mrs Sue Hiskens	Parent Governor
Mrs Cathy Brokenshire	Headteacher
Mrs Sharon Redman	Co-opted Governor – Chair
Mrs Liz Bradbury	Co-opted Governor
Mrs Karen Warnham	Co-opted Governor
Mrs Ann Chapman	Co-opted Governor
Mr Mark Crawford	Co-opted Governor

Minutes

Local Governing Board Meeting

Monday 3rd June, 2024



Linda Cackett – Governance Professional

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LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	4 - 10/10 – 0 Vacancies
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 3rd June, 2024 at 4.00pm
Venue:	Year 4 Classroom, St Dennis Primary Academy

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Governor	✓		A
Mrs Karen Warnham – Co-opted Governor	✓		P
Mrs Liz Bradbury – Co-opted Governor	✓		P
Mrs Ann Chapman – Co-opted Governor	✓		P
Mrs Cathy Brokenshire – Headteacher – Ex-officio	✓		P
Mrs Sue Hiskens – Parent Governor	✓		P
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P – in part
Mrs Tanya Edmunds – Staff Governor	✓		P
Miss Becca Rollason – Staff Governor	✓		P – in part
Mr Mark Crawford – Co-opted	✓		P
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	P
Mr Abdu Sabo - TPAT Management Accountant	-	Management Accountant	Ap
Miss Chloe Bayliss – Cornish Lithium			P – in part
Mrs Linda Cackett – Governance Professional	-	Clerk	P

Presentation by Chloe Bayliss – Cornish Lithium

Chloe Bayliss, from Cornish Lithium, introduced herself to the Board and explained her role within her company. Engagement with schools is a priority for the company and the Visitors Centre will be opening in July, pupils will be invited. The Headteacher explained that she wishes children to see a different side of science and felt that Cornish Lithium could support the school with this. Chloe explained that the company will be excited to work with the school, there is a laboratory at present so perhaps an After School club or other type of collaboration could be facilitated. The Headteacher agreed to liaise with Chloe after the meeting. **A governor asked when the Visitors Centre will be open, it was confirmed that it will be in July, perhaps starting the school programme in September when the children return to school after the summer holidays.** The company also offers funding for schools and community groups, there is criteria available on the website, ranging from £250 to £2,500. The company has funded within the community now for three years. The school was invited to approach the company for specific support. Mrs Bradbury kindly agreed to support the school with bid writing, the Board were pleased that a funding opportunity was available and hopeful that they might be successful in securing funding for the school.

Mrs Bradbury

4.20 pm – Miss Rollason joined the meeting and Chloe was thanked for visiting the school, she then left the meeting.

<p>1.0</p>	<p>Apologies and consideration of consent for absence</p> <p>The Clerk and Headteacher welcomed everyone to the Local Governing Board meeting, unfortunately the Chair had been delayed and the Vice Chair was not in attendance.</p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> • Miss Truscott – confusion with meeting date, unable to attend. 	<p><u>Action</u></p>
<p>2.0</p>	<p>An opportunity to declare any additional Business or Pecuniary Interest/s</p> <p>None.</p>	
<p>3.0</p> <p>3.1</p> <p>3.2</p>	<p>Finance – <i>Tabled after Item 5.0</i></p> <p>April, 2023 Management Report and Accounts</p> <p>The April management accounts were circulated at the meeting. He apologised that there was no narrative as normal, however Mr Sabo was still unwell and not at work. There was a brief explanation that the budget only needed to be approved by the Headteacher and not the Local Governing Board, this was one of the main changes in the newly updated Scheme of Delegation. The Board expressed their concern and surprise and would await more information and guidance. Mr Guttridge reported that:</p> <ul style="list-style-type: none"> • Additional nursery income and inclusion funding. • External providers – additional income covering. <p>2024/2025 Budget Approval</p> <p>Mr Guttridge explained to the Boad:</p> <ul style="list-style-type: none"> • Budget setting is very different from previous years. • Only the Headteacher is now required to approve the budget not the LGB. • The Headteacher explained that there was a Headteacher briefing when she was away on the school London Trip which she needs to watch regarding the LGB not approving the budget and changes in the Scheme of Delegation. • The Board agreed that their role will be very different due to the changes in the Scheme of Delegation, the Clerk added that she had already uploaded it to the Groups Area. • The general annual grant funding (GAG) for 24/25 is up 3.6% compared to current year. • Mainstream school additional grant (MSAG) will be included within GAG from 24/25. Overall funding has not been increased. • Both recovery premium and national tutoring programme funding will also come to an end this year. • The current cost increase assumptions for 24/25 were explained to the Board. <ul style="list-style-type: none"> ○ 4% Teachers Pay Award. ○ Assumed £1290 uplift for all support staff (5.8% for a TA) based on recent JJC pay offer and subject to trustee approval. 	

	<ul style="list-style-type: none"> ○ Cleaning and catering contracts – 10% increased based on recent national living wage increases and inflation. The trust is currently carrying out tenders for both cleaning and catering contracts. It is hoped final charges will be lower than current budget assumptions and should be confirmed before budgets are finalised. ○ Energy. ○ All other expenditure – 3% for inflation. ● The Headteacher explained the areas where she had already targeted for savings. ● The tender process is being set by the Trust, hopefully there will be some wiggle room. ● The Board felt that something needs to change regarding funding. ● There will sadly be no Sports Coach moving forwards. <p><i>4.54 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	
4.0	Constitution	
4.1	Next terms of office to expire	
	The Clerk reported that the next term of office to expire was: <ul style="list-style-type: none"> ● Mrs Sharon Redman – Co-opted Governor – 03.10.2024 	
4.2	Vacancies	
	None.	
5.0	Minutes of last Local Governing Board Meeting – Monday 22nd April, 2024	
5.1	Approval	
	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 she joins the meeting.	Chair
5.2	Matters arising not already on the agenda	
5.2.1	Item 4.1 – Next terms of office to expire	
	The Clerk confirmed that Mrs Chapman's term of office had been renewed for a further term.	
5.2.2	Item 5.2.1 – Apologies and consideration for absence	
	The Clerk confirmed that the Business and Pecuniary Interests Register had been updated and was sent to the Headteacher for uploading to the school website.	
5.2.3	Item 6.3 – Health and Safety	
	The Headteacher reported that there were still a couple of governors required to complete their SafeSmart training, she requested that this be completed asap.	Governors

<p>5.2.4</p> <p>5.2.5</p> <p>5.2.6</p>	<p>Item 6.4 - Training</p> <p>The Clerk confirmed that she had reported back to Bex Couch after the last meeting regarding the training requirements of the Board, but was aware that she is not working the month of June.</p> <p>Item 7.2 – Cornish Lithium</p> <p>Chloe Baylis attended at the beginning of this meeting.</p> <p>Item 8.4 – LGB Annual Planner</p> <p>The LGB Annual Planner was updated and circulated after the last meeting.</p> <p><i>4.38 pm – Mrs Redman apologised for being late in arriving and joined the meeting.</i></p>	
<p>6.0</p>	<p>Headteacher’s Report</p> <p>The report was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • Once again, it was a very informative report, circulated prior to the meeting. • A governor asked about the improvement in behaviour and whether it was due to the new policy. The Headteacher explained that it was more about the provision being provided. • The Headteacher added that since the report there has been another suspension. • The running of SATs went very well, Reading was really hard, even though the children finished it. Maths had one difficult paper also. • The school will ensure that all borderline scores will be double checked. • The Chair felt that there was a minority of pupils who knew what SATs were about. Hopefully the post covid approach/attitude of parents will change in time. • The Headteacher reported that since the report 4 children have left as their siblings have left Brannel School to be home educated. • Phonics predictions are looking good, low 80's, the Year 4 Multiplication Check is shortly to take place. <p>The Chair thanked the Headteacher for her informative report.</p>	
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Premises</p> <p>Current Building Works and Maintenance Schedule</p> <p>Covered under Item 7.3.</p> <p>Health and Safety</p> <p>Covered under Item 7.3.</p> <p>Health and Safety Audit – April 2024 and Action Plan</p> <p>The papers were circulated prior to the meeting, it was further noted that:</p>	

	<ul style="list-style-type: none"> • The safety kite marks on every window, internal and external require confirming and risk assessed. • The fire door requirements have been discussed with TPAT several times, all schools in Cornwall are to have a Fire Door Inspection. The school is having the Fire Door Inspection on the 24th of June. The Headteacher will personally show the inspector around. • All the red and amber areas were gone through with the Board. • The Action Plan for this year is very small. • A governor asked whether TPAT is supportive, the Board felt that the inspection results will need to be addressed and as only two fire doors are in place, it was of great concern to the Board. Clearly the matter will need urgent addressing. The Headteacher has 30/40 emails to evidence her chasing. It was asked if there was any idea of the cost for the fire doors, the Headteacher replied that there was not at present. • The Board felt that the actions were far less than in previous years. • A governor expressed his concern that during his visit he saw guttering overflowing. The Headteacher replied that it is to be addressed by TPAT hopefully in September, Chris Pickles is addressing. 	
<p>8.0</p> <p>8.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>There has been an Open the Book held recently that the children enjoyed. The Summer Fair is Friday 5th July at 2.00 pm when school finishes early and the Leavers Evening is Friday 19th July but will be held off the school premises with parental supervision. FOSDA will be organising this event and do not expect any school staff to attend, Year 6 pupils will receive their memory books. There is also to be a non-uniform day to be arranged. It was agreed that there needs to be a complete re-launch of FOSDA.</p> <p>A governor was pleased with the new local link of the new Year 3 teacher in September, from the area. The Chair's daughter, Katie Robinson, who plays for England ladies will visit the school shortly.</p> <p>The bells are being re-located back into the church; it will take 3 weeks to undertake the work. There is a special event to celebrate the relocation, possibly the children could visit.</p>	<p>Headteacher</p>
<p>9.0</p> <p>9.1</p> <p>9.2</p>	<p>Strengthening Governance</p> <p>Governor Monitoring Reports</p> <p>None received. The Chair reminded governors to undertake their visits before the end of June.</p> <p>Governor Training Reports</p> <p>None received.</p>	

<p>9.3</p>	<p>Policies</p> <ul style="list-style-type: none"> • Acceptable Use Agreement for Staff • ICT and Internet Acceptable Use Policy • Online Safety Policy • Behaviour and Relational Policy • TPAT – None – All policies available on TPAT connected <p>The policies were circulated prior to the meeting. They were reviewed and APPROVED for adoption.</p> <p>A governor asked about Paragraph 5 on the Acceptable Use Agreement for Staff, the Headteacher agreed for it to be amended as it did not read correctly and had some duplication.</p> <p>Another governor commented that the Behaviour and Relational Policy was very informative. The Headteacher explained that it was based on the new TPAT policy however the preferred parts of the St Dennis policy had been merged into it.</p>	<p>Headteacher</p>
<p>9.4</p>	<p>Clerk's Update</p>	
<p>9.4.1</p>	<p>LGB Annual Planner</p>	
<p></p>	<p>The LGB Annual Planner was reviewed and updated by the Local Governing Board, the Clerk will update and circulate after the meeting.</p>	<p>Clerk</p>
<p>9.4.2</p>	<p>Skills Audit</p>	
<p></p>	<p>The document was circulated prior to the meeting, the Clerk will collate and report back at the next meeting.</p>	<p>Clerk</p>
<p>9.4.3</p>	<p>Self-Reflection</p>	
<p></p>	<p>The document was circulated prior to the meeting, the Clerk will collate and report back at the next meeting.</p>	<p>Clerk</p>
<p>9.5</p>	<p>Chair's Update</p>	
<p></p>	<p>The Chair expressed her disappointment regarding changes to the Scheme of Delegation and the seemingly differing role of the Local Governing Board regarding decision making. It was agreed for the Clerk to send an email to TPAT to request a summary of key changes and any further supporting documentation.</p>	<p>Clerk</p>
<p>9.6</p>	<p>Impact of meeting</p>	
<p></p>	<p>The Board felt that once again it had been a very informative meeting:</p> <ul style="list-style-type: none"> • Very successful Summer 1 Term. 	

<p>10.0</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 30th September, 2024 • Monday 18th November, 2024 • Monday 20th January, 2025 • Monday 17th March, 2025 • Monday 28th April, 2025 • Monday 16th June, 2025 <p>The Chair thanked everyone for their attendance and contributions to the meeting and wished everyone a lovely summer holiday.</p>	
	<p>The meeting closed at 5.56 pm.</p>	

These Minutes were passed as a true and accurate at the Local Governing Board Meeting on Monday 30th September, 2024.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 30th September, 2024**