

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 22nd April, 2024



Linda Cackett – Governance Professional

Typed: 22.04.2024

Approved for circulation: 24.04.2024

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 22nd April, 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	✓		P
Mrs Karen Warnham – Co-opted Governor	✓		Ap
Mrs Liz Bradbury – Co-opted Governor	✓		P
Mrs Ann Chapman – Co-opted Governor	✓		Ap
Mrs Cathy Brokenshire – Headteacher – Ex-officio	✓		P
Mrs Sue Hiskens – Parent Governor	✓		P
Mrs Sharon Redman – Chair - Co-opted Governor	✓		P
Mrs Tanya Edmunds – Staff Governor	✓		P
Miss Becca Rollason – Staff Governor	✓		Ap
Mr Mark Crawford – Co-opted	✓		P
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	Ap
Mr Abdu Sabo - TPAT Management Accountant	-	Management Accountant	Ap
Mrs Linda Cackett – Governance Professional	-	Clerk	P

1.0	Apologies and consideration of consent for absence	Action
	<p>The Chair welcomed everyone to the Local Governing Board meeting especially Mr Mark Crawford the newly appointed Co-opted Governor.</p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> • Mr Guttridge - work commitments • Mr Sabo – unwell • Miss Rollason – school camp <p>It was noted that Mrs Warnham and Mrs Chapman were not in attendance, however they were contacted, and both had not recorded the dates of the meeting correctly and apologies were tendered, accepted, and recorded.</p>	
2.0	An opportunity to declare any additional Business or Pecuniary Interest/s	
	None.	

<p>3.0</p> <p>3.1</p>	<p>Finance</p> <p>March, 2023 Management Report and Accounts</p> <p>The March report and management accounts have not been circulated prior to the meeting. The Headteacher reported that she is hopefully meeting with Mr Guttridge next week, she has received no resignations this term.</p> <p>The Board expressed their concern that they had not received the March Report or accounts and that at the next meeting on 3rd June would be required to be setting the budget.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>Constitution</p> <p>Next terms of office to expire</p> <p>The Clerk reported that the next term of office to expire was:</p> <ul style="list-style-type: none"> • Mrs Ann Chapman – Co-opted Governor – 15.05.2024 <p>The Chair contacted Mrs Chapman who was pleased to agree to another term of office at the school which the Board APPROVED. The Clerk will arrange the necessary paperwork.</p> <p>Vacancies</p> <p>None.</p>	<p>Clerk</p>
<p>5.0</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>Minutes of last Local Governing Board Meeting – Monday 25th March, 2024</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 signed by the Chair.</p> <p>Matters arising not already on the agenda</p> <p>Item 1.0 – Apologies and consideration of consent for absence</p> <p>The Clerk will update the Business and Pecuniary Interests Register.</p> <p>Item 5.2.1 – Vacancies</p> <p>The Clerk confirmed that she had created the letter of invitation in case it is needed in the future.</p> <p>Item 9.4 – LGB Annual Planner</p> <p>The updated planner was circulated prior to the meeting.</p>	<p>Clerk</p>

5.2.4	<p>Item 9.5.1 – Governance Handbook</p> <p>The Clerk confirmed that she had circulated the pdf after the last meeting.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Premises</p> <p>Current Building Works and Maintenance Schedule</p> <p>The Headteacher reported that the nursery works have nearly been completed now, the acoustics are much improved. There is outside development work on the horizon.</p> <p>Nursery</p> <p>The Chair asked about nursery numbers for September, Mrs Edmunds replied that 16 were leaving to join Nursery, there will be 24 for September, including 7 EHCP's (potentially the school might not be able to meet needs of one pupil). If all 7 pupils join the school the staffing will need to be increased, this will impact the school budget negatively. Parents have requested specialists which is a positive step forward. The Care Plan for one pupil requires to re-written, one draft EHCP is not fit for purpose which was written by the County.</p> <p>Health and Safety</p> <p>The Headteacher reported that the Annual Health and Safety audit is this undertaken this Thursday. Governors were reminded to complete their SafeSmart training asap.</p> <p>Training</p> <p>The Clerk reported that she had received a reply regarding the lack of training in the summer term from Bex Couch, TPAT. If the Clerk can find out which courses the Board is interested in, TPAT will put further dates on. Bex has kept it open at the moment because attendance at training during the summer term is low. If there are particular sessions required with guaranteed attendance, she can set something up. The Board discussed the lack of training and agreed that training is required for:</p> <ul style="list-style-type: none"> • New governors • Experienced governors • SEND governors • Finance – especially in view of the changes of software on the horizon • The role of the governor <p>The Clerk agreed to report back to Bex Couch after the meeting.</p>	<p>All governors</p> <p>Clerk</p>

<p>7.0</p> <p>7.1</p> <p>7.2</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>Open the Book at the end of the months and bells returning to the church in June.</p> <p>Cornish Lithium</p> <p>Cornish Lithium have a proactive community liaison person, they are active in the village. The Chair suggested that Chloe Bayliss be invited to attend the next meeting, Mrs Bradbury will invite her. Mrs Bradbury will look further at grant bids.</p>	<p>Mrs Bradbury</p>
<p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.3.1</p> <p>8.3.2</p> <p>8.4</p>	<p>Strengthening Governance</p> <p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • Health and Safety – 07.02.2024 - Tanya Edmunds and Ann Chapman • Review Behaviour and impact of the new policy – 26.03.2024 – Liz Bradbury <p>The reports were uploaded to TPAT connectED prior to the meeting; governors were thanked for their informative reports. The new monitoring schedule is available in the Groups folder, governors were reminded to undertake their monitoring.</p> <p>Governor Training Reports</p> <p>None received.</p> <p>Policies</p> <p>School</p> <p>Anti Bullying Policy 2024</p> <p>The policy was available prior to the meeting, it was reviewed and APPROVED for adoption by the Board.</p> <p>TPAT</p> <ul style="list-style-type: none"> • All policies on TPAT connectED <p>LGB Annual Planner</p> <p>The LGB Annual Planner was reviewed and updated by the Local Governing Board, the Clerk will update and circulate after the meeting. Following discussion, it was agreed for the Skills Audit and Self Reflection to be undertaken by the Board at the next LGB meeting in the Summer term rather than the Autumn Term. This will hopefully allow for more time to be spent on finance training in the autumn term along with the completion of the annual business/pecuniary interest/s paperwork.</p>	<p>Clerk</p>

<p>8.5</p>	<p>Clerk's Update</p> <p>Nothing to report.</p>	
<p>8.6</p>	<p>Impact of meeting</p> <p>The Board felt that once again it had been a very informative meeting:</p> <ul style="list-style-type: none"> No schools will be allowed to set a deficit budget this year, £63,000 has to be saved. The Headteacher explained her proposed plans to address this. <p><i>4.46 pm – Mrs Bradbury lost connection to the meeting.</i></p>	
<p>9.0</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> Monday 3rd June, 2024 at 4.00 pm – Budget setting meeting <p>The Chair thanked everyone for their attendance and contributions to the meeting.</p> <p>The Headteacher asked for governors' involvement during SATs, week commencing the 13th of May for as much of the morning as possible. She explained that due to the high level of needs a lot of additional time has been allocated, four rooms are going to be used for two sittings.</p>	
	<p>The meeting closed at 5.00 pm.</p>	

These Minutes were passed as a true and accurate at the Local Governing Board Meeting on Monday 3rd June, 2024.

Signed: **Chair**
Mrs Sharon Redman

Dated: **Monday 3rd June, 2024**