St Dennis Primary Academy

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Mr Paul Guttridge – Management Accountant – TPAT
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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

St Dennis Primary Academy

Minutes

Local Governing Board Meeting

Monday 25th March, 2024

Truro and Penwith Academy Trust

Linda Cackett – Governance Professional
Typed: 25.03.2024
Approved for circulation: 26.03.2024

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 25th March, 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	✓		**P**
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 – *appointment pending*	✓		**P**
Mr Mark Crawford – Co-opted	✓		**Ap**
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	**P – in part**
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** The Chair welcomed everyone to the Local Governing Board meeting especially Miss Becca Rollason the newly appointed Staff Governor. Apologies were received, considered, and accepted from: • Mrs Chapman - attending a funeral. • Mr Sabo – double booked. • Mr Crawford – working commitments in London. The Board was pleased to be welcoming back Mr Crawford who had previously been a governor and Chair at St Dennis, the Chair thanked the Clerk for approaching him. He is an experienced governor and chair with a wealth of experience in HR. The Clerk will send both newly appointed governors the Annual Declaration Form in order to update the Register on the website.	**Action** Clerk
2.0	**An opportunity to declare any additional Business or Pecuniary Interest/s** None.	

3.0	**Finance**	
3.1	**February, 2023 Management Report and Accounts** The Clerk asked Mr Guttridge if finance training could be facilitated at the start of the next meeting, perhaps using the most up to date management accounts. This was identified as an action point from the Skills Audit recently reviewed by the Board. Mr Guttridge replied that as there was new finance software to be used shortly by the Trust it would be sensible to delay training as the reports and accounts will be in a different format. The Board agreed to delay the training until the new software was in place. The February report and management accounts were circulated prior to the meeting, it was further noted that: • Supply – over budget due to vacancies. The Headteacher reported that it was due to employing a supply TA and the funds will be transferred to the TA line from supply. • Teachers Pensions – changing from 23.8% to 28.8% from April, £8502 followed by another £20,000, the first 5 months payment, the school will be £600 down and £1,500 for the second payment. • The budget is currently being worked upon, there has been discussions already regarding the deficit, the school having to find £60,000 at the time. The additional (Mainstream Additional Grant) GAG top up grant will be lost which will impact on the budget even more. With the drop in numbers, it will mean £60,000 to be found, £10,000 will be lost due to the maternity pay not being required. However, one teaching assistant is leaving to start teacher training. The school will not need as many one-to-one TA's, so with losing staff through natural wastage the £60,000 saving should be met. • The Chair asked why the staff absence line was set for £4,000 more, Mr Guttridge explained it was because pre-existing medical conditions have been covered but sadly the resignation was not covered by staff absence insurance. The school gets three quotes for staff absence insurance each year, unfortunately the Council would not supply a quotation until September. A discussion followed regarding the difficulties in Trust wide insurance cover, every school has different staffing requirements. A governor asked how pre-existing conditions are declared, Mr Guttridge explained. • The Chair asked about the school led tutoring funding, the Headteacher replied that it was used in the autumn term, the figure will be zero at year end. 400 hours require reporting at the end of the financial year. *4.27 pm – Mr Guttridge was thanked for his attendance and left the meeting.*	
4.0	**Constitution**	
4.1	**Next terms of office to expire** The Clerk reported that the next term of office to expire was: • Mrs Ann Chapman – Co-opted Governor – 15.05.2024	

4.2	**Vacancies** The Clerk reported that there were no vacancies. The staff governor position was filled by Becca Rollason and the co-opted governor position by Mark Crawford. The Board were delighted that all vacancies have now been filled.	
5.0	**Minutes of last Virtual Local Governing Board Meeting – Thursday 1st February, 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 signed by the Chair.	
5.2	**Matters arising not already on the agenda**	
5.2.1	**Item 4.2 - Vacancies** The Clerk confirmed that she had investigated a draft letter of invitation to become a governor to target perspective companies but had not sent it to the Chair due to governor recruitment being successful. It was agreed for her to spend some more time and finalise the draft for use in the future if required.	Clerk
5.2.2	**Item 5.2.1 – Management Report** The Clerk confirmed she had raised questions with the Management Accountant and circulated the reply to all governors when received.	
5.2.3	**Item 8.5.4 – LGB Annual Planner** The updated planner was circulated prior to the meeting.	
6.0	**Headteacher's Report** The report was circulated prior to the meeting, it was further noted that: • The Headteacher added that although two pupils had left a family of four had joined and there were several visits planned to look around the school or nursery. A governor asked about the staffing issue causing the loss of pupils, the Headteacher explained that it was because there had been two teachers, then none in one particular class, however the school could not have done anything different at the time. The Board felt that one family had it on their minds for a while. • Attendance – below national average, it is improving slightly. The authorised is quite high, this is due to reduced timetables and pupils attending alternative provisions. There have been no holidays approved. The new Trust Attendance Policy is being followed and hopefully it will support attendance issues. • Each week there is a weekly attendance Trust report, the school is 1% below national average at present. Next year there will be	