

St Dennis Primary Academy



Minutes

Local Governing Board Meeting

Monday 25th March, 2024



Circulation List:

St Dennis Primary Academy - copy for public access
Governance Professional's copy
Mr Paul Guttridge – Management Accountant – TPAT
Mr Abu 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

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 – <i>appointment pending</i>	✓		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	Action
	<p>The Chair welcomed everyone to the Local Governing Board meeting especially Miss Becca Rollason the newly appointed Staff Governor.</p> <p>Apologies were received, considered, and accepted from:</p> <ul style="list-style-type: none"> • Mrs Chapman - attending a funeral. • Mr Sabo – double booked. • Mr Crawford – working commitments in London. <p>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.</p>	Clerk
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>February, 2023 Management Report and Accounts</p> <p>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.</p> <p>The February report and management accounts were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • 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. <p><i>4.27 pm – Mr Guttridge was thanked for his attendance and left the meeting.</i></p>	
<p>4.0</p> <p>4.1</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 	

4.2	<p>Vacancies</p> <p>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.</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 Virtual Local Governing Board Meeting – Thursday 1st February, 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 4.2 - Vacancies</p> <p>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.</p> <p>Item 5.2.1 – Management Report</p> <p>The Clerk confirmed she had raised questions with the Management Accountant and circulated the reply to all governors when received.</p> <p>Item 8.5.4 – LGB Annual Planner</p> <p>The updated planner was circulated prior to the meeting.</p>	Clerk
6.0	<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"> 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 	

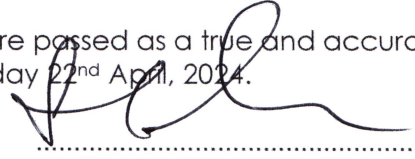
	<p>more focus on attendance, a passport system to save stamps and gain rewards.</p> <ul style="list-style-type: none"> • SEND figures have increased, significantly above national average, 9 EHCPs, awaiting 9 and 2 more being processed, possibly looking at 23 in total. The autism and dyslexia champions will be facilitating more universal activities. • Dyslexia Friendly School feedback was very positive. • Safeguarding – 89 forms has reduced to 54 this term but is a shorter term and there has been an increase in MARU referrals. • Mental Health – in the Autumn Term, mental health ambassadors training was undertaken. On Fridays Lizzy runs group sessions for children who have been referred to her. • One child has had 11 days suspensions this term, if it reaches 15 then a governors meeting will need to be held. Parents are involved, the school has applied for a place at WAVE but there are no places available. • A lot of changes in staffing were reported to the Board, these were shared. The behaviour in Year 3 has improved, the parent governor supported this comment. There has been a decrease in the number of pupils on behaviour charts. The Chair asked about the TA who had been absent, the Headteacher confirmed that occupational health were now involved. The school has to continue with supply as the TA is a one-2-one. The supply TA is incredible although supply costs are expensive to the school. • Predictions – Y1 Phonics 80%, interventions being undertaken were explained to the Board. Y4 Multiplication Check is being practiced online each week, there are more children getting 25/25. Y6 are undertaking mock SATs this week, more will be known once they have been undertaken. The cohort has a high level of need, it is planned that there will be two sittings undertaken over two rooms to give them the best chance. • Progress for Autumn Term – Intervention Bars set up in all classrooms now, there is a gap between PP and non-PP but in Reading the gap has narrowed, for writing it has increased by 2.5% but narrowed also for Maths. A governor asked whether interventions are in place for Writing, the Headteacher explained that they are in Reception and Year 1, but it might be a St Dennis Scheme needs to be devised for Writing, planning will be undertaken on the next inset day. If you are a skilled practitioner, it is easier, the Chair asked why Writing in KS2 is an issue, the Headteacher felt it was once again a Covid thing. <p>The Chair thanked the Headteacher for her very comprehensive and informative report.</p>	
<p>7.0</p>	<p>Premises</p>	
<p>7.1</p>	<p>Current Building Works and Maintenance Schedule</p> <p>The acoustics have been addressed in EYFS, there is just a small bit of work to complete. It was noted that the work undertaken soundproofing has proven extremely beneficial. The outside area is being addressed; however, it is so wet at present outside.</p>	

<p>7.2</p>	<p>The Headteacher reported that all non-LED lights are being replaced tonight throughout the school, Trust funded.</p> <p>Health and Safety</p> <p>Health and Safety Audit next month.</p>	
<p>8.0</p> <p>8.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>Open the Book have been into school and are in again tomorrow, the Band visited the church Sunday also. The bell is being re-hung in June and the Bishop will be in attendance, hopefully 14th July.</p> <p>The Summer Fair Eco Club is working with the Parish Council regarding putting up Dog Storage Holders to clean up the village. They are currently producing posters etc.</p>	
<p>9.0</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Strengthening Governance</p> <p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • Behaviour – 09.01.2024 – Liz Bradbury • Wider Curriculum – 22.02.2024 – Liz Bradbury and Sue Hiskens • EYFS – 01.01.2024 – Sharon Redman <p>The reports were uploaded to TPAT connected prior to the meeting; governors were thanked for their informative reports. There is a Behaviour visit tomorrow and there will be an SEN one after Easter. Mrs Edmunds has undertaken a Health and Safety visit and will circulate her report after the meeting for the next agenda.</p> <p>Governor Training Reports</p> <p>None received. The Board were slightly disappointed that training was being cancelled due to lack of numbers and course availability is rare. The Clerk was asked to contact the Governance Officer regarding the concerns and report back to the Board.</p> <p>Policies</p> <p>School</p> <p>None.</p> <p>TPAT</p> <ul style="list-style-type: none"> • All policies on TPAT connected <p>There is a new Trust wide Attendance Policy, it was circulated prior to the meeting. The Chair asked governors to look at the policy in detail, the Headteacher reported that a school down west following the policy improved from 70% to 92%. A governor asked how it had been so</p>	<p>Mrs Edmunds</p> <p>Clerk</p>

<p>9.4 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.</p> <p>9.5 Clerk's Update</p> <p>9.5.1 Governance Handbook</p> <p>The Clerk reported that the Governance Handbook was withdrawn on 7th March, it had been last updated 8th October, 2020 and was a very useful resource of information for governors. It provided guidance on the roles and duties of governing boards, and advice on the skills, knowledge, and behaviours they need to be effective.</p> <p>However, the DfE has published 2 new governance guides, to replace the Governance Handbook, one for maintained schools and one for academies. The Academy Trust Governance Guide can be found at: Academy trust governance guide - Guidance - GOV.UK (www.gov.uk) The Clerk explained that It provides essential information from a range of sources on the trust board's roles and legal responsibilities. This guidance is for:</p> <ul style="list-style-type: none"> • trustees, executive leaders, local committee governors, governance professionals and academy trust members • academy trusts including free schools and university technical colleges • foundations, sponsors, and others, such as diocesan authorities, with an interest in the governance of trusts • organisations supporting boards to develop effective governance <p>Although there is not a pdf version on the website, the Clerk has managed to locate a copy of the initial version which she will circulate after the meeting.</p> <p>9.6 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"> • The Board now has no vacancies, something to be celebrated. 	<p>successful, the Headteacher explained that the policy makes the school much more pro-active.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>10.0 Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 22nd April, 2024 at 4.00 pm • 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 meeting closed at 5.25 pm.</p>	

These Minutes were passed as a true and accurate at the Local Governing Board Meeting on Monday 22nd April, 2024.

Signed:


..... **Chair**
Mrs Sharon Redman

Dated:

Monday 22nd April, 2024