St Dennis Primary Academy

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Mr Paul Guttridge – Management Accountant - TPAT
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Local Governing Board

Mrs Ann Chapman	Co-opted Governor
Mrs Karen Warnham	Co-opted Governor
Mrs Liz Bradbury	Co-opted Governor
VACANCY	***Co-opted Governor***
Mrs Sharon Redman	Co-opted Governor – Chair
Mrs Cathy Brokenshire	Headteacher
Mrs Sue Hiskes	Parent Governor
Miss Samantha Truscott	Parent Governor – Vice Chair
VACANCY	***Staff: Governor***
Mrs Tanya Edmunds	Staff: Governor

St Dennis
Primary Academy

Minutes

Local Governing Board Meeting

Thursday 1st February, 2024

Truro and Penwith
Academy Trust

Linda Cackett – Governance Professional
Typed: 02.02.2024
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LOCAL GOVERNING BOARD MEETING MINUTES

School:	St Dennis Primary Academy
Quorum:	4 - 8/10 – 2 Vacancies
Chair:	Mrs Sharon Redman
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 1st February, 2024 at 4.00pm
Venue:	Year 4 Classroom, St Dennis Primary

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Miss Samantha Truscott – Vice Chair - Parent Governor	✓		Ap
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
Mrs Tanya Edmunds – Staff Governor	✓		P
VACANCY – Staff Governor			-
VACANCY – Co-opted Governor			-
Mr Paul Guttridge – TPAT Management Accountant	-	Management Accountant	P – in part
Mr Abdu Sabo - TPAT Management Accountant	-	Management Accountant	P – in part
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 Mr Sabo, the new management accountant who was shadowing Mr Guttridge. Apologies were received, considered and accepted from Miss Truscott as her child was unwell.	**Action**
2.0	**An opportunity to declare any additional Business or Pecuniary Interest/s** None.	
3.0 3.1	**Finance** **December, 2023 Management Report and Accounts** The reports were circulated prior to the meeting, it was further noted that: • Mr Sabo will be taking over as Management Accountant in the future. • A much better position than the previous management report, the biggest saving is in teacher costs. Sadly, the newly appointed job share teacher who started in January has left however	

	replacement cover is now being appointed in-house for the remainder of this year which has led to the increased savings. A new Year 5 teacher is starting after February half term, she could not start earlier as her present school could not release her. She has also agreed to be the staff governor. The ECT (Early Careers Teacher) has also started working in the school in January. • The additional HLTA cover costs have also been included. • The Universal Free School Meals has increased after the last census, an additional £500. • 9 EHCP's at present. It is difficult to project the high needs top up payment, the Headteacher added that there are still another 6 pupils who have run over the 20-week timescales. • External providers line looks overspent due to Forest Schools and also includes alternative provision. Some things the school has to subsidise. The Headteacher reported that other funding has been requested from County and virtual schools, some funding has been confirmed. • Overall deficit has reduced significantly, St Dennis is in a lot better financial situation than most schools. By the next meeting GAG funding should be known. It has been suggested that it might be 5% but other funding will reduce. • 170 pupils on census day, 5 down, therefore £40,000/£50,000 down at the start of next year. • The high SEN need coming through from the nursery will be difficult but will be reviewed continually. • The maternity insurance will be received when the member of staff returns, £2,500. The school will have to renew with Schools UK in order to receive the £2,500 therefore more than a £2,500 saving would be required in order to swap to another company. The Chair felt it was disappointing that the insurance is not Trust wide, however the reason behind this is because of the range of cover, even none, taken out by the schools. There might be a procurement team in the future, schools have been advised to delay purchasing. *4.25 pm – Mr Guttridge and Mr Sabo were thanked for their 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 still two governor vacancies, one co-opted and one staff governor on the Board. The staff governor position will be filled after Easter half term. After discussion, the Clerk was asked by the Chair to draft a letter of invitation to become a governor to target perspective companies.	Clerk

5.0	**Minutes of last Virtual Local Governing Board Meeting – Monday 20th November, 2023**	
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 3.1 – Management Report** Covered under Item 3.1, the Clerk will email Mr Guttridge for answers to the two outstanding items after the meeting.	Clerk
6.0	**Premises**	
6.1	**Current Building Works and Maintenance Schedule** The Headteacher reported that there is a big project taking place over half term, the acoustics work in the Early Years building along with all the snagging list. The Board were pleased that eventually all the work was going ahead. All the lights and ventilation are being ripped out etc., all tenders are in place. Quotes have been requested for the corridor fire doors, all the doors in the school are not compliant, the school needs to prioritise therefore the corridor ones have been. The Chair asked whether GAG funding was available, the Headteacher replied sadly not will be used for the damp proofing work next year.	
6.2	**Health and Safety** No updated report from Mr Ellacott.	
7.0	**Local Community Interaction**	
7.1	**Local Links** It was reported that Christmas events were good, children did read very well in the church from the pulpit, governors commented that it was lovely to have the children in the church again. Lots of children were involved from the local authority. Open the Book returns next term, which everyone is looking forward to. The Band are visiting the church hopefully for Mothering Sunday also. When the bells are returned there will be an opportunity for publicity, 4 bells have gone into storage due to risk of them being stolen for scrap metal. Once the bells are returned, the children will visit as they will be amazed at their size, £10,000 raised by local community to reach the £63,000 + VAT which was raised in under a year. The Board felt the church had done an amazing job in raising the money. Mrs Bradbury agreed to offer help regarding any grant funding bids etc for the school.	