

St Dennis Primary Academy



Minutes

Local Governing Board Meeting

Thursday 1st February, 2024



Circulation List:

St Dennis Primary Academy - copy for public access

Clerk's copy

Mr Paul Guttridge – Management Accountant - TPAT

Governance Officer - TPAT

Local Governing Board

Mrs Ann Chapman

Mrs Karen Warnham

Mrs Liz Bradbury

VACANCY

Mrs Sharon Redman

Mrs Cathy Brokenshire

Mrs Sue Hiskes

Miss Samantha Truscott

VACANCY

Mrs Tanya Edmunds

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor

Co-opted Governor – Chair

Headteacher

Parent Governor

Parent Governor – Vice Chair

Staff: Governor

Staff: Governor

Linda Cackett – Governance Professional

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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 1 st 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	<p>Apologies and consideration of consent for absence</p> <p>The Chair welcomed everyone to the Local Governing Board meeting especially Mr Sabo, the new management accountant who was shadowing Mr Guttridge.</p> <p>Apologies were received, considered and accepted from Miss Truscott as her child was unwell.</p>	<u>Action</u>
2.0	<p>An opportunity to declare any additional Business or Pecuniary Interest/s</p> <p>None.</p>	
3.0	<p>Finance</p>	
3.1	<p>December, 2023 Management Report and Accounts</p> <p>The reports were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • 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 	

	<p>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.</p> <ul style="list-style-type: none"> • 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. <p><i>4.25 pm – Mr Guttridge and Mr Sabo were thanked for their attendance and left the meeting.</i></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>Vacancies</p> <p>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.</p> <p>After discussion, the Clerk was asked by the Chair to draft a letter of invitation to become a governor to target perspective companies.</p>	<p>Clerk</p>

<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p>	<p>Minutes of last Virtual Local Governing Board Meeting – Monday 20th November, 2023</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 3.1 – Management Report</p> <p>Covered under Item 3.1, the Clerk will email Mr Guttridge for answers to the two outstanding items after the meeting.</p>	<p>Clerk</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p>Premises</p> <p>Current Building Works and Maintenance Schedule</p> <p>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.</p> <p>Health and Safety</p> <p>No updated report from Mr Ellacott.</p>	
<p>7.0</p> <p>7.1</p>	<p>Local Community Interaction</p> <p>Local Links</p> <p>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.</p>	



This is the largest bell - weighing half a ton! It only just fitted through the door. It is pictured on the back of a low loader being taken away for secure storage. This bell was cast in 1909 and has the name of the vicar, churchwarden, bell captain as well as the foundry - John Taylor of Loughborough inscribed on it.

Mrs Chapman reported that £1,100 was raised by FOSDA over Christmas for the school. The Headteacher felt that it needs a relaunch, the new teacher might be interested in becoming the teacher/PTA link. **The Chair** asked what the next event was, Mrs Chapman replied it was Bingo at Easter at the Football Club, followed by the Summer Fair.

The Band will be invited to attend the Over 70's Christmas Lunch, perhaps the children could attend and sing.

The Headteacher was delighted to report that several recent bids had been successful: £570 for Early Years, £3,000 for setting up the new TIS room and £300 for planters around the school has been received from The St Dennis Educational Trust.

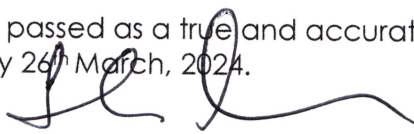
The Headteacher reported that the next bid for the school to complete and submit is to the Incinerator Fund for iPads for Years 3 and 4.

<p>8.0</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.5.1</p> <p>8.5.2</p> <p>8.5.3</p>	<p>Strengthening Governance</p> <p>Governor Monitoring Reports</p> <ul style="list-style-type: none"> • Safeguarding Visit – 15.12.2023 – Ms Truscott • English and Maths Visit – 04.01.2024 – Mrs Bradbury • SEND – 17.01.2024 – Mrs Hiskens <p>The reports were uploaded to TPAT connectED prior to the meeting; governors were thanked for their informative reports. Only the Health and Safety monitoring visit required at present.</p> <p>The Chair asked about the attendance at present, the Headteacher replied that it was 92% at present.</p> <p>Governor Visits</p> <p>Remove from agenda, duplication of previous agenda item.</p> <p>Governor Training Reports</p> <p>None received.</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, shortly to be approved by the Trustees.</p> <p>Clerk's Update</p> <p>Annual Business/Pecuniary Interest/s Register</p> <p>The Clerk confirmed that the Register had been completed and sent to the Headteacher and uploaded to the school website.</p> <p>Skills Audit</p> <p>The collated skills audit had been circulated prior to the meeting. The Board agreed that Finance needs addressing and to be an agenda item at the next meeting, the Clerk will let Mr Guttridge know in advance of the meeting.</p> <p>Self-Reflection</p> <p>The collated self-reflection document was circulated prior to the meeting, the LGB agreed that it was a true and accurate reflection of the school and the Governing Board.</p>	
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<p>8.5.4</p> <p>8.6</p>	<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.</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"> • The Chair felt that the local link ladies do a magnificent job as part of the Board. • Difficult times re sickness in school, Headteacher thanked for her continued hard work. • A year ago, the call from Ofsted came. • Happy birthday to the Headteacher for Sunday. • The school is now a Dyslexia Friendly School, accredited yesterday through Cornwall Council and two volunteers from Dyslexia Cornwall. The team who inspected commented that the school was the best school that they had awarded to, a team with so much energy giving so much back to the children. They were overwhelmed by the school; the report will be produced and then a press release can be made. There are three gradings, 90% of grades were the top grade, the Board felt it important to celebrate and publicise the success. • Governors wished to thank Jo Waters and Robyn Barker for their hard work. 	<p>Clerk</p>
<p>9.0</p>	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Monday 25th March, 2024 at 4.00 pm • 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 5.40 pm.</p>	

These Minutes were passed as a true and accurate at the Local Governing Board Meeting on Monday 26th March, 2024.

Signed:


 **Chair**
Mrs Sharon Redman

Dated:

Monday 26th March, 2024