

**KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 26th FEBRUARY 2019**

Name		Attended	Apologies received	Apologies sanctioned
Sue Bailey	SB	No	Yes	Yes
Liz Clements	LC	Yes		
Cath Collett	CC	Yes		
Claire Grove	CG	Yes		
Rachel Miller	RM	Yes		
Paul Palmer	PP	Yes		
Jo Perrott	JP	No	Yes	Yes
Alec Stokes	AS	Yes		
Dean Stacey	DS	Yes		
Amy Vine	AV	Yes		
Segil Zulhayir	SZ	Yes		
In Attendance				
Louise Ward	LW	Yes		

	AGENDA ITEMS	decision/ action	action by	when
1	Welcome and Apologies			
	SZ welcomed all to the meeting.			
2	Minutes of Last Meeting			
	<p>CG – Is there any update on the catering in school? AV said all has been set up and the catering staff are being spoken to about the changes in their contracts and to have their consultations. AV is liaising with solicitors to make sure that process is followed correctly. Parents will be informed by letter a few weeks before it changes. CG – Has the School Improvement Partner been back in? RM said yes she has been back in. She did a session with Christian Pople observing lessons and looking at children's books. She highlighted a couple of things about a few of the less able year six pupils not having enough visual support. She was however very positive. SZ informed all about the quick step back down of Dr Kulkarni as a Foundation Governor. Unfortunately, he couldn't commit to the meetings schedule which is unfortunate. A lesson has been learnt about having those conversation prior to application which would normally be the case but with the Foundation Governors the process of appointment is done in a different way and this was missed.</p>			

**KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 26th FEBRUARY 2019**

3	Matters Arising			
	No matters arising	D		
4	Declarations of Interest for agenda items			
	No declarations made			
5	Approval of all terms of reference			
	Everyone has read them and are happy with them. Governors have approved all 10.	D		
6	New Governors to complete declaration of business interests and eligibility forms			
	All forms have been completed at the start of the meeting.			
7	Headteachers Report - Verbal			
	396 children on the role. 3 who are subject to CP plans. No MASH referrals made since the last meeting. RM was invited to a multi-agency strategy meeting for one of the children. Lots of work going on around those children. Most PP children are making good progress this year. Where this is not the case there are other barriers hindering their progress and monitoring of their books is taking place to look at their progress day to day and week to week. That group forms the focus for pupil progress meetings, staff targets and leadership monitoring. Pupil attendance stands at 95.65% which is down on last year. RM ran an analysis of children whose attendance is below 95% which is 110 and the number of children who have below 90% attendance is 67 children. They will all receive letters from school. Some of these figures are down to holidays but some are for the recent flu outbreak which impacted some classes. The hope is that if these children's attendance is good over the rest of the year so that figure will rise overall. Authorised absence is 3.15%, unauthorised is 1.21% which is the families who say they are ill but have in fact gone on holiday. There is one child who has been off for nearly 4 weeks. We also had a school refuser so this also impacted on figures. No exclusions. 4 penalty notices have been given and 2 others are signed ready to go out so school are trying to address the issue. Data			

KINGSKERSWELL C OF E PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BOARD MEETING ON 26th FEBRUARY 2019

	<p>will be dropped into the tracker at the end of term. Staff are working hard. Year 6 data will be affected as 35% of that cohort have joined the school since year 5. Many of those have significant needs or difficulties. Rachel thanked Governor for their visits this half term.</p> <p>Staffing – we have a member of staff going on maternity leave but her job share will be covering that. There is another teacher in the same year group going on maternity leave which we need to recruit to. The interviews are next week. An administrator is leaving but has been replaced. Staff appraisal are now complete and the leadership team and AV are being done this week.</p> <p>Collaboration – CC, SZ and RM went to the SOGG presentation. It went well. We have had a letter granting conditional consent to go ahead and academise. There is a list of conditions which need to be completed by mid-April. They want a risk register for the school around protecting the Christian distinctiveness so there is a need for a working party to work together on this.</p> <p>Premises – A large piece of lead has gone missing from the roof in the KS2 area. It will have happened between the last Governor site inspection and now. School are getting quotes to have this replaced.</p> <p>Finance – School have hit a point where costs are no longer sustainable at current levels. Within the next 3 years there will be some difficult decisions to make. That will come under the MAT board at that point. We have rising pension contributions coming in, pay increases across the board. It is a national issue but as we have less funding in Devon it is impacting now. With the budget, school have had to shave off any extra spending from the curriculum.</p>			
8	Key School Improvement Priorities			
	<p>These have not changed from last year. Action plans have been submitted. They are Maths, PP and the more able. It's the same across Devon as a whole.</p>			
9	GAP – Monitor & Evaluate			
	<p>SZ asked all if they had received the new visit report and were using it. All agreed that they were. Once any reports are complete can Governors save them onto the onedrive or email them to the Clerk and she will save them. Succession planning needs to be arranged. All Governors to consider if they would like to be Chair or Vice Chair in the future.</p>			

**KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 26th FEBRUARY 2019**

10	Impact of PE funding			
	RM – Funding is being used for children participating in festivals and they are involved in competitions with other schools. Teachers are getting professional development and children’s learning in PE is better as a result. There was discussion around school’s roles now in teaching children in Primary around, keeping safe while online and teaching good eating habits and manners etc. These were traditionally parental priorities but the government and ministers have seen a gap and feel schools should fill that gap. This can sometimes impact on the core subjects that must take priority like Maths, English and Science			
11	Benchmarking			
	The report was circulated prior to the meeting. All have read. CG looked at what had been looked at last year to give a comparison year on year. There were no obvious anomalies. There are a few action points that CG will go through with AV next week. There was a query around how high our insurance premiums were and this had been the same last year and we were reassured that we were not paying over the odds but the benchmarking report shows we pay £10 more per pupil than other similar sized schools. This was looked into last year and we will investigate again but no clear reason came up last year so it is an ongoing anomaly. RM noted how clear the year on year comparison was. PP asked about the energy costs as we have had a considerable increase. AV said that this year there had been a rebate on the electricity and as the benchmarking data is so historic this data could be out of date as we were being over charged. This will show up next year on the benchmarking so it will be interesting to see. RM noted about the contributions for visits data. We as a school against other school ask well below average for donations but school are having increasing difficulty getting donations for the trips and visiting theatre groups etc. A recent fantastic visit from Crealy, which school only asked for £3 from each family for and only half the potential families paid which is a real shame as school will not be able to put on these sorts of events if they can’t cover some of the costs. What the school cannot do is withdraw children from extra events that are to do with the curriculum. Would Governors be in agreement to RM sending a letter explaining that even though this is a donation, if more families don’t donate the extra events will become impossible to continue. All agreed that this was a good idea. Children benefit greatly from these trips and outings so it would be very sad to have to cut any of these things. All thanked Claire for her work on this.	A & D	RM	ASAP
12	Report from the Pay & Performance Panel and the appointment of DS onto the panel			
	No extra report since last time as the panel hasn’t met. It was agreed that DS would join this committee and LC would become Chair of this panel. So DS, LC and CC will make up this panel.	D		
14	LAC Proposal			

KINGSKERSWELL C OF E PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BOARD MEETING ON 26th FEBRUARY 2019

	<p>We will, after converting to a MAT become a Local Academy Committee (LAC). The LAC will be made up of 9 Governors. We will still have a lot of responsibilities but the larger decisions will go to the MAT Board. Visits will need to continue as normal. PP will be joining the MAT Board of Trustees. We will no longer need a LA Governor and we will only need two parent Governors. The proposal is that CG will become a Co-opted Governor and AV will become a staff Governor. SZ informed all that VK can no longer commit to being the new Foundation Governor as the process was done by the Diocese and the Board didn't have a pre meeting with VK to discuss days of meetings etc. This has been disappointing. AS is still our only Foundation Governor and we will need two. We do have a new Vicar in the village who will become part of the Board as an Ex-officio. We don't have to recruit anymore at this point as we can shuffle the current Board.</p>			
14	DPO Appointment			
	<p>SZ – We need to officially appoint a DPO. AV has been covering this role since GDPR came into force. Once we convert to a MAT there will be a central person. In our paperwork we haven't named anyone and we need to do that. RM highlighted that she understood that a current member of staff couldn't do that role as it could be seen as a conflict of interest but SZ and CG said they had seen conflicting reports about this and many business managers in schools also act as the DPO. All the GDPR work has been done and AV will be the named person at this point</p>	D		
15	Budget update & Wraparound			
	<p>Budget is very tight. We are hoping for a carry forward but this is difficult to predict at this point. Wrap around took a hit from the snow day again this year. Last year parents were refunded but this year AV is offering an extra session instead so the financial hit isn't so hard. Parents have been ok with this. Apart from that Wraparound continues to work well.</p>			
16	Policies: Gifts & Hospitality			
	<p>Approved. Now needs to be sent to staff. Leadership had a discussion around a teacher a few year ago having a watch bought for him by a group of parents. It doesn't mean it can't happen. It just needs to be recorded.</p>	A D	AV	asap
17	Lead Governor Visits			
	<p>LC – Came in to see CP around Maths. TT rock stars was discussed. It has a good and positive impact. A discussion was had around the All Saints teaching alliance. They looked at the best way forward with regards assessments and how they can inform planning and impact on learning.</p> <p>DS left the meeting 6.30PM</p> <p>CC – Safeguarding visit with RM. They looked at the safeguarding audit. Looked at staff training. RM talked about implementing 5 minute scenarios at all team meetings to keep it fresh in staff's minds. It is done every September but once a month would cement that. They looked around the school at signage. CCTV monitoring is good. Discussed lanyards and the</p>			

**KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 26th FEBRUARY 2019**

	<p>signing in book. School may be introducing the 'Inventory system' where everyone that comes in has their photo taken and a card printed each time. Works well for GDPR. AV asked about fire drills and how we manage that so we may need to purchase a device to take out when the fire alarm is triggered. CC spoke to a child in each year group about if they felt safe in school and why. One little boy said "lego". All the children said staff make them feel safe. She spoke to staff about how they keep the 'keeping children safe in education' at the forefront of their minds. There was a discussion around the whistle blowing policy and RM has said that she has addressed this with teachers that were unsure. CC was happy with what she saw and will look over the Single Central Record next time.</p>			
18	Safeguarding & CIC update			
	<p>CC – Came in for the CIC meeting. School were looking at how school help the smooth transition into secondary. CC felt the school were doing all they could to help this. All agency involved were working well together for the good of the CIC.</p>			
19	Health & Safety			
	<p>Only issue has been the theft of the lead off the roof. Nothing else to report.</p>			
20	Chair's Other Business			
	<p>There has been a letter from a resident about the parking around school drop off and pick up. They would like to meet with the school and maybe reform the working party. When the last working party was formed the school had to do a presentation at County Hall and had to work with a Travel Plan. School feel at this point there is little else they can do as the signage is now clear and any bad parking is addressed when seen although she is happy to sit with them again if they would like. School tried to start a walking bus but no set of parents was willing to take this on. It is an ongoing issue and it is only a small minority of parents that continue to park badly and behave badly. The school are no longer allowed to put number plates of bad parking in the newsletter because of GDPR rules. It was mentioned that the new road at the bottom of the hill must have had an impact as it used to take half an hour to clear the road and it now takes about 10 minutes. This has definitely helped but there is still the parking on pavements and in the no parking areas. SZ will write back to the resident to say that school is happy to meet and SZ will come to that meeting too. As a Governing Board we are more than satisfied that the school are doing all they can to protect children and the responsibility needs to come back to the persons parking badly.</p> <p>Meeting closed at 7 PM</p>	A	SZ	ASAP

**KINGSKERSWELL C OF E PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 26th FEBRUARY 2019**

THESE MINUTES ARE AGREED BY THOSE PRESENT AS BEING A TRUE RECORD.

SIGNED: DATE:

Next Meeting: TUESDAY 26th MARCH AT 5.30 pm