

**KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
20th January 2026 - 5.30 PM
(in person meeting)**

Governor Name		Attended	Apologies received	Apologies sanctioned
Revd. Michael Wilkie	MW	y		
Karen Strachan HT		y		
Becky Hutchens	BH	y		
Amy Vine	AV	y		
Sam Vine	SV	N	Y	Y
Susan Robinson Chair	SR	Y		
Adam Devine	AD	Y		
Paul Dodd	PD	N	Y	Y
Danny Brown	DB	Y		
Simon Gibbs	SG	Y		
Chris Murphy	CM	Y		
Ollie Abercrombie	OA	Y		
In Attendance				
Louise Lloyd/Clerk	LL	Y		

	Minutes
1	Welcome, apologies and sanctions of apologies
	There were no apologies.
2	Declarations of any potential conflict of Interest for Items on the Agenda
	There were no declarations of interest
3	Matters Arising from previous meeting
	<ul style="list-style-type: none"> Lockdown procedures ONGOING AGENDA ITEM <p>AV confirmed that the policy was written and everything was in place, including door locks, blow horns, and shelving. In theory, we were ready to go, but we still need to practice the procedures with staff during a Twilight session.</p> <ul style="list-style-type: none"> LL to email Oliver Abercrombie's nomination form to the Devon Consultancy Team for Local Authority approval. <p>ACTIONED: DEVON CONSULTANCY TEAM HAVE APPROVED OLIVER ABCROMBIE'S APPOINTMENT AS LOCAL AUTHORITY GOVERNOR.</p> <ul style="list-style-type: none"> Strategic Governance Plan <p>KS had liaised with OA, who confirmed that he would be willing to assist with the drafting of a Strategic Governance Plan.</p>

4	Chair's Action/Update
	<p>SR reported:</p> <ul style="list-style-type: none"> Completed the online training "Challenging Headteachers." SR noted that it was not the best training she had attended, the discussion was not well controlled and SR did not have an opportunity to contribute. Unfortunately, there was also no chance to provide feedback on the quality of the training. Attended the last Primary Partnership Group meeting. Jamie Stone, Headteacher at Denbury PS, led the session, which focused on milestones. SR reported it was a very positive meeting. Was scheduled to complete training on 21.01.26 regarding Effective Complaints. AV will also be attending this training in her capacity as Data Protection Officer.
5	Lead Governor reports
6	<ul style="list-style-type: none"> Reports from SEND Lead Governor and Safeguarding Lead Governor were emailed to Governors prior to the meeting. <p>SR provided a brief summary of her visit with Jennie West on 21.10.26.</p> <ul style="list-style-type: none"> New pupils with additional needs have settled in well with no problems. 3 EHCP have just been agreed Impact of SEND strategy was measured through Insight learning plans/assessments , at the end of the intervention targets were met and exceeded JW met with SLT weekly to ensure effective liaison with other staff. JW was doing very well and nothing was too challenging for her. Next Lead Governor visit arranged for 10.02.26. <p>Governor ? what was the primary area of need within the SEND group of children. What support was JW giving to teachers and children.</p> <p>KS/SR: Speech and Language was the primary area of need. We have a TA dedicated to Speech and Language in the Early Years, which allowed us to identify and support children early. Children with autism receive 1:1 support, and EHCPs currently in process will provide additional funding. Learning plans have recently been reviewed and updated, and all staff involved with a child attend meetings to stay informed. JW meets with parents monthly to discuss progress.</p> <p>Governor ? re impact of SEND Strategy , was it an overarching strategy , or was there a strategy per child.</p> <p>SR: Confirmed it was an over arching strategy.</p> <p>Governors discussed the contents of the Safeguarding Lead Governor report. KS highlighted that during the visit, PD spoke with some children, which was very positive. PD was also efficient in checking the single central record.</p> <p>KS intended to ask PD if he would be willing to become Lead Governor for Attendance, which would allow KS to consult him regarding any attendance issues.</p> <p>Action Point : KS to ask PD to become Attendance Lead Governor.</p> <ul style="list-style-type: none"> Monitor Lead Governor visits <p>Lead Governor Health & Safety visit had been booked in for the end of January (CM)</p>

	Lead Governor Finance visit booked in..... for the beginning of February (AD)
7	<u>Head teacher's report</u>
	<p>The Headteacher report was emailed to Governors prior to the meeting, summarised as follows:</p> <p>Key school improvement priority 25-26 To empower children to consistently exercise age-appropriate competence in writing, by promoting their conscious control over the different elements of transcription and composition.</p> <p>The aim of this priority is to ensure children are able reflect upon their written ideas, applying their knowledge of cohesion, precise punctuation and accurate spelling choices. Using their growing understanding and awareness of audience, purpose and context, they will learn to revise and edit their writing so that it is coherent for the reader. In order to achieve this, children will be applying their ongoing learning of grammar, punctuation and spelling skills.</p> <p>Improving Inclusion and Oracy for Pupil Premium Pupils</p> <p>The aim of this priority is to improve the inclusion, engagement and academic outcomes for Pupil Premium pupils by embedding oracy-rich, inclusive practices that support communication, and access to the full curriculum.</p> <p>Generally things at school are going very well. Overall attendance level was below national . Attendance of a small percentage of vulnerable/PP children was an issue which KS was trying to get support from the local authority with. The aim was to try and find a way through where we can support the families in order to get the children into school.</p> <p>Governor ? When the children were actually in school were they happy?</p> <p>KS: When the children are in school regularly they are fine.</p> <p>Governor ? What powers have the LA got?</p> <p>KS: The LA can fine families . KS had also fined for holidays, but it was very difficult when there were vulnerable children/disadvantaged families. KS wanted the families to realise that their children actually coming to school every day will make a huge difference . We were working hard at attendance daily and it was a constant angst.</p> <p>Governors discussed <u>current attainment by key groups</u> and <u>statutory assessment report</u> (emailed to Governors prior to the meeting).</p> <p>Governor ? All figures looked positive and the data looked very good.</p> <p>KS reported:</p> <p>Next week, DY, DS, and KS will conduct class visits focusing on Pupil Premium and disadvantaged children. The aim is to ensure these children are receiving appropriate support, accessing the full curriculum, and being sufficiently challenged. During the visits, they will also review learning plans and assessments, as well as how Pupil Premium funding is being allocated—ensuring it is spent effectively, in the right areas, and achieving the intended impact</p> <p>Pupil numbers were looking good for September and hopefully will be at 60 again</p> <p>We have a continuing problem with employing Meal-Time assistants, and the senior leadership team was filling in gaps. We were 3 short now , we have advertised but to no avail.</p> <p>The PPG is planning another joint CPD session for staff across all schools, focusing on Oracy, which is a priority for all schools and a key element of the new inspection framework and curriculum review. Amy Voaden and Katy Rushton will lead the development of Oracy across the schools. They will attend three days of training to support this initiative and will carry out a review of Oracy across the schools after their first session at the end of January. The new appraisal system was up and running and DY will be reviewing teacher’s progress before half-term</p>

	There was a new Ofsted inspection framework .
8	Report from pay and performance panel
	KS: Meeting was straight forward ,4 teachers moved up the UPS scale (redacted evidence provided at meeting), ; other teachers moved up the main pay scale, we do not have a problem with capability in the school.
9	<ol style="list-style-type: none"> 1. Spiritual development policy- 2025 2. Spiritual development in the taught curriculum -2025
	ACTION POINT CARRIED FORWARD TO THE NEXT MEETING
10	<u>Report from School Business Manager</u>
	<p>The SBM report was emailed to Governors prior to the meeting.</p> <p>AV verbal update to Governors:</p> <p>We now have to face some big financial costs to the school. Bramble Lodge was having a new roof next week – cost of around £5000 The KS2 flat roof was being replaced. The flat roof, which was replaced five years ago, had not had its flashings renewed and was now leaking into the toilets. The flashings are currently being replaced, with all work carried out by the same company that completed the original roof.</p> <p>AV was also looking into having some pot holes repaired around school which are a H&S risk This may also cost £2000 plus. We had repairs done in the EYFS playground in October half term and it has proven successful.</p> <p>We had our 5 year electrical inspection before Christmas and this week AV received a quote for £4000 for urgent works.</p> <p>All Devon maintained schools have been migrated to Bromcom (school management information system) . Devon finance have a new finance system called Unit 4. Schools are experiencing issues with Bromcom and Devon Finance with Unit 4. The two systems have to talk together and they don't very well. In April we are merging all of our codes over , which will create significant challenges, so much so that Audit have confirmed all school financial audits will be postponed until Summer term due to Bromcom and year end. We were also approaching year end which was new for us on Bromcom and Unit 4 so we are unsure of the challenges this will bring.</p> <p>When AV ran an FRS report, Devon Finance indicated that the school was in a significant surplus. AV did not consider this figure accurate and had a meeting with Finance on 23.01.26 to unpick this further. If AV assumed Devon Finance's figure was incorrect, the budget was looking like it was when emailed to Governors in December, albeit with a slightly higher surplus. This discrepancy is why AV could not present a budget to Governors, as it would not accurately represent the school's financial position.</p> <p>The official budget date was 28.02 and we can't finalise the budget until that date is released. AV would normally be working on the budget for next year now. AV would not be surprised if the date for budget submission was delayed again this year.</p> <p>KS: It was very frustrating from a strategic point of view and trying to plan ahead.</p> <p>Governor ? Where was the school in its 5 year plan cycle.</p>

	<p>AV: Every year we run a 5 year budget , the system allows for a 5 year budget, but DCC was only interested in a 3 year budget. It was always a rolling 5 year budget and was never where we really are / every year AV did a new one.</p> <p>Governor ? The new arrangements for Cleaning/Caretaker were very positive.</p> <p>AV: Totally agree. The cleaner who had taken on the additional cleaning and securing the building at the end of the day was very reliable. We have a gardener coming in and AFIT were doing odd jobs, school was getting tidier, cleaner, safer and we have works coming up in February half term.</p> <p>Governor ? Re: After School Club note that AV was looking at Saints South West to cover lunchtime play in school was that so there were more activities taking place.</p> <p>AV: The idea was to enhance the provision and have extra help as we lost a full-time member of staff who we have not replaced.</p> <p>BH: In the autumn Term we had a coach 4 days week, but they were unable to continue . We have now reached out to Saints South West to see if they would support for 2 hours x 4 days a week i.e. replacing the coaches we had before.</p>
12	<p><u>STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY SCHOOLS.</u></p>
	<ol style="list-style-type: none"> 1. Whistleblowing Policy 2. Staff Code of Conduct <p>Decision: Governors reviewed and approved the above policies:</p> <p>Subject to amendment – staff code of conduct – policy detailed smoking would be amended to include vaping.</p> <p>Governor ? re Code of conduct obviously staff will act professional towards visitors who come into the school. What happens if the visitor is abusive to staff.</p> <p>KS: We have signs in reception that say this is not acceptable , if a visitor was aggressive the Police would be called.</p>
14	<p>Any Other Business</p>
	<p>Date of Next Meeting 24 March 2026 – ONLINE</p>