

**KINGSKERSWELL C of E PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD  
28 September 2021 at 5.30 PM**

Name		Attended	Apologies received	Apologies sanctioned
Jenny Benney	JB	Yes		
Rev'd Michael Wilkie	MW	No	No	Yes
Rachel Miller	RM	Yes		
Paul Palmer	PP	Yes		
Laura Twamley	LT	Yes		
Amy Vine	AV	Yes		
Sarah McDonald	SM	Yes		
Sam Vine	SV	Yes	Yes	Yes
Matthew Loosemore	ML	Yes arrived 18.28		
Susan Robinson	SR	Yes		
Heather Cooper	HC	Yes		
Vicki Payne-Cater	VP	Yes		
Adam Devine	AD	Yes		
<b>In Attendance</b>				
Louise Lloyd	LL	Yes		
Karen Strachan	KS	Yes		

	Notes taken
1	<b>Welcome, apologies and sanction of apologies.</b> PP welcomed everyone to the meeting & apologies were received. Adam Devine was welcomed to the FGB.
2	<b>Approval of Minutes of the FGB Meeting on 13 July 2021</b> Subject to minor amendment, the minutes were approved as a true record of the meeting.
3	<b>Matters Arising from previous meeting</b> Election of new Vice Chair of Governors – <i>see point 7</i> Review pupil premium funding – <i>see point 11</i> Receive update of end of year test results – headlines – <i>see point 13</i> Review outcome of use of sports premium – <i>see point 14</i>
4	<b>Declarations of Interest for Items on the Agenda</b> None received
5	<b>Approve term dates for following academic year.</b> These had been circulated prior to the meeting. <b>DECISION:</b> FGB approved the term dates for the years 2021/22.
6	<b>Agree arrangements for Headteacher's performance management</b> <b>DECISION:</b> This would consist of Paul Palmer, Jenny Benny and Sam Vine. Gill Winston would come to do the external support for Governors. <b>Action point:</b> RM to email Gill Winston again ; HPM arranged ASAP; carried forward to next meeting
7	<b>ANNUAL HOUSEKEEPING</b> All documents were emailed to Governors prior to the meeting. Hard copies were available at the FGB, for those Governors who had not completed Declaration of Business interests online.

	<p><b>Elect Chair &amp; Vice Chair</b>  Decision: FGB re-elected PP as Chair.  <b>Action point: LL to provide details and responsibilities of the Vice Chair role to SM, ML &amp; SM.</b></p> <p><b>Agree membership of first, second committees, &amp; pay and performance panel</b>  Decision: First and second committee &amp; Pay and Performance panel will be fluid and dependent on the issue raised. Governors to be decided at the time.</p> <p><b>Review and sign Governors' Code of Conduct</b>  Decision: FGB agreed and PP signed.</p> <p><b>Review Governors' expenses policy</b>  Decision: FGB agreed.</p> <p><b>Update Governor Action Plan</b>  <b>Action Point : LL to locate Action Plan – agenda item carried forward to next meeting</b></p> <p><b>Agree Lead Governor responsibilities and roles</b>  These were discussed and the following agreed:  Maths - Amy Vine  English - Sarah McDonald  Phonics - Sarah McDonald  SEND - Susan Robinson  Pupil Premium - Matthew Loosemore  Safeguarding - Matthew Loosemore  Children in Care – Jenny Benny  Buildings and Premises - Paul Palmer  Health and Safety – Paul Palmer  Finance/Benchmarking/SFVS - Adam Devine  RE/ Collective worship/SMSC Jenny Benny &amp; Heather Cooper  Curriculum, (History, Geography) - Sam Vine  Forest School - Sam Vine  PE - Vicki Payne-Cater  Mental Health and Emotional Wellbeing - Vicki Payne-Cater  Science - Paul Palmer  EYFS - Amy Vine  SIAMS/SEF - Michael Wilkie Laura Twamley</p> <p><b>TORS</b>  TORS were circulated to all Governors prior to the meeting.  <b>Decision 2021/22 TORS were approved by FGB.</b>  <b>Action point: TORS were needed for Mental Health &amp; Emotional Wellbeing &amp; SIAMS/SEF LL to liaise with RM,KS &amp; LT – item carried forward to next meeting.</b></p>
8	<p><b>Headteacher's Report</b>  The headteachers report was circulated prior to the meeting, no questions were raised.  RM provided a verbal update:  <u>RECOVERY PREMIUM.</u> RM attended a virtual meeting regarding Recovery Premium which equated to £145 per pupil premium child; funds released October/ January/ May/ July- the spend must be detailed on the published PP Strategy. In addition, there was a School Led Tutoring Grant of £202.50 for 60% of PP children. This was intended to cover 75% of the £18/ hour the DfE had calculated it costs to fund 1:1 tutoring (it costs more than double that in reality). This fund was extremely tightly ring-fenced and if it was not used, it would be taken back. Schools cannot use unqualified teachers, HLTAs or TAs for the tutoring.  <u>STAFFING.</u> The SENCO had now handed her notice in, one teacher expressed an interest who also funded her own SENCO qualification a few years ago. The post was advertised internally and two applicants applied who were both very strong. Whoever was successful, their job would be advertised externally.</p>
9	<p><b>Discuss Key School Improvement Priorities –</b>  Unchanged.</p>
10	<p><b>Receive update regarding any changes in staff.</b>  As above - agenda item 8.</p>

11	<p><b>Review pupil premium funding</b> As above – agenda item 8</p>
12	<p><b>Update on Covid risk assessments</b> RM sent out latest updated guidance to parents on 27.09.21 <a href="#">In response to questions raised by Governors, RM responded as follows:</a></p> <ul style="list-style-type: none"> <li>• Did not think that the Government would proceed with vaccination of children</li> <li>• All pupils were now back in school</li> <li>• It was not compulsory for staff/pupils to wear masks.</li> </ul>
13	<p><b>Receive update of end of year test results – headlines</b> The above was emailed to Governors prior to the meeting, no questions were received. KS highlighted that yrs 3, 4 &amp; 5 pupils struggled the most during lock down ; funding received for catch up was used for yr 6 and had a significant impact on their end of year results; key stage 1 pupils maintained where they were. <b>Action Point : Standing agenda item</b></p>
14	<p><b>Review outcome of use of sports premium</b> The above was emailed to Governors prior to the meeting, no questions were received. RM highlighted that the school managed to get things going even through the pandemic, what would hit the school next would be the cost of coaches, school trips would cost double for parents now. <b>Action Point: Post meeting SM volunteered, in her position as Governor, to undertake a business proposal for the hire/purchase of a school minibus. This was discussed with AV and PP and agreed that this would assist AV. The task would remain under AV and the proposal would be returned to AV for presentation to FGB and SLT for a decision at a later date.</b></p>
15	<p><b>Receive School Business Manager’s report .</b> AV’s report was circulated prior to the meeting, no questions were raised. RM noted that she had received an email from Warren Smart, Accountant, Devon Finance Services advising that following a recent School Funding Group (SFG) meeting it was agreed to review the budget plans for schools submitted back in May this year, as some of the schools only just tipped into a deficit in the 3<sup>rd</sup> year (2023/24). The Financial Intervention Panel for Schools (FIPS) agreed with the review and following the guidance contained within the Scheme for Financial Schools, it had been agreed that where a school was forecasting a 3<sup>rd</sup> year deficit the school would only need to submit a recovery plan if the revenue deficit rises above 5%. KKPS 2023/24 forecast deficit end of year position = £89,046 2023/24 forecast revenue income = £1,737,534 5% of 2023/24 revenue income = £86,879 As the deficit was higher than 5% of revenue income, a recovery plan would still be required to be submitted on or before the end of November 2021. RM further noted that the school was unable to use Wrap Around as part of school income, as the school was not supposed to make a profit. <a href="#">In response to a question raised by a Governor regarding Lettings Income</a>, AV replied that Zumba was now back on a Monday night, but none of the other groups had returned yet. <a href="#">A Governor also observed that there had been a decrease in pupil numbers, which would have an impact on funding.</a> KS replied that she thought that this would increase and that other schools had experienced a dip.</p>
16	<p><b>Policies:</b> Attendance Policy (annual) Safeguarding Policy (annual) Governor Expenses Policy (annual) Educational Trips Policy (annual)</p> <p>The above Policies were circulated prior to the meeting, no questions were received.</p> <p><b>ACTION POINT - Admissions Policy carried forward to next meeting.</b></p>

	The FGB approved the remaining policies .
17	<p><b>Review progress of identified building/maintenance works.</b>  AV advised that following a leak in one class a repair was made to the slate roof, the flashing also needed to be repaired on the lean to.</p>
18	<p><b>Receive Health and Safety update to include Fire alarm tests/fire drills/security.</b>  RM commented that the school would have a fire drill soon, but she wanted the children to be settled in school first.</p>
19	<p>Multi-School Grouping Policy – Diocese of Exeter – documents were emailed to Governors prior to the meeting , for initial discussion at the FGB .  A Governor commented that KKPS went through the MAT process 3 years ago and went a long way down this route, before it was decided this was not the right thing to do.  Following further discussion Governors agreed that a Working Party would be formed , membership to include:  Rachel Miller  Paul Palmer  Matthew Loosemore  Sam Vine  Amy Vine  Sarah McDonald</p> <p>The focus of the Working Party would be to gather information , collate information, undertake investigations, liaise with the Diocese, report back to the FGB , attend Multi School Grouping roadshow. <b>Action Point – Membership of Working Party agreed &amp; attendance at Group roadshow</b></p>
20	<p><b>Ethos group</b>  LT advised that the Ethos Group met on 23.09.21 and agreed terms of reference and roles. It was agreed that LT, as Chair of the Ethos Group, would provide a report of recommendations to the FGB .  <b>Action Point – Agenda item Ethos Group</b>  A Governor asked if children would be coming to church for the Harvest festival?  KS advised that 2 classes of children would be presenting the service (minimum 60) and their parents would be attending. Because of Covid restrictions on groups, the Harvest Festival would be held in the school hall.</p>
21	<p>Chairs Other Business  A Governor suggested that KKPS gave thought to planting a tree for the Queens Jubilee next year. <b>Action Point – Ongoing Agenda item.</b></p> <p>Date of Next Meeting 9 November 2021</p>