

KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
9 November 2021 at 5.30 PM

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

	AGENDA ITEM
1	Welcome, apologies and sanction of apologies.
2	Minutes of the FGB Meeting on 28 September 2021 The minutes were agreed as a true record of the meeting.
3	Matters Arising from previous meeting RM to email Gill Winston again ; HPM arranged ASAP; (see agenda item 9) LL to provide details and responsibilities of the Vice Chair role to SM, ML & SM COMPLETED LL to locate Action Plan COMPLETED TORS were needed for Lead Governor roles Mental Health & Emotional Wellbeing & SIAMS/SEF LL to liaise with RM,KS & LT (see agenda item 6)
4	Declarations of Interest for Items on the Agenda None received.
5	Appointment of Vice Chair Discussion ensued and SM indicated that she would be willing to step into the role of Vice Chair on an interim basis. Governors thanked SM for her loyalty and commitment. Decision: Sarah McDonald's appointment as Vice Chair was formally agreed by the FGB
6	TORS for Lead Governor roles: Mental Health & Emotional Wellbeing & SIAMS/SEF It was discussed and agreed at the last FGB that VPC would take on Lead Governor role of Mental Health and Emotional Well-being and that MW would take on the Lead Governor role of SIAMS/SEF. These were new roles and Terms of Reference were needed to define what their remit was.

	<p>RM agreed to email colleagues in the Primary Partnership to see if they had TORS.</p> <p>ML stated he could put something together re the Mental Health and Well-being role and was happy to help with oversight of this.</p> <p>KS highlighted that the school had received a grant from the DfE to train someone at the school to be mental health leader; the previous SENCO had been doing this and in the interim KS would be the school mental health leader.</p> <p>ML further stated that Maynard School had won the National Well-being Award for Schools (positive emotional wellbeing and mental health). When the next person was in role they would be welcome, to visit the school and have a look at the policies and programmes that were in place, if they wished. KS responded KKPS already had a lot of policies in place, but that would be very useful.</p>
7	<p>Monitor Governors' visits to school.</p> <p>Since the last FGB , Governors visits had been completed:</p> <p>Heather Cooper, Foundation Governor Adam Devine, Finance Governor Sam Vine , Curriculum Governor.</p> <p>Governors presented a summary of their visits to the FGB.</p> <p>PP highlighted that all Governors had been assigned their areas of responsibility and that visits needed to be completed a minimum of once a term.</p>
8	<p>Governor Training</p> <p>The meeting discussed that all Governors were encouraged to undertake training in order to develop their knowledge and skills. All Governors have been emailed a list of Babcock training opportunities for 2021/22. If Governors found a course they were interested which related to their subject area, they needed to inform LL, who would then request a purchase order from AV . Once this was received, LL went ahead and booked the training.</p> <p>It was also noted that the Diocese offered a number of training courses some of which were free, but not all courses were Governor specific.</p> <p>Action point: LL to check that Governor Training records were up-to-date.</p>
9	<p>Agree arrangements for Headteacher's performance management</p> <p>Action point: HPM meeting arranged for 16.11.21 1.30 p.m. (Jenny Winstone, RM, PP, JB and SV).</p>
10	<p>Headteacher's Report:</p> <p>RM pointed out that a fair number of children have had Covid and a number of staff were self-isolating after a positive test. The FGB needed to discuss and agree what the school did if a critical number of staff were absent in a particular year group. DCC stance was to carry on regardless, which was fine until the school reached tipping point. The school was struggling to get supply teachers, as was other schools.</p> <p>Discussion ensued & Governors felt that it needed to be clearly identified what the school tipping point was and any decisions needed to be mindful of the following:</p> <ul style="list-style-type: none"> -Health and safety in terms of adult: child ratios and the ability to meet individual children's additional needs -The quality of education for all children -The wellbeing of staff

	<p>Governors did not wish to worry parents unnecessarily, but wanted to inform parents of the school situation ahead of time and be open and honest.</p> <p>Governors were of the view in the event of critical levels of staff absence, with the ongoing protection of the school community in mind, that KKPS may take the decision to close classes, year groups or key stages. In this event, remote learning via Google Classroom would be provided. Governors recognised that this could pose difficulties for working parents; the situation was not ideal and not one the school would choose quickly, but was something that needed to consider at this point in terms of contingency planning.</p> <p>Action point: RM to publish information on the school website (under the 'For Parents' section) about contingency plans; prior to publishing the information a draft would be emailed to Governors for their agreement.</p>
11	<p>Receive update regarding any changes in staff.</p> <p>RM informed Governors that Jennie West had been appointed to the SENCO role, she would take on a part-time teaching commitment and move to Yr 5 to take on Sophie Moore's teaching commitment. This left a full-time role in Yr 4, the SLT was keen to appoint someone experienced, because the other Yr 4 teacher was an early career teacher.</p> <p>Following a successful interview Jennifer Arris was appointed, she was actually an upper pay scale teacher, but agreed to take on the role for two terms, on the lower teaching pay scale. Jennifer Arris would be starting in January. RM shared this with children yesterday and sent a letter out to parents.</p> <p>In response to a question raised by a Governor, RM confirmed that Jennie West had already completed the SENCO training.</p>
12	<p>Review progress of staff appraisal.</p> <p>RM confirmed that staff appraisals had been started and new targets set in line with school improvement plan.</p> <p>KS highlighted that she needed to meet with the Pay and Performance panel. Action point: Pay and Performance Panel Meeting arranged for 24.11.21 @ 5.30 via zoom.</p>
13	<p>Discuss Key School Improvement Priorities</p> <p>Unchanged</p>
14	<p>Receive Head teacher's safeguarding audit report</p> <p>RM noted that her report had been submitted and been accepted.</p>
15	<p>Pupil premium funding – review impact</p> <p>It was noted RM and ML reviewed the impact of last year's Pupil Premium funding in time for the last meeting, the new format was on the school website as requested by DFE.</p>
16	<p>Update on Covid risk assessments</p> <p>Please see headteacher's Report.</p>
17	<p>Receive update of end of year test results – headlines</p> <p>KS apologised but said she did not have any more data at the moment, but would provide an update at the next FGB.</p> <p>In response to a question raised by a Governor, KS confirmed that the baseline data from the last year's end of summer figures was used to inform the base line for starting this term.</p> <p>A Governor enquired if there was an expectation that schools would be having full formal SATS this summer.</p>

	<p>RM responded this was the message coming through so far and there was no sense that there would be any allowances for this cohort for lost learning.</p> <p>A Governor expressed concern that the cohort had missed so much, but were being tested in entirely same way, which put a lot of pressure on children and staff. Governors noted that the last full year Yr 6 pupils had was in Yr 3 and that some of the children had missed almost half of their school career.</p> <p>A Governor queried how the group of children sitting grammar admission tests had got on and if any allowances were made for them. RM and KS stated that they thought most of the children who took the entrance exam got in, but did not think any allowances were made for them.</p>
18	<p>Discuss School Development Plan – monitor and evaluate progress</p> <p>RM noted this was an ongoing piece of work . RM further added the SLT had done monitoring of maths books this term in terms of mastery, reasoning, presentation, accuracy and progress and have been very pleased with this.</p>
19	<p>Receive School Business Manager’s report. Review Budget monitor and mid-year expenditure. Receive update of Devolved Capital Budget.</p> <p>The above reports were emailed to Governors prior to the meeting, no questions were raised.</p> <p>AV confirmed that the Recovery Plan had now been submitted to DCC.</p> <p>Discussion ensued and Governors raised a number of questions , the responses received are detailed below:</p> <p>Recovery Plan AV : following submission of the Recovery Plan , AV did not expect to hear anything back from DCC , as the school had been able to demonstrate that it could come out of the deficit.</p> <p>School Led Tutoring Grant RM : the funding was very tightly ring-fenced and had been calculated to cover 75% of the cost of tuition with schools contributing the remaining from other budgets. The options DfE was giving to schools was to choose tutors in the community whom they were familiar with or tutors from an approved DfE list. Initially DfE said that a school could not choose non-qualified teachers, but this had now changed and a school could use teachers in school or TA’s.</p> <p>SLT’s initial thoughts were that there might be 1 or 2 TA’s in school who were willing and able to deliver some small group tutoring to children; current thinking was this would be Yr 5 children rather than Yr 6. Information regarding training had only recently released and SLT had been holding fire on making decisions until it was clear what the training looked like. The grant would be taken back if not used; schools could not carry forward funding into future years.</p> <p>Wrap Around Money AM: profit from the Wrap Around provision could not be used to help the school budget to get out of deficit - the school could spend the funding as it chose to, but could not use it to get the school out of deficit. The school was not expecting to be in a surplus with Wrap Around, as it had been a good year. AV’s suggestion was that the school saw the financial year out and paid the school rent for use of the hall, before deciding how to spend the surplus.</p> <p>A Governor suggested if the surplus was used to sustain and maintain the quality of the Wrap Around provision there was value in that, equally if the school needed money it was fine to move some money across to the main school budget. Wrap Around was a good feature of the school and if parents wanted to send their children to KKPS because of this, it was money well spent. In conversations with parents, they had talked about food and equipment.</p> <p>KS: felt that Wrap Around would continue to be a prosperous part of school, as everyone she had shown around (re September intake) had been interested in Wrap Around care. If money could be used to help improve the provision in any way that should happen, as well as some money coming back into the school.</p>
20	<p>Receive report from Finance Lead Governor</p>

	Adam Devine presented a summary of his report to the meeting.
21	<p>Policies: Data Protection Policy SEN Policy Supporting Pupils with Medical Conditions Admissions Policy Charging and Remissions Policy Teachers' Pay Policy Behaviour in Schools Policy Exclusions Policy Behaviour Principles written statement</p> <p>The above Policies were circulated prior to the meeting, no questions were received.</p> <p>The FGB approved the remaining policies.</p> <p>A Governor asked if sufficient staff had received the necessary training to support those children with medical conditions. Likewise the implementation of the Behavioural Policy that talked about behaviour management training for all staff.</p> <p>KS responded to the points raised as follows:</p> <p><u>Supporting Children with medical conditions policy.</u></p> <p>If the school had children with specific medical problems e.g. diabetes, a health specialist came into the school and gave staff training re how to support the child, which was arranged by the SENCO. Training for medical conditions was ongoing and carried out whenever necessary</p> <p>Staff have also had Epipen training for children with allergies & circa 20 members of staff were trained First Aiders.</p> <p><u>Behaviour policy</u></p> <p>This was discussed with all staff during their induction and they were also asked to read through the policy. Ongoing support was provided to ensure the policy was consistently followed across the school.</p> <p><u>Additional discussion around policies</u></p> <p>KS explained to the meeting that the SLT had recently discussed changing the school policy around the administering of calpol, antihistamine and similar medications. In the past discussions have taken place regarding trying to avoid this, but the SLT had recently talked about changing the policy to allow the school to administer Calpol in exceptional circumstances.</p> <p>Discussion ensued and RM suggested it was incorporated in the policy that this was specifically for :</p> <ul style="list-style-type: none"> • Children in Care or children who were subject to Child Protection planning (and parents were not engage able) • or in very rare circumstances where a child was in acute pain, (parents would have to give permission for this). <p>Decision: KS to come up with a draft policy (Administering Medications) - for agreement by Governors at next FGB meeting.</p>
22	<p>Receive update on cleaning and caretaking.</p> <p>AV reported that this was all running smoothly.</p>

23	<p>Ethos group</p> <p>Heather Cooper presented a summary of the minutes from the last Ethos Group meeting.</p> <p>It was noted KKPS would not be able to hold Carol or Crib Services at the church this year because of Covid 19. However, the church was organising a Community Carol service on 16th December 2021, which would be held on the church meadow and car park.</p> <p>The Christingle Service was being held at St. Mary's Church on 5th December at 6pm. This service would only be open to the children and parents of the school.</p>
24	<p>Review website</p> <p>KS confirmed that she had reviewed the website with Kay and everything was on there that needed to be, there had been a few updates but nothing major.</p> <p>A Governor mentioned that they found the links were slow or did not load on the website and that the Governors section needed to be updated.</p>
25	<p>Multi-School Grouping Policy – Diocese of Exeter</p> <p>RM reported that the Diocese had appeared to have taken a back step, as there had been an uprising of head teachers, who all contacted the Director of Education, stating they felt timing was not great; the focus should be on catching children up and not about justifying a decision whether or not to stay stand-alone.</p> <p>RM also spoke with the Director of Education who said schools were not expected to spend a huge amount of time on due diligence. The fact that KKPS had been through the process before, the Director of Education thought that the due diligence process the school went through then, would stand up now in terms of rationale for staying stand-alone.</p> <p>RM had also spoken with other Head Teachers from the primary partnership, only one was a Church of England School, but their Governors were aware the DfE direction was towards Multi Academy Trusts. They agreed to try to demonstrate some impact in terms of school improvement working across the collaboration, evidencing that whilst a school was standalone it was already working in an effective collaboration and this was the impact.</p> <p>Action Point : Paul Palmer, Rachel Miller, Amy Vine, Sarah McDonald, Sam Vine , Matthew Loosemore, to attend Multi School group Roadshow via Zoom 16.11 @6.30pm</p>
26	<p>Chairs Other Business</p> <p>Date of Next Meeting 18th January 2022</p> <p>THESE MINUTES ARE AGREED BY THOSE PRESENT AS BEING A TRUE RECORD.</p> <p>SIGNED: DATE:</p>