

**KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
TUESDAY 14 June 2022 at 5.30 PM**

Virtual meeting

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

	Notes taken
1.	WELCOME, APOLOGIES AND SANCTION OF APOLOGIES. PP welcomed everyone to the meeting, apologies were received and sanctioned.
2.	MINUTES OF THE LAST MEETING ON 26.04.22. Subject to minor amendment the minutes were approved as a true record of the meeting.
3.	MATTERS ARISING FROM PREVIOUS MEETING KS/ML to produce a TORS for Lead Governor Mental Health and Emotional Wellbeing. CF to September, KS and ML to have a meeting - Action point carried forward to September FGB Review pupil premium funding (Agenda item 11) Health and Safety Update – Fire drill (Agenda item 15) All Staff to receive an end of year letter from Governors thanking them for their flexibility and helpfulness during Covid - Action point carried forward to next meeting
4.	DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA None received
5.	GOVERNOR RECRUITMENT/CHAIR REPLACEMENT Parent Governor - Giles Watson was formally appointed as Parent Governor, his term would commence from 15.06.22. An expression of interest had also been received from Jackie Kelly, RM and PP had arranged

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	<p>to meet with her on 24.06.22.</p> <p>Foundation Governor- JB was speaking with a lady who was interesting in becoming a Foundation Governor.</p> <p>Chair replacement - RM suggested if Governors were struggling regarding time commitments that a Co-Chair model was considered, this arrangement had worked well at the school in the past – Action point LL to email to Governors information regarding Co-Chairing and forthcoming training dates for Chairs (Leadership of the Governing Board)</p>
6.	<p>GOVERNOR VISITS :</p> <p>SEND – SR presented her visit report to Governors. SR further reported that she did a face to face visit with JW on 19.05 prior to the SEND inspection; more autism support was needed and some wrap around training. SR did the SEND training on 26.05 which was very useful and informative. SR intended to have another catch up with JW before the end of the term. RM : the inspection that SR was referring to was an inspection of the Local Authority, not the school. RM's believed that the inspection did not go well. KM : JW was doing an excellent job ,she was calm measured and organised. JB was being modest when she was saying she was finding it challenging. In response to a question raised by a Governor, RM confirmed that JW was on the School Leadership Team.</p> <p>Phonics – SM presented her visit report to Governors. SM further reported that she did a face to face meeting with LA on 19.05, LA took time to show SM around the phonics group which was fantastic. SM would be writing up a summary of the visit in due course. KS : SLT had been doing phonics screening the last couple of weeks which had been going really well & should be well above national. KKPS also had a monitoring visit from Babcock requesting to have a look at administration of the phonics screening. SM : would undertake a further visit once the results were known.</p> <p>Building and Site Risk assessment – PP : did a visit on 04.05. with AV, the visit was very positive which was always the case and everything was in good order. AV spoke about the difficulties in trying to obtain quotes from Contractors, getting works undertaken and Contractors then adding another 10% to the original quote. PP's report would be issued in due course, but there were no concerns.</p>
7.	<p>HEADTEACHER'S REPORT</p> <p>RM presented her report to Governors. RM provided a verbal update: The number on roll was now 355, there had been quite a few recent joiners, 57 confirmed for September. Attendance was now 93.8 against a national of 93.6. YR 6 attendance had been badly affected by a child who was regularly refusing to come to school. There had been a number of cases of Chicken Pox. The Jubilee Party went very well, everyone RM spoke to were overwhelmingly positive about how good it was to be back as a school community celebrating all together & the children loved it. A Governor said it was a fabulous event and well done to everyone involved in the arrangements.</p>

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	<p>Helen Eversett, School Improvement Advisor, would be visiting on 28.06 to do a review. Helen Eversett had promised RM that this would not be judgemental and would be supportive, but was proposing essentially an Ofsted style visit. Helen Eversett wanted to bring someone with her to shadow her, but RM felt this would be more stressful for staff if there were two people there so declined. Helen Eversett asked if a Governor could be there for feedback, but could not be specific around timing. RM intended to email Helen Eversett again to try and get her to confirm the time.</p> <p>In response to a question raised by a Governor, RM advised that currently YRs 3, 4 and 5 were doing their optional SATS, YR 2 had done theirs (RM did not think they would have known it was happening) and YR6 did theirs back in the 2nd week of May, they managed very well and did not appear stressed.</p> <p>KS : YR6 children’s ‘lack of resilience’ needed to be taken into account, they had experienced 2 years of disruption in their school life.</p> <p>RM : results would be a lot lower than they have been which would be the same for every school. In terms of thresholds RM did not know what would be expected in terms of age-related expectations. The meeting discussed concerns that this may sit with an agenda that the mark was set high & schools did not do well, additional funding was provided via a Tutoring Programme and the Government then claimed credit for the improvements. Another concern was that schools would be forced into MATS.</p> <p>A Governor remarked that the ethos the school was showing around supporting Y6 and not pressuring pupils was excellent.</p> <p>RM : re issuing certificates for pupils with 100% attendance , there was some feeling celebrating 100% perhaps was not fair, as sometimes a child was not in school because of reasons outside of their control. Attendance needed to be promoted and the school target was 96%, RM asked Governors if they felt that children should be rewarded if they achieved 96% and above attendance, rather than 100%.</p> <p>Governors agreed that pupils would continue to receive a certificate for 100% excellent attendance + badge, but certificates would also be given out for good attendance – 96%</p>
8.	<p>DISCUSS KEY SCHOOL IMPROVEMENT PRIORITIES – MONITOR AND EVALUATE PROGRESS TO INCLUDE ACTION PLANS AND CURRICULUM RECOVERY ACTION PLAN</p> <p>RM : had just written a new policy for Pupil Premium and was part way through the school strategy for next year. RM would draft this and when ML came into school at the end of the school term would look at this with him and then publish it (it needed to be done before December). RM had analysed data for pupil premium children some of them had made progress despite the 2 years of disruptions. There was a lot of information out there that this group of children had been more disadvantaged than others, which was the case for some of KKPS’s disadvantaged children. KS as Mental Head Lead and RM as Pupil Premium lead did a cross reference exercise and found where there was an increased disadvantage for Pupil Premium children in the majority of those families it was parental mental health that was having a negative impact on the children’s’ outcomes. In the longer term SLT needed to look at ways to support this.</p> <p>KS : Sent out a mental health questionnaire to parents , a lot were positive about what the school supported in school, but some were not. KS was not entirely sure that they understood what the school did to support mental health, so planned to resend the questionnaire stating</p>

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	<p>explicitly what was provided.</p> <p>Action point: KS to send out the Key School Improvement plan to Lead Governors.</p>
9.	<p>RECEIVE FEEDBACK FROM REVIEW OF SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS</p> <p>RM : The Single Central Record was checked before half term and was all in order. It had been a number of years before staff completed safer recruitment training, all designated safeguarding leads and deputies in school have been signed up to do this. There was a new proforma for the single central record, the format the school used held the same information and there was no legal requirement to hold the record in a set format.</p>
10	<p>RECEIVE UPDATE REGARDING ANY CHANGES IN STAFF AND REVIEW STAFFING STRUCTURE AND CLASS ORGANISATION FOR ACADEMIC YEAR 2022/2023</p> <p>KS informed Governors of the changes in staff and class organisation for the academic year 2022/23. Retention of staff and recruiting good staff was important. There was a huge range of abilities in TA's, some had been with the school a long time and were more experienced than others, but were stuck at the top of B grade. Subject to performance management which was now in place, there was potential for TA's to progress to Grade C. All new starters would start at grade B.</p>
11	<p>REVIEW PUPIL PREMIUM FUNDING - Please refer to Agenda item 8.</p>
12	<p>REVIEW OUTCOME OF USE OF SPORTS PREMIUM</p> <p>RM requested that this agenda item was carried forward to the next meeting. In terms of the use of the money, RM said it would be nice for children to go off for sporting competitions /participation events and having enriched experiences. KKPS bought into the School Partnership which was excellent. Agenda item carried forward to next meeting.</p>
13	<p>ETHOS GROUP SIAMS/SEF</p> <p>LT provided a verbal report :</p> <p>The last Ethos Group meeting scheduled for 03.05 was cancelled as unfortunately 3 out of 6 members could not attend for personal reasons. The next Ethos Group meeting was due to take place next Tuesday which would be the last meeting of the year, just to reflect on what the group had done and think about how to move forward. LT wanted to listen to what everyone had to say, but felt that a big focus for next year could be Prayer Spaces getting the church more involved and leading a prayer space which worked. The group had yet to decide how to role this out. LT would report back to Governors at the next FGB meetings</p> <p>Tatiana Wilson from the Diocese was invited to open the Jubilee Garden with Revd. Wilkie. Tatiana emailed RM afterwards to say she was thrilled to have been invited to share in such joy and had been almost in tears at one point because of how special she thought it was.</p> <p>When LT and Tatiana were putting together the two-page summary for the SIAMS, Tatiana said the next step was to look at 'what we do that is really us', have another look at it and pull out those little gems that make 'us us '. KS suggested that parents were asked for their views. Tatiana said that for the SIAMS inspection the school needed to have anecdotal feedback from</p>

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	<p>parents. A date had not yet been set for the inspection, LT would let everyone know as soon as she knew.</p>
14	<p>RECEIVE SCHOOL BUSINESS MANAGER'S REPORT</p> <p>FINANCIAL REPORT: AV : did not send out the financial report for this month, as the school had not received the carry forward yet, this normally came June/July time. AV had a finance meeting with Carl tomorrow. Even though she had done the budget for this year, AV could not give a conclusive budget to Governors, as had not received figures for last years surplus. Once received AV would circulate to Governors.</p> <p>BUSINESS MANAGER REPORT AV provided the following updates:</p> <p><u>Current/upcoming works:</u> The carpets due for replacement in Penguin, Red Panda and Giraffe were delayed due to issues at contractors end. Giraffe was replaced. The other 2 are booked for 8/9 August. I have received a quote from the company to replace Booster room, Tiger, Ocelot, Platypus and Cougar which was in excess of £7500+VAT. I am awaiting another quote at the end of w/c 6th June to compare. These other carpets, if we choose all 5 rooms, will be done in August. Quote to replace the roof/lean to is around £3400 with Smale Roofing. I have been completely unsuccessful in obtaining other quotes therefore, I have booked the works to be done in the Summer holidays with Smale Roofing. The quote will be subject to change due to inflation. Broken windows have been replaced. The caretaker will be refurbishing some classrooms during the summer.</p> <p><u>Catering:</u> In January, we ran a competition in the kitchen. We will run this again in June sometime.</p> <p><u>Contracts:</u> Looking at changing phone system currently with South West Comms, had a zoom meeting last week with Tell Group for the same services & like for like system but was half the price. Saving of 3.5K over 3 years.</p> <p><u>Cleaning :</u> Further to below and our last meeting, no decision has been made on next steps.</p> <p><i>Betterclean have put our rates up again this year, further to an increase in the minimum wage. In 2017/18 we were paying £1398 per month for the same cleaning services we are receiving now. From April 1st, we will be paying £1960. This is an increase of £6744 per year which is a 41% increase in 4 years.</i></p> <p><i>I will be contacting 3 companies in April and starting the tender process. I will keep you updated in the next meeting.</i></p> <p><u>In response to a question raised by a Governor,</u> AV stated when and if KKPS made the decision to change KKPS had to give 3 months' notice to Betterclean. At present no decisions have been made around whether to remain with a contractor or employ own staff.</p> <p><u>School Budget:</u> Brought Forward 2021 2022 – not released until June/July</p> <p>In year Projected Carry Forward – to be given by the end of June</p> <p>There are some issues, as there is every year, with importing the budget from Access Education into FMS. I am waiting for this to be rectified before I can run reports to report to governors. I expect this to be in the next couple of weeks and I will get this emailed out to you. This is pretty normal for this time of year due to the new financial year.</p> <p>We have received £2000 total for 2 Ukraine children who joined us in May, from Devon County Council.</p> <p>School Budget Share is not in. Pupil Premium is not in yet so cannot confirm figures.</p>

Signed



Date

	<p><u>Governor visit</u> Adam Devine visited on 2nd May 2022 to look at policy review and what the new budget looks like. Adam has fed back to Governors in May's meeting.</p> <p><u>Wrap Around Provision: Summer Term 2022 numbers: 88 (10 adhoc)</u> Our sessions are pretty much full, capped at 50, and having to turn down sessions for pupils. We need more staff but current staff have not stepped forward. We have several new TA's joining us over the coming months so I am hoping we may be able to fill staff gaps with them. Exeter City Football club come in on a Wednesday to do multi skills which has been really good. AV had been doing circuit training with pupils.</p> <p><u>Governors remarked it was positive that there were themed nights now and the changes in food were really good.</u></p> <p><u>Budget :</u> Brought Forward 2020 2021 TBC by end of June Carry Forward 2021 2022 TBC by end of June I am still in leading the provision until we fill the playleader post. I am onsite from when wrap-around starts until around 5:15/30pm every day. We have now had our new doorbell intercom system installed and already staff and parents have said how much better it is! This costs around £450 and was money very well spent!</p> <p><u>Holiday provision:</u> We are unable to move forward with the holiday provision at the moment until staffing has been sorted out.</p> <p><u>School Fund :</u> Business account balance £7068.43 This balance is made up of staff tea & coffee, Staff Appreciation Fund, charity money and misc. Reserve account balance £1146.47</p> <p><u>Free School Meals:</u> Current numbers: 71</p> <p><u>Pupil Numbers:</u> 350 <u>In Year Starters :</u> 5 - <u>In Year Leavers :</u> 1</p> <p><u>A Governor asked if there was a language barrier for the Ukrainian children?</u> RM : there was a language barrier for the Yr1 child, but he was resilient and being amazing. His sister in Yr 6 had an incredible understanding of the English language. Limited support was available from DCC i.e. 2 books in Ukranian and/or an interpreter for meetings that the family needed to attend, but mother had a good understanding of English. KKPS needed to explore if there was anyone who could provide meaningful support.</p>
15	<p>POLICIES: Complaints Policy (<u>A Governor pointed that there did not appear to be any contact details in the policy</u>) Children with Health Needs who cannot attend school * Newly Qualified Teachers Policy * EYFS Policy* Premises Management Documents – Fire risk assessment, lettings * <u>Governors approved the policies.</u> <u>Teaching, Learning and Assessment Policy, Administering Medications -</u> <u>c/f to next meeting</u></p>
16	<p>HEALTH & SAFETY UPDATE TO INCLUDE FIRE ALARM TESTS AND FIRE DRILLS. <u>c/f to next meeting</u></p>
17	<p>CHAIRS OTHER BUSINESS - none</p>

Signed



Date

	Date of Next Meeting 12.07.22 Meeting ended 7 p.m.
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Signed Dated 12.07.22

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Date