

**KINGSKERSWELL C of E PRIMARY SCHOOL
AGENDA OF THE FULL GOVERNING BOARD
15 November 2022 at 5.30 PM**

| Name | | Attended | Apologies received | Apologies sanctioned |
|----------------------|----|----------|--------------------|----------------------|
| Jenny Benney | JB | No | Yes | Yes |
| Revd. Michael Wilkie | MW | | | |
| Rachel Miller | RM | | | |
| Laura Twamley | LT | | | |
| Amy Vine | AV | | | |
| Sarah McDonald | SM | | | |
| Sam Vine | SV | No | | Yes |
| Matthew Loosemore | ML | | | |
| Susan Robinson | SR | | | |
| Giles Watson | GW | | | |
| Adam Devine | AD | | | |
| Jackie Staines | JS | | | |
| In Attendance | | | | |
| Louise Lloyd | LL | | | |
| Karen Strachen | KS | | | |

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| | Notes taken |
| 1. | WELCOME, APOLOGIES AND SANCTION OF APOLOGIES. Apologies were received and sanctioned. |
| 2. | RECEIVE DECLARATIONS OF PECUNIARY INTEREST. None received. |
| 3. | AGREE AND SIGN MINUTES OF PREVIOUS MEETING. The minutes were agreed as a true record of the meeting. |
| 4. | DISCUSS MATTERS ARISING FROM PREVIOUS MEETING. <ul style="list-style-type: none"> a. LL TO ARRANGE HTPM TRAINING FOR JB AND ML. ACTIONED b. RM TO LIAISE WITH GILL WINSTONE REGARDING SETTING UP DATES ASAP. ACTIONED c. REVIEW GOVERNORS' CODE OF CONDUCT AGENDA ITEM 17 d. ALL GOVERNORS TO COMPLETE SAFEGUARDING TRAINING AGENDA ITEM 18 e. KS TO EMAIL SCHOOL ACTION PLAN TO GOVERNORS FOR USE DURING LEAD GOVERNOR VISITS. AGENDA ITEM 9a f. REVIEW PUPIL PREMIUM FUNDING AGENDA ITEM 10 g. ADMINISTERING MEDICATIONS POLICY AGENDA ITEM 22 h. LEAD GOVERNOR VISIT REPORTS 2021/22– CURRICULUM AND FOREST SCHOOL AGENDA ITEM 20 i. TERMS OF REFERENCE FOR SCIENCE LEAD GOVERNOR AND PE LEAD GOVERNOR AGENDA ITEM 21 |

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| 5. | <p>RECEIVE HEAD TEACHER'S REPORT RECEIVE HEAD TEACHER'S SAFEGUARDING AUDIT REPORT</p> <p>The HT report was emailed to Governors prior to the meeting. No questions were received.</p> <p>RM additionally reported:</p> <p>COLLABORATION: Headteachers were meeting on 1st December 2022 to look at what direction the Primary Partnership Group moved in. Unfortunately, as budgets had been stripped back, the group could not apply a lot of money to it. Therefore, it may be a more limited impact than the group had hoped to move forward with this year. RM would update Governors at the January FGB meeting.</p> <p>CHANGES TO TIMING OF SCHOOL DAY: By September 2023, the DfE have stated that schools needed to be providing a 32.5 hr week. KKPS currently providing a 32 hr week, so needed to extend the school day by 5 minutes.</p> <p>SAFEGUARDING: The annual SS175 online safeguarding report had been sent to the Local Authority. There were no major actions to take from this, there was a paper copy in RM's office should a Governor wish to see it.</p> <p><i>In response to a question asked by a Governor, RM confirmed that the time changes would be communicated to parents closer to the time.</i></p> <p>Decision: Governors ratified that the school day would be extended by 5 minutes – registration would be opened at 8.50 a.m. instead of 8.55 a.m.</p> |
| 6. | <p>PUPIL PREMIUM STRATEGY STATEMENT 2022-2025</p> <p>The PP statement was emailed to Governors prior to the meeting. No questions were received.</p> <p>Decision: Governors approved the Pupil Premium Statement for 2022-25.</p> |
| 7. | <p>RECEIVE UPDATE REGARDING ANY CHANGES IN STAFF.</p> <p>RM informed Governors that a Teaching Assistant had been appointed to work in Yr 5. The TA was from Ukraine and had fitted in nicely with the staff team and was working with LT.</p> <p>KKPS had a Ukrainian girl in Yr 5 and Ukrainian boy in Yr 1. The TA was also communicating with their parents and supporting during pupil/parent consultations.</p> |
| 8. | <p>REVIEW PROGRESS OF STAFF APPRAISAL.</p> <p>The meeting noted that all staff have had staff appraisals, apart from RM which would be booked in over the next couple of weeks.</p> <p>RM highlighted that teaching staff have been awarded a pay increase of 5%. Early career teachers were having their starting salary uplifted, but not all teachers so there was a little bit of frustration around this. The pay increases have not been funded by the Government, so would have to come out of school budgets. KKPS would be okay next year, but beyond that it looked bleak.</p> <p><i>A Governor stated that it was due to efficient budgeting that KKPS had money in reserve.</i></p> <p>Governors also discussed that utilities and refuse costs were also going through the roof; everything was very expensive at the moment and KKPS needed to be really careful.</p> <p>KS noted that when she did the next lot of Action plans with AV in February they would likely look very different and would very much be the bare essentials that the school needed to keep going.</p> <p>RM further highlighted that she had asked what the mechanism was to prompt the Department of Education to inform the public/parents moving forward that the provision that schools gave, would not be the same, as</p> |

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| | <p>schools would not have the funding for it to look the same . Governors needed to be prepared for the fact that they would have to make some very challenging decisions at some point in the future.</p> <p>A Governor said it was unhelpful that the media was reporting that some Headteachers were saying that they would have to lose staff , but were not going to announce anything until after Christmas. The pressure on staff would be ever higher as they were not sure what was going on and everyone knew times ahead would be tough.</p> |
| 9. | <p>DISCUSS SCHOOL DEVELOPMENT PLAN – MONITOR AND EVALUATE PROGRESS</p> <p>The School Development plan was circulated to Governors prior to the meeting. KS highlighted that Governors needed to use the plan during visits with their subject leads and make sure what was on the plan was being actioned.</p> <p>KS pointed out that AV was currently lead governor for Maths and EYFS, which did not feel appropriate and suggested that a non staff Governor should take on the lead governor for these high profile subjects. RM raised that when considering budgets and what subject leads were able to spend , AV was put in a vulnerable position being involved with finance .</p> <p>A Governor agreed that it could put AV in a vulnerable position and was sure that AV’s normal job role made her busy enough.</p> <p>Decision: AD agreed to take on Maths Lead Governor role.</p> <p>Action Point: Lead Governor role for SEND to be taken on by a non staff Governor.</p> |
| 10. | <p>PUPIL PREMIUM FUNDING – REVIEW IMPACT</p> <p>RM informed Governors that some of the PP children were doing well , but others were not and there were interventions in place for them. There was a big crossover between PP and SEND.</p> |
| 11. | <p>ETHOS GROUP:</p> <p>'SMSC across the curriculum' - Extract from The Curriculum: Gallimaufry to Coherence - Mary Myatt (2018,) PPT - Curriculum & Spirituality (20.9.22), Responses from staff regarding 'spirituality' at KKPS</p> <p>LT circulated information prior to the meeting, no questions were received.</p> <p>LT informed Governors that with effect from September 2023 there would be new SIAMS framework. The new framework had 6 key questions and judgement was either 'yes' which was a J1 or 'not doing it' which was a J2. LT now needed to sit down and look at what KKPS had in its current SEF that would meet those questions. There was a greater focus on RE which was one of the major changes , historically it had not played a huge part in a SIAMS inspection. LT was meeting with Tatiana Wilson Jan/Feb 2023 . LT anticipated that KKPS would be inspected 2023-24.</p> |
| 12. | <p>REVIEW WEBSITE</p> <p>KT advised that the website was constantly being updated. Curriculum had been turned into a live document. The website could be better in some areas, but the main thing was all statutory documents & policies were on there.</p> <p>RM said linking in with SIAMS , she felt there should be a video on the website that talked about the schools values and what those looked like, so that parents could look at this. When the school was in lock down because of COVID RM did a video for prospective parents who were not able to look around the school; parents said they found it helpful as a first point of call, in terms of tone and reflecting the school ethos.</p> |
| 13. | <p>SCHOOL ACTION PLAN</p> <p>Please see item 9.</p> <p>KS additionally reported that all schools suffered with progress of writing from children during COVID. Yr6, Yr5 and Yr2, were currently trialling a new reading/writing scheme. KKPS had been using Babcock reading sequences , but they had become 'old hat' and teachers and pupils were not as excited by them as they used</p> |

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| | <p>to be.</p> <p>Feedback so far was that teachers and children were really enjoying the new scheme, children were getting to do more writing and more variety of writing (fiction, non fiction and poetry) throughout the 6 weeks, rather than building up to a piece of work at the end of 6 weeks.</p> |
| 14. | <p>REVIEW BUDGET MONITOR AND MID-YEAR EXPENDITURE.</p> <p>AV's reports were circulated to Governors prior to the meeting. No questions were received.</p> <p>AV highlighted that in addition to the pay rise for teachers (referred to in agenda item 8) , a pay rise for support staff had also been agreed with effect from 01.04.22, £1925 , pro rata . KKPS had not budgeted for the uplift in pay.</p> <p>The October-half term holiday provision was very successful, parents were really pleased, staff were happy working there and the children had fun.</p> |
| 15. | <p>RECEIVE UPDATE OF DEVOLVED CAPITAL BUDGET.</p> <p>AV had no update from the last meeting.</p> |
| 16. | <p>RECEIVE UPDATE ON CLEANING AND CARETAKING.</p> <p>AV noted that cleaning had been discussed at previous meetings and no decision had been made yet regarding what to do. If Governors wanted to move forward and go internal with the cleaning, AV would explore in the first place if the school could staff it internally . A saving could be made if this option was pursued, but there were other factors around this that needed to be explored. Just before Christmas was not the right time to look at this. This could be revisited in the Spring time when the budget was out.</p> <p>When this was looked at 6 months ago KKPS knew where it was with the savings and impact , but there had now been a massive uplift in support staff pay which would now have an impact . Betterclean had not increased their charges so although KKPS would likely make savings if cleaning staff were employed internally, this needed to be factored against potential cost of cover for staff off sick/sick pay/pay increases etc.</p> <p>A Governor said from their experience, it was extremely difficult recruiting for the cleaning roles or finding replacement cover for sickness, despite offering a very high hourly rate; employing internal cleaners was not as straight forward as it might seem.</p> <p>In response to a question raised by a Governor, AV stated when the cleaning contract went out to tender circa 4 years ago , Betterclean offered the best price and service. If Betterclean wished to put up their rates next year and this did not fall in line with the pay increase for staff and inflation , AV would have to re-consider.</p> |
| 17. | <p>REVIEW GOVERNORS' CODE OF CONDUCT</p> <p>Action Point: Carried forward to next meeting. LL to circulate a copy of the Code of Conduct to all Governors. At the next FGB Co-Chair to electronically sign the Code on Conduct on behalf of the FGB.</p> |
| 18. | <p>ALL GOVERNORS TO COMPLETE SAFEGUARDING TRAINING</p> <p>RM emailed to Governors a link to complete safeguarding training, which was now a statutory requirement for all Governors (KSCIE).</p> <p>Action Point: LL to send a reminder to Governors who have not yet completed the training.</p> |
| 19. | <p>RECEIVE REPORTS FROM LEAD GOVERNORS FINANCE & SEND</p> <p>Reports from Lead Governors were circulated to Governors prior to the meeting. No questions were received.</p> |

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| | <p>SR provided a brief overview to Governors and also highlighted that JW was very well organised and very impressive. SR had no concerns to raise. RM highlighted that positive feedback had been received from parents regarding JW's approach and support.</p> <p>AD provided a brief overview to Governors. AV referred to the cost of Freckles and clarified that 80% was covered by tutor led funding and KKPS contributed the remainder.</p> |
| 20. | <p>LEAD GOVERNOR VISIT REPORTS 2021/22– curriculum and forest school</p> <p>SV was delayed at work and not able to attend the meeting , but emailed to confirm that he had arranged visits with subject leads for the following week.</p> <p>Action point LEAD GOVERNOR VISIT REPORTS – curriculum and forest school Carried forward to the next meeting.</p> |
| 21. | <p>LEAD GOVERNOR TERMS OF REFERENCE FOR SCIENCE AND P.E.</p> <p>Action Point: KS to draft up Lead Governor Terms of Reference for Science and Physical Education.</p> |
| 22. | <p>POLICIES</p> <p>SEN Policy (annual) Supporting Pupils with Medical Conditions (annual)</p> <p>Admissions Policy (annual) A Governor asked if many pupils/admissions deferred to Yr1 if their birthday was between 1st April and 31st August. RM responded that KKPS had 3 children on roll who were in the year group below their chronological year group and they all had birthdays late in August. KS highlighted that this could cause problems further along the line. KS had spoken with Admissions and when children were in yr 4/5 schools their parents needed to start talking with the chosen secondary schools, to make sure it did not cause any issues.</p> <p>Charging and Remissions Policy (annual) Teachers' Pay Policy (annual) Exclusions Policy (annual) Menopause policy/ guidance</p> <p>Administering medications policy – KS highlighted it had been stipulated in the policy that KKPS would administer calpol (or the like) , paracetamol & antihistamine only & not ibuprofen as there could be some complications with this. KS had readjusted the form that parents needed to complete, which would be shared with staff next week. Hopefully the administration of medication would help improve attendance</p> <p>Decision: Governors reviewed and approved the above policies. Action Point: Behaviour & Relationship Policy - carried forward to the next meeting.</p> |
| 23. | <p>ANY OTHER BUSINESS</p> <p>In response to a comment made by RM, Governors confirmed that they have found the attendance updates very helpful.</p> |
| 24. | <p>DATE OF NEXT MEETING 17th January 2023</p> <p>Meeting ended : 18.39.</p> |

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