

**KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
17 January 2023 at 5.30 PM (Part 1 minutes)**

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

	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. Governors approved the minutes from the previous meeting.
4.	<p>DISCUSS MATTERS ARISING FROM PREVIOUS MEETING.</p> <ul style="list-style-type: none"> Lead Governor role for EYFS . <p>LL highlighted that existing Governors did not have capacity to take on Lead Governor for EYFS (previously the responsibility of AV) . However, there was a currently a vacancy for a Co-Opted Governor and potentially whoever was appointed to this position , could take on responsibility for EYFS.</p> <p>ACTION POINT : Co-Opted Governor Vacancy to be advertised.</p> <ul style="list-style-type: none"> LL to circulate a copy of the Code of Conduct to all Governors. <p>Decision : Governors ratified the Code of Conduct – which would be signed by Co-Chair of Governors .</p> <ul style="list-style-type: none"> LL to send a reminder to Governors who have not yet completed the safeguarding training. ACTIONED. <p>JB had been unwell and not able to undertake the safeguarding training , all other Governors had completed the training.</p> <p>ACTION POINT : LL to liaise with JB regarding completing safeguarding training.</p> <ul style="list-style-type: none"> Lead governor visit reports – curriculum and forest school SEE AGENDA ITEM 9

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- KS to draft up Lead Governor Terms of Reference for Science and Physical Education. **SEE AGENDA ITEM 10**
- Behaviour & Relationship Policy **SEE AGENDA ITEM 16**

5. RECEIVE HEAD TEACHER'S REPORT

The HT report was circulated to Governors prior to the meeting . **The following Governor questions were received.**

1. **MASH referral/early help is this ongoing/support being received from school?**
2. **Attendance - the child in year 2 what support/intervention is in place? Will this child's attendance improve?**
3. **Data/pupil performance -**
4. **Finance - what change to the staffing structure will there be? What impact will this have?**

HT response to questions raised:

1. The ongoing (yet to start) TAF process will be led by someone from the Family Intervention team, but I will attend alongside Laura Pearl from Newton Abbot College.
2. The child in Y2 has recently had his EHCP reviewed with a recommendation that mainstream is no longer in his best interests. He is, by the nature of some of his needs, more susceptible to illness than other children.
3. Can email headlines to Governors.
4. We don't yet know what changes we will need to make, although early indications might suggest we go from 14 to 13 classes.

RM verbally reported :

Attendance was currently at 95% , against the national figure of 93.5%, unauthorised absences were also lower than national figures.

A member of the admin team recently handed in her notice after working at the school for 4 years.

ACTION POINT : ML to send a letter to the staff member conveying Governors appreciation.

There had been rumblings from Westminster regarding pay awards for staff and how this would be funded. RM expected that some element of funding might be recalled and rebranded, it was likely there would be a reduction in the amount of sports funding.

The system for setting schools budgets was ludicrous, the window closed on Sunday for parents of children due to start school in September 2023 to make their admissions requests. It was the end of April before the school found out how many children were coming in, but had to set the budget at the end of February without knowing what the numbers were. As funding for each child was between 4k – 4.5k this was quite a significant deficit or excess whichever way the numbers went. When the portal was last checked there were 38 first choices for KKPC and 49 overall, parents also had a 4th choice this year . Last year the school did not get a lot of numbers until towards the end and this year appeared similar .

Governors needed to be aware from September 2023 it was looking like KKPC may have to reduce the number of classes to 13 or 12, which would mean some mixed year group classes which was always a concern for parents.

*****The meeting moved into Part 2. *****

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6.	<p>UPDATE ON SCHOOL DEVELOPMENT AND IMPROVEMENT PLAN</p> <p>KS reported that Teachers would have their improvement/actions plan back in the first week after half term . KS had highlighted the need to focus on key improvement points and also recognise that the school did not have any money/be as frugal as possible.</p>
7.	<p>REVIEW ARRANGEMENTS FOR REPORTING TO PARENTS</p> <p>RM advised that parents received termly reports and an annual report at the end of summer. Regarding parent consultation evenings, parents were clear that they preferred face to face (not virtual) and staff agreed with this.</p> <p>Action Point: RM to send out a parent questionnaire to gauge if parents were happy with current levels of reporting.</p>
8.	<p>RECEIVE UPDATE REGARDING ANY CHANGES IN STAFF.</p> <p>Please refer to agenda item 5/ HT report.</p> <p>RM said in consultation with other Head Teachers, KKPS had a far lower staff turnover than lots of other schools which was a real strength; staff felt looked after and valued.</p>
9.	<p>MONITOR GOVERNOR VISITS TO SCHOOL.</p> <p>Receive report from Maths Monitoring Governor; Curriculum and Forest School; Science & PE</p> <p>Reports were emailed prior to the meeting and the following questions received.</p> <p>PHONICS REPORT</p> <p>Additional sessions in the afternoon/small groups - 1:2:1's miss out on other subjects as they are taken out of lessons - can they some of the missed subject at another time? Could the information go home so parents could read over the missed topic and do something fun at home related to the topic?</p> <p>Staff shortages - 1:2:1 session's what has been put in place to lessen the impact from the staff shortages?</p> <p>Maths governor visit - was there anything that would be "even better if". There weren't any areas that could be improved on?</p> <p>MATHS GOVERNOR VISIT</p> <p>was there anything that would be "even better if". There weren't any areas that could be improved on?</p> <p>PHONICS TEACHER RESPONSE:</p> <p>One to one happens in the afternoon as this is when Andrea (the RWI 1:1 TA) is out of class to do this - she has each afternoon out of class for this. The children are out for approximately 10 minutes each. Andrea is in class in the morning as a class TA and maths is also in the morning which can't be missed so there really isn't another time to do this. As the 1:1 is for 10 minutes at a time this means anything missed is kept to a minimum.</p> <p>It is always a problem with when to schedule 'catch up' for children who need it as it is often the case that these children are out of the class for more than one type of 'catch up' and this has to happen at some time during the school day.</p>

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In reply to the second point, I think I must have been referring to the fact that we used to have two TAs giving children 1:1 and we now only have one. This is how we manage this; We look at the children who would ideally have 1:1 and prioritise the highest need. For other children the class teacher/TA can give them 'Pinny Time', quick revision of sounds throughout the day.

We utilise online videos (from the RWI Ruth Miskin website) for teaching sounds and 'speeding up word reading' - we now have headphones for the 7 class ipads each class has which means that children can watch the videos at appropriate times during the day.

Class TAs have sometimes been able to watch 'Speeding up Word Reading' videos in a small group depending on time available - Year 2 TAs support Learning plans and maths interventions along with supporting SEND children/EAL children in class or with specific learning.

Year 1 classes have an extra sounds lesson in the afternoon for approximately 10 minutes.

Year 2 children have an extra 'Speeding up Word Reading' session in the afternoon for 10 minutes.

We post phonics videos for each RWI group on Google Classroom for parents to watch with their children (although we are not able to tell which children watch the videos)

Sometimes we are able to have two children working together with Andrea - depending upon the children and the stage they are at.

In RWI groups children who are highlighted as needing a little extra support are 'spotlight children' and sit in direct line of the teacher and become a focus for the teacher.

The data for the end of the autumn term;

Reception: 70% at age related or above

Year 1: 79% ARE/+

Year 2: 53% ARE/+

With regard to Year 2; when the children get to the Yellow, Blue and Grey books (the last three colours) the expectation is that they read every book due to the writing activities that go alongside the books. The writing activities cover grammar and writing objectives from the National Curriculum which need to be covered and so children can't speed through these colours missing out books, as they can on the lower colours. So, if they are a bit later coming on to them, they can't catch up in terms of the data. However, we do have 42% on the colour before and only 2 children lower down - an EAL child and a child with SEN.

KS additionally reported to support yr 6 children who were struggling in Maths , or were on the cusp, booster groups have been started. Three teachers were doing smaller groups , to ensure that children got additional support. The children also had access to Freckles which was online maths tutoring

LEAD MATHS GOVERNOR RESPONSE :

This visit was a learning walk where I was with Jo in various classes observing maths lessons. There was no opportunity to talk to Jo after as the focus was just a learning walk visit.

Jo fed back a report to me that she shared with teachers that stated 'could be better if'.

This was also my last maths visit and squeezed in due to being pressured with time, as well as for Jo.

SV confirmed that he had undertaken a curriculum visit and would provide a report for the next meeting.

10.	Terms of Reference for lead Governor roles Science and Physical Education. Action Point: KS to draft up Lead Governor Terms of Reference for Science and Physical Education
11.	Ethos Group: Action Point: Carried forward to next meeting. Action Point: :LL to send an email to Governors inviting them to attend a meeting with Tatiana Wilson.
12.	Receive School Business Manager report and Budget FRS The SBM and FRS report was emailed to Governors in advance of the meeting, no questions were received. AV additionally reported that the actual projected carry forward for Wrap Around was 60-65k surplus which should look better as the year went on because of the holiday provision. RM noted that there had been some initial discussions around ways the school might be able to utilise funds from Wrap Around (as the surplus could not be used to augment any potential deficit in the school budget). The school did not currently charge Wrap Around rent, but was able to do that. AV explained that pre Covid the school used to charge Wrap Around 7.5k rent a year , during Covid the provision did not run , so it was decided not to transfer the rent as Wrap Around was not getting any income. This had been upheld for the last couple of years, but money could still be transferred/rent back dated. The Finance Manager, Babcock was aware of this possibility. Resources have also been costed to the Wrap Around budget. A rental figure of 7.5k was identified as this ran in-line with the lettings policy , but rent could be charged to extended services up to 20k a year. In response to questions raised by Governors AV explained that Wrap Around was a Governor led provision , the extended services ran off a separate fund/external income and essentially was a separate business . There had to be justified reasons to move that money and rent would be one of the biggest reasons to do this. AV confirmed that this was classed as generated income and there was no negative effect of transferring the cash. Wrap Around was financially secure. Decision: Governors were in favour of AV transferring the last two years Wrap Around rent (as per lettings policy) back into the school budget. SV highlighted that the school had experienced increasing visits from plumbers due to blocked toilets. The current flushes were too hard for pupils to flush. The most cost-effective way to manage this was through installing infra-red toilet flushes, which meant the children were able to flush toilets more efficiently. Wrap Around was covering the cost of this, as during the holidays there was a blockage because of the holiday provision ; this cost had been justified as Wrap Around used the toilets for circa 30-40% of the school day. A fire drill would be completed this term.
13.	Annual benchmarking exercise Carried forward to next meeting
14.	Report from pay and performance panel Carried forward to next meeting
15.	Review progress of identified building/maintenance works. Receive Health and Safety GW Building and Site Inspection report was emailed to Governors prior to the meeting. No questions were

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	<p>received.</p> <p>GW provided a summary of the Building and Site Risk Assessment:</p> <p>GW met with AV on 25th November 2022, two hours were allocated for the visit, but they ran over slightly, because it was the first time GM has been around the whole premises and had lots of questions. AV was able to answer those questions. Overall there was a good health and safety management in place and there seemed to be a strong health and safety leadership. When GW asked questions replies seemed to be quite open. There were suitable and efficient control measures in place to reduce the risks which have been identified in the main body of the report</p> <p>GW told Governors not to be surprised that 22 control measures were identified and explained that he had been in schools where over 100+ recommendations were made. Within 1 visit of 2 hours, 22 control measures were very good.</p> <p>There appeared to be a proactive approach towards health safety, which had been demonstrated by the feedback provided by AV in the actions. Out of the 22 that were identified, there were 8 possibly 9 which had been actioned and completed before GW sent his report to AV for any comments or feedback, which was really proactive</p> <p>Some of the control measures identified were possibly out of AV's control, which was due to budgets and potential cost implications. A good example was site security.</p> <p>There did appear to be good health and safety management in the school.</p> <p>A Governor thanked GW for the context he had provided around the 22 actions that were identified.</p> <p>Governors discussed site security.</p> <p>***** The meeting moved into Part 2. *****</p>
16.	<p>Policies</p> <p>Capability of Staff Policy (annual)</p> <p>Whistleblowing Policy (annual)</p> <p>Flexible Working Policy(every 2 years)</p> <p>DECISION: Governors reviewed and approved the above policies.</p> <p>ACTION POINT: Behaviour & Relationship Policy c/f to next meeting.</p>
17.	Any other Business
18.	Date of next meeting 28 th February 2023 5.30PM virtual

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