

KINGSKERSWELL C of E PRIMARY SCHOOL
AGENDA OF THE FULL GOVERNING BOARD
28 February 2023 at 5.30 PM

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 /Chair	SM	YES		
Sam Vine	SV	NO	YES	YES
Matthew Loosemore	ML	YES		
Susan Robinson	SR	YES		
Giles Watson	GW	YES		
Adam Devine	AD	YES		
Jackie Staines	JS	YES		
In Attendance				
Louise Lloyd/Clerk	LL	YES		
Karen Strachen	KS	YES		

	<p>MINUTES:</p> <p>For completeness these minutes should be read in conjunction with the following supporting papers:</p> <p>Head teacher report</p> <p>SBM report/budget monitor</p> <p>Report from Diocese</p> <p>Governor Benchmarking report</p> <p>Lead Governor visits – Science, SEND, Curriculum, History and Geography .</p>
1.	<p>Welcome, apologies and sanction of apologies.</p> <p>Apologies were received and sanctioned.</p>
2.	<p>Receive declarations of pecuniary interest.</p> <p>None received.</p>
3.	<p>Agree and sign minutes of previous meeting.</p> <p>The minutes of the FGB held on 17.01.23 were approved.</p>
4.	<p>Discuss matters arising from previous meeting.</p> <p>Co-Opted Governor Vacancy advertised. ACTIONED</p> <p>ML to send a letter to staff member leaving KKPC on behalf of Governors ACTION POINT: RM to send details of the staff members who are leaving to ML</p> <p>RM to send out a parent questionnaire to gauge if parents were happy with current levels of reporting.</p> <p>ACTIONED</p> <p>Governor question: was there an update on final figures. KS said she was planning to crunch the figures , put into a smaller format and then to send out to parents ; anything that came up as a query would be answered .</p>

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	<p>Governor comment: not all parents were aware of all the after school sports opportunities, so it was helpful that the school had sent a list out to parents with all the activities on.</p> <p>KS to draft up Lead Governor Terms of Reference for Science and Physical Education SEE AGENDA ITEM 5</p> <p>Annual benchmarking exercise SEE AGENDA ITEM 14</p> <p>Report from pay and performance panel SEE AGENDA ITEM 5</p> <p>Behaviour & Relationship Policy SEE AGENDA ITEM 18</p>
5.	<p>a) Monitor Governor Visits to school b) Receive Lead Governor reports (SEND) c) Lead Governor Terms of Reference for Science and Physical Education d) Review Co-opted Governor Vacancy</p> <p>Lead Governor visit reports were circulated prior to the meeting, no questions were received.</p> <p>SR provided a summary of her visit.</p> <p>In response to a Governor question re figures for SEN support . RM said they were lower than the national figure. However, KKPC only put children on the register if there was really a problem , not just because they were behind.</p> <p>In response to a Governor question: RM said there were more boys than girls on the SEN register.</p> <p>LL informed Governors that she had received one expression of interest in the Governor vacancy , the next step would be for them to come into school and meet with RM and SM to discuss their interest further.</p>
6.	<p>Receive Head teacher's report/safeguarding update.</p> <p>The HT report was circulated to Governors prior to the meeting, no questions were received .</p> <p>RM informed Governors that the school had two teachers out on strike 30.02. SLT made the decision not to accommodate key workers and vulnerable children in those classes , because this then impacted on other children elsewhere. SLT was also unwilling to cover teachers who were taking industrial action as this undermined the strike action. SLT did not consult Governors as this was an operational decision, but hoped Governors understood the reasons behind this decision.</p> <p>What RM found frustrating was that when teachers took strike action it was reported in the media it was about pay, but this was not the whole story. The staff who were taking industrial action at KKPC were not doing this because of pay. Industrial action was inconvenient, but that was the nature of it.</p> <p>Governor comment: SLT would always face a small number of parents who were complaining . SLT were able to inform parents in advance this time, which was helpful, but had also made it clear to parents that the school did not always know until the day.</p> <p>In response to a Governor question: RM advised that Crocodile and Penguin classes were affected.</p>
7.	<p>Review staff attendance</p> <p>KS advised that KKPS did not have a huge issue with staff attendance, whenever staff were off there were always valid reasons. SLT did not have any concerns about staff taking time off unreservedly.</p>
8.	<p>Report from pay and performance panel</p> <p>RM noted that SLT could not make a decision regarding staffing structure until the final budget had been agreed.</p> <p>KS further advised that the Pay and Performance committee agreed changes in salary for staff who were going through the pay grades or up to UPS 3. SLT was getting in Action Plans from teachers now and when the budget came in would have a greater idea regarding what the staff structure would look like in September. Numbers coming in would make a big difference , currently KKPS had 45 first choice - last year's numbers were lower than</p>

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this , but then jumped up to 60. There were 10 second choice , 5 third choice and one fourth choice.

Governor question: What was the ideal number?

KS : 60, 30 in each was ideal from a financial point of view, but 45/50 from a nice class number point of view. KKPS was losing bigger classes and had smaller classes in key stage 1 and lower key stage 2, so was losing 60 but only gained 45.

In response to a Governor question: , KS confirmed that the school was carrying out marketing.

AM added it was hard to market a school and unfortunately, Devon Highways had stated that the school was unable to put up a sign at the end of the road.

Governor comment: there was a lack of awareness potentially. AV commented that there had also been a few low birth rate years nationally, which has been the main reason. AV has also approached the pub at the end of the road, but they have refused to have a sign put up.

Governor comment: it was concerning that Devon Highways had not agreed to a 'school' sign being put up.

RM highlighted that out of the families that were shown around there was an overwhelmingly positive take up, in terms of their children were on the list for first choice.

9. **Ethos Group:**

LT reported that JB did some monitoring yesterday of creative workshop under the SIAMS/SEF and would deliver this at the next Governors meeting .

Tatiana Wilson came into the school and went through the SEF with LT, all Governors should have received a copy of the notes from the meeting. There were a lot of positives that were happening in the school . TW then delivered the Twilight , what was really refreshing was that TW simplified everything and delivered it in an achievable systematic way.

In the SEF it talked about the demographics, pupil numbers and type of families that the school supported. At that meeting there was clarity that the school had families that were quite different and that school were supporting both equally i.e. :

- a. families that were driving their children towards grammar stream,
- b. families who needed pastoral support

The Ethos Group met on the 23rd and had plans for Yr 6's to set up a Pilgrimage between school and Coffinswell. The group felt it would be lovely if Yr 6's could do this every year, MW and JB were on board with this. MW mentioned that the Church were bringing up a 'fresh expression session' and were trying to get younger people engaged with the church.

KKPS now had a monthly newsletter, if there was anything that Governors felt should go in there, please could they drop LT a line.

10. **Receive School Business Manager report and Budget FRS**

The SBM report was circulated to Governors prior to the meeting, no questions were received.

AV highlighted :

The budget for extended services and school budget was pretty much the same as last month.

AV applied for a grant for 1k from Kellogs . AV applied for this every year & every year got turned down. AV said the school would be spending the money on resources.

There was a delay getting the toilet flushes in, but those were mostly done now.

All the doors were back on the boy's toilets.

The school was due an audit, but AV had been informed they were working at least 1 year behind.

GWs had sent some questions regarding the Health and Safety policy, AV had answered those questions and GW had come back with some more.

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	The next couple of weeks would be heavily focused on the budget.
11.	<p>Pay increase in after school club</p> <p>AV highlighted that Extended Services 'Wrap Around' was a Governor led provision and asked for Governor approval to increase the hourly rate by 50p an hour to £7.50 (with effect from 1st April), which would help with the pay award increase. This would still put KKPS relatively cheaper than other providers.</p> <p>Governor comment: this was excellent value for money.</p> <p>Decision: Governors approved the increase.</p> <p>In response to a Governor question : AV stated that she intended to transfer 15k from the Wrap Around provision before month end.</p> <p>A Governor suggested that AV did some Facebook posts around the Wrap Around provision as new parents may be thinking about this. AV noted that she had placed an advertisement on Facebook for reception year places, and this included information regarding the wrap around provision .</p>
12.	<p>Review Governors' competencies for SFVS (related to Governors who had a financial role and responsibility)</p> <p>Review service level agreements and insurances.</p> <p>AV reported that AD would be coming into the school to do the SFVS with AV, this needed to be signed by a Co-Chair of Governors and submitted to DCC before 31st March 2023.</p>
13.	<p>Annual benchmarking exercise</p> <p>The document was circulated to Governors prior to the meeting, no questions were received.</p> <p>AD explained to Governors that KKPS performed well in quite a few areas, it was not a perfect or an exact science as schools accounted for things in a different way. The two question marks which needed more looking into and discussion were admin expenses and educational supplies, as according to the benchmarking website KKPS spent 5 times more on admin per pupil , than educational supplies. Historically the school had been at the top of the chart for educationally supplies and perhaps needed to look into what it was putting in those cost areas which other schools weren't .</p> <p>AV said she could pretty much guarantee that this was a coding issue. AV would look into this/provide a breakdown of what went into that cost centre and feedback to AD.</p>
14.	<p>Policies</p> <p>First Aid Policy</p> <p>Children in Care Policy</p> <p>Decision: Governors reviewed and approved the above policies</p> <p>Action Point: Behaviour and Relationship Policy c/f to the next meeting.</p> <p>Action Point: Health and Safety Policy to be reviewed by AV and GW</p>
15.	Any other Business
16.	<p>Date of next meeting</p> <p>25th April 2023- Budget approval by Governors for DCC submission 1st May</p>

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