

KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
14 November 2023 at 5.30 PM (online)
Part 1

Name		Attended	Apologies received	Apologies sanctioned
Revd. Michael Wilkie	MW	No	YES	YES
Rachel Miller	RM	YES		
Laura Twamley	LT	YES		
Amy Vine	AV	YES		
Sarah McDonald	SM	YES		
Sam Vine	SV	NO	YES	YES
Matthew Loosemore	ML	NO	YES	YES
Susan Robinson /Chair	SR	YES		
Giles Watson	GW	YES		
Adam Devine	AD	YES		
In Attendance				
Louise Lloyd/Clerk	LL	YES		
Karen Strachen	KS	YES		
Paul Dodd	PD	YES		

	AGENDA ITEM
1.	<p>Apologies and sanction of apologies.</p> <p>Apologies were received and sanctioned.</p> <p>Paul Dodd was welcomed to the meeting, he had applied to join the Governing Board as a Parent Governor and was attending today's meeting as an observer.</p>
2.	<p>Receive declarations of pecuniary interest.</p> <p>None received.</p>
3.	<p>Agree and sign minutes of previous meeting.</p> <p>Minutes of the previous meeting were agreed.</p>
4.	<p>Discuss matters arising from previous meeting.</p> <ol style="list-style-type: none"> 1. Governors to complete safeguarding training update AGENDA ITEM 17 2. LL to update Lead Governor role document and email to all Governors. ACTIONED 3. LL to update the Action plan and email to all governors. ACTIONED 4. Data and Pupil Performance. CARRIED FORWARD TO NEXT FGB MEETING 5. LT to send a power point to Governors. ACTIONED 6. Lead Governor Health and Safety update report. AGENDA ITEM 19 7. RM to confirm what time registration closes. ACTIONED 8. Teaching, learning and assessment policy and behaviour policy – AGENDA ITEM 21

5.	<p>Governor appointments/updates</p> <p>Staff Governor : LT was re-appointed as Staff Governor.</p> <p>Parent Governor: RM, SM and SR had met with Paul Dodds to discuss his expression of interest. LL will follow up references ASAP.</p>
6.	<p>Lead Governor visits</p> <p>Governors discussed meeting subject leads at a twilight session (Spring Term)</p> <p>Action Point: KS to schedule and inform Governors.</p>
7.	<p>Receive Head teacher's report</p> <p>RM verbal report:</p> <ul style="list-style-type: none"> • 357 pupils on role . • Since the last meeting two pupils have been made subject to Child Protection planning. RM was the School Lead. • RM went to a Leadership Briefing last Thursday. The Local Authority was very focussed on academisation (Action Point: RM to email Governors presentation slides) • School was a very positive place to be at the moment . • Staff appreciate that we did not have the spectre of Ofsted hanging over us , although the school was due a SIAMS inspection this year. • RM had an online meeting with Helen Eversett, School Effectiveness Partner. Helen Eversett said the school data was a bit bumpy but that was fine. Helen Eversett spoke very positively about RM as Headteacher and the school which HE said she could not praise highly enough. HE wanted to come in and do a review in the summer term. • Christmas was looming as we finish on the 15.12.23 this year and we had a week less to get everything in, we were back on 02.01.24. <p>KS: we were doing our normal Carol Service which will be lovely , we were also doing a performance at Paignton Theatre this year, tickets were £9 and the normal Senior Citizens Christmas lunch.</p> <p>Governor comment. Agreed that school was a very positive place at the moment and got the same feeling as RM when walking around the school.</p>
8.	<p>Review Draft Pupil premium strategy statement.</p> <p>Action point : Draft Pupil Premium Strategy Statement - LL to send an email out to Governors signposting them to the website.</p>

9.	<p>Review use of Sports premium</p> <p>RM: At the last FGB Governors had the PE Lead's strategy for the forthcoming year as well as a review of last year's provision. We have had children going out and taking part in competitions and also participatory events, so children who were not competitive also got to take part in a sporting opportunity. As had been the case since COVID transports costs were prohibitive .</p> <p>KS: We were having playground marking done in the next week. Pupils ran a mile a day around the key stage 2 playground which they loved and goes towards the half marathon .</p> <p>The last few years the PTA have funded a lot of reading books , this year they were funding the markings in the playground and the next focus would be Art. The Art Lead was doing a big piece of work on what resources we needed and the PTA would fund those.</p>
10.	<p>Receive update regarding any changes in staff.</p> <p>RM: The Care Taker was applying for other jobs and once he got offered one would submit his notice; this left the school very much in limbo. <i>Governor comment: It was frustrating that it was causing the school issues.</i></p> <p>RM: One of our TA's was going on maternity leave soon .Unlike lots of school we did not have many changes in staff and were very fortunate.</p>
11.	<p>Review progress of staff appraisal.</p> <p>RM: All appraisals have been completed.</p> <p>KS: Need to arrange a Pay and Performance committee meeting before the end of November. KS will email redacted appraisal documents to Governors prior to the committee meeting.</p>
12.	<p>Discuss School Development Plan – monitor and evaluate progress</p> <p>KS: Suggested that when Governors met with their subject leads , that they discussed where they were with their action plans , as there would be new plans in March/April.</p>
13.	<p>Data and Pupil Performance</p> <p><i>Action Point: Data and Pupil Performance Carried forward to the next meeting.</i></p>
14.	<p>Pupil Premium Funding – review impact</p> <p><i>Action Point: Pupil premium Funding Carried forward to the next meeting.</i></p>
15.	<p>Review Budget monitor and mid-year expenditure.</p> <p>The BSM report was emailed to all Governors prior to the meeting.</p> <p>AV highlighted: Budget /projected carry forward - was in line with what we predicted when the budget</p>

was run . We do have some considerations to factor in. We have some ongoing issues with our electricity bills and have not been billed since October 2022. AV had an issue a year ago and it has taken them this long to deal with it. AV still did not have an invoice through , but estimated when received could be in the region of 15k .

We were being given Tutor Led funding which we did not want and keep on having to give this back. This will be a deduction off the bottom line because they will wait until the end of the financial year to take it off us.

We have some big spends coming up at the moment , the shutters were broken in the kitchen and would likely cost 4k – 5k to replace those.

We have boiler repairs/flue that needs replacing and some legionella/hygiene works that need doing so we were looking at around 2k – 4k to get us up to compliance with that.

We have an ongoing water leak in school which had been going on since

January/February this year, which has almost tripled our bills. AV was heavily looking into this and had tried to get SWW in to do some works/investigate but they wanted £600/£700 to do this.

However, AV received an email today stating as part of an DofE initiative SWW have taken on a contract. The school had been selected for SWW to come and do a free water check in school. They would also repair things on site free of charge whilst they were here.

AV was investigating a refit for the kitchen which was a big piece of work , the current kitchen was existing from when the school was first built and was starting to fall apart. AV had a Building Surveyor in last week to look at the windows which were becoming unsafe. If an item was deemed poor DCC would rate in a conditions survey that it needed to be done in 'x' amount of time. A lot of our windows were deemed as C which was poor (d was more serious and needed urgent action). After the visit last week, the Building Surveyor had put a lot of the windows down as a D and he was updating the system to say that. There will be capital grants and money that we could claim for. If we could demonstrate in the immediate future that we will pay for a couple of windows to be replaced, this would help the grant claim. The Building Surveyor would instigate someone to come into school and do a full site survey , which would also include the kitchen. Alsop and Pitts were coming into school tomorrow to give recommendations re the health and safety state of the kitchen and their recommendations moving forward.

We have also had an EHO visit this year, which highlighted a lot of areas. There were two pots for capital 1. Refurbishment 2. Repairs. AV will be looking at both of those with DCC and putting in grant claims.

When AV got the grant claim together and supporting statements this would be shared with Governors .

Wrap Around /Holiday Club were going well. The budget was looking as healthy as could be , we have to be conscious at the moment regarding spending and as a school/holistically this was being done.

KS: We were showing a number of children around for September 24.

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| 16. | Receive update - Devolved Capital Budget.

(see above) |
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| 17. | Ethos Group: |
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Action Point: RM to confirm when the last SIAMS inspection was /upload document onto

the school website.

2023 SIAMS Framework Q & A sheet (document emailed to Governors prior to the meeting)

LT provided a summary of the Q & A sheet to Governors – Our Vision Jeremiah 29:11

"I have plans for you, "declares the Lord" plans to prosper you and not harm you, plans to give you hope and a future".

What does unpicking this vision look like : We celebrate in knowing that we are all unique and wonderfully made in God's image and with a purpose - God has a vision for us. Jesus's teachings sit firmly at the centre of our interactions with one another, bringing an abundance to our lives in the flourishing of relational spirituality within ourselves, others, Creation and God. We take comfort in knowing that God's plan is one of hope for all of us, during good times and adversity; a plan which may not always be immediate or obvious at the time. In appreciating and sharing our talents given by God, opportunities in and beyond the curriculum open doors for personal growth, courageous advocacy and independence to flourish, as we build a hopeful future for all in our school community.

Our school strapline *Achieve, Believe and Create Together* - it was the Jeremiah 29:11 that drives that and drives everything else

We have 6 core Christian values – Love and friendship, Forgiveness, Trust, Respect, Resilience and Community.

We develop our spirituality through the relationships we develop with ourselves, others, Creation (and beauty) and God/transcendence (something bigger than ourselves)

One of 2 judgements will be awarded.

Judgement 1: Through its vision and practice, the school is living up to its foundation as a Church school and is enabling pupils and adults to flourish.

Judgement 2: The school's vision and practice are not enabling it to fully live up to its foundation as a Church school.

LT: last week we had Experience Religion & World Views week. Revd. Michael came in as representative of the Church of England and a lady from the Baptist Church in Torquay came in. An Imam from the Torquay Mosque spoke to Yrs. 3-6 and also invited pupils to visit the Mosque.

KS: Last week LT provided some wonderful experiences for the children , when the Imam was doing his call to prayer it was absolutely amazing some of the children were sat/in prayer and were mesmerised. They had that and Diwali dance , it was brilliant.

LT: The faith visitors gave up their time for free we just gave them some travel costs. They were so complimentary about our school

Governor comment: As a parent I have also had 2nd hand experience of Diwali the feedback was amazing as it was last year as well.

LT: Before this meeting and next please could Governors have a look at the Q & A and send her any questions they had . At the next meeting we could then refer to the power point. When Governors came in and met with their Subject leads , please could they

	<p>come in with a SIAMS Inspector pair of eyes and see if they felt there was anything missing around school, thinking about signage and was our vision obvious enough.</p> <p>KS: Suggested Governors asked Subject Leads how they promote spirituality through their subject.</p>
18.	<p>Review website</p> <p>Governor comments:</p> <p>The website and newsletter had a more modern look and was representative of the school.</p> <p>The website looked fantastic and was much more user friendly.</p> <p>We now had a much more modern look and it was more representative of the school (Website and newsletter) . Previously there were issues with uploading documents and accessibility, it was frustrating to use the old website at times.</p> <p>It was a better/modern look which was important, sometimes the website was the first point of contact for the school.</p> <p>When you Googled the school , 3 Google reviews come up , I think they are joke reviews (concerns they have been left by past pupils)but the school can get the reviews removed</p> <p>Action Point: AV to explore removal of reviews on Google.</p>
19.	<p>All governors to complete update safeguarding training</p> <p>LL: Confirmed that all Governors have completed the updated safeguarding training.</p>
20.	<p>Report from Health and Safety lead Governor.</p> <p>GW's Building and Site Safety report and List Actions/Additional Control Measures was emailed to all Governors prior to the meeting .</p> <p>There was some discussion re gated entrance and fencing to the sports field which was no longer fit for purpose.</p> <p>GW : whilst obviously repairing the boiler took priority , if a child climbed on the gate and got injured potentially this could cost more than the boiler being repaired.</p> <p>AV: the gate was locked in the best way possible , it was not a used gate and the likelihood of a child being on that gate would be a child trespassing into the school.</p> <p>GW: There was a duty of care to trespassers and they could still have a successful claim. The gate was used during sports day. Aware that AV has looked at this and obtained quotes.</p> <p>AV: Cannot afford to have the gate replaced. It was not in a good condition , but it was a gate that opened, closed and locked , it was quite low priority against other things at the moment.</p> <p>Governor comment: presumably pupils would not be around that area unsupervised, not until sports day.</p>

AV: On sports day we open the gate wide and pupils not allowed to climb on it.
Re control measures the current caretaker was opening /locking up the school every day , he was working through the compliance and monthly checks. AV had recently updated 5-year renewal compliance training and was filtering that down to the caretaker . We were now up to date with all those things.

GW: when the caretaker leaves this would leave a massive gap , with potentially control measures not being conducted because AV did not have the capacity to do them.

AV: DCC recommended that we checked the emergency lighting every month , the statutory requirement was for annual checks. All of the control measures were being done we were just not doing them within DCC timescales which was not ideal. If we were in the situation again of having no care taker in post I will do my best to pick up the control measures, I will not let the school be compromised by health and safety.

AV: Thanked GW for coming into the school and for his time , it was really productive to have someone come into school and look at health and safety from a different angle. It was lucrative for AV to have that experience.

GW: Assured AV that 14 actions from a morning visit within a school was low.

21. **Policies**

SEN Policy (annual)
Supporting Pupils with Medical Conditions (annual)
Admissions Policy (annual)
Charging and Remissions Policy (annual)
Teachers' Pay Policy (annual)
Behaviour in Schools Policy (annual)
Exclusions Policy (annual)
Administering medications policy
Behaviour Principles written statement (annual)
Menopause policy/ guidance
Teaching, learning and assessment policy and behaviour policy

Governor comments re policies:

? : SEN policy , Sophie Moors name was mentioned in quite a few sentences.

?Also refers to a child of compulsory school age, please could you define a child of compulsory school age.

RM: legally parents do not have to send their children to school until the beginning of a term following their 5th birthday.

? If a child was in school and it was identified that they had special education needs what would happen

KS: They may have a reduced timetable to start off with , depending on the needs of the child. If it was felt a reduced timetable was appropriate when they reached 5, this had to be agreed with the Local Authority

? Teachers Pay Policy , still says model policy

KS: This had just come through, have altered as much as I could , once agreed I will change from model to Kingskerswell. The Unions require that we follow the DCC model policy .

?Administering medications policy , is it worth including EpiPen's. If the school had them on site would suggest including EpiPen's in the policy.

	<p>RM: Attended a meeting last week and the school nurse talked about schools becoming asthma friendly , it had now been written into guidance if a child had an asthma attack , their medication was administered as per guidance . If they did not respond to this and schools were waiting for an ambulance they should now administer an EpiPen.</p> <p>Action Point : KS to investigate new guidance re administering EpiPen's (child having an asthma attack , not responding to administered medication , ambulance called)</p> <p>?: Menopause Policy , guidance states managers will do risk assessments.</p> <p>RM: Complete risk assessments if staff requested; we were being really open and having conversations about the menopause & effect.</p> <p>?: Suggest just a generic risk assessment for what the school already had put in place.</p> <p>?: Behaviour and Relationship Policy – behaviour principles, use of reasonable force /staff trained.</p> <p>KS: Have not had this for a very long time , we used to use the Thrive hold ; we were good at managing children and did not have to use it, but it had to be included in the policy.</p> <p>Decision: Subject to the above amendments/queries, Governors approved the policies.</p>
22.	Any other Business
23.	<p>Date of next FGB meeting 16th January 2023</p> <p>Date of next and Pay and Performance meeting 23.11.23 (AD, SR & SM) 6.30 p.m.</p> <p>Meeting ended 7 p.m.</p>

Action Points C/F to the next meeting.

- Data and Pupil Performance.
- Draft Pupil Premium Strategy Statement - LL to send an email out to Governors signposting them to the website.
- Data and Pupil Performance
- Pupil premium Funding
- RM to confirm when the last SIAMS inspection was /upload document onto the school website.
- AV to explore removal of reviews on Google.
- Lead Governor visits – Governors to meet subject leads at a twilight session
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