

**KINGSKERSWELL C OF E PRIMARY SCHOOL  
MINUTES  
OF THE FULL GOVERNING BOARD  
16 JANUARY 2024 AT 5.30 PM – online**

Name		Attended	Apologies received	Apologies sanctioned
1. Revd. Michael Wilkie	MW	Yes		
2. Rachel Miller	RM	NO	YES	YES
3. Laura Twamley	LT	YES		
4. Amy Vine	AV	YES		
5. Sarah McDonald	SM	YES		
6. Sam Vine	SV	YES		
7. Matthew Loosemore	ML	NO	YES	YES
8. Susan Robinson /Chair	SR	YES		
9. Giles Watson	GW	YES		
10. Adam Devine	AD	YES		
<b>In Attendance</b>				
Louise Lloyd/Clerk	LL	YES		
Karen Strachen	KS	YES		
Paul Dodd	PD	YES		

	<b>MINUTES</b>			
<b>PROCEDURAL ITEMS</b>				
1.	Apologies and sanction of apologies.			
2.	Receive declarations of pecuniary interest.  None received			
3.	Agree and sign minutes of previous meeting.  Minutes agreed			
4.	Discuss matters arising from previous meeting:			
	FGB DATE	MATTER ARISING		ACTIONED /CARRIED FORWARD)
	1. FGB 14/11/23	Lead Governor visits	Agenda item 5	Actioned
	2. FGB 29/09/23 FGB 14/11/23	Data and Pupil Performance	Agenda item 9	Carried forward FGB 27/02/24
	3. FGB 14/11/23	Draft Pupil Premium Strategy Statement - LL to		Carried forward FGB 27/02/24

	send an email out to Governors signposting them to the website.		
4. FGB 14/11/23	Pupil premium Funding	Agenda item 10	Carried forward FGB 27/02/24
5. FGB 14/11/23	RM to confirm when the last SIAMS inspection was /upload document onto the school website.		Carried forward FGB 27/02/24
6. FGB 14/11/23	AV to explore removal of reviews on Google.		Carried forward FGB 27/02/24
7. FGB 14/11/23	RM to email Governors presentation slides from DfE Leadership briefing.		Actioned
8. FGB 14/11/23	KS to investigate new guidance re administering EpiPen's		Actioned

Governor ? Was the Administering Medications policy on the school website.

KS: The statutory policies that Devon County Council required schools to publish were on the school website. The statutory policies that Devon County Council considered it would be 'useful' to publish, were not on there. In the past when all policies were listed on the website, it was a huge job to maintain.

Governor ? Suggested that perhaps the website could include a list of the other policies with a note that if parents wished to see a copy of the policy that they contacted the school.

AV: Pointed out that a number of policies were internal policies (e.g. HR, Lettings Governors ) and therefore not relevant to parents

**ACTION POINT :** KS to arrange for note to be published on the school website informing parents that other statutory policies were available and to contact School Admin if they would like to see a copy:

- data protection
- health and safety
- outdoor education, visits and off-site activities
- special educational needs and disabilities (SEND)
- supporting pupils at school with medical conditions
- whistleblowing

5. Monitor Governor visits

KS: emailed a note to all Governors recommending Twilight session 20<sup>th</sup> March 2024, as an ideal date for Governors to meet with their subject leads ( between 3:30 and 6 pm) Governors to contact the link teacher directly to arrange a time to meet on this date.  
KS: requested an idea of Governors who could make that day, so she could let staff know.

Decision : MW, AD, SV , GW would be completing a Governor visit on 20 March 2024.

SR: Completed a Lead Governor visit on – visit note emailed to Governors prior to the meeting.

**ACTION POINT:** LL to email updated Lead Governor list to all Governors, so they were

aware of their subject areas.

ACTION POINT: LT to put together a prompt sheet for Governors (SIAMS/SEF) , so when Governors met their subject lead , they could access some of the areas that SIAMS would be looking for.

6. Update on Governor vacancies

LL: Provided Governors with an update on Governor vacancies:

2 x Foundation Governor

1 x Parent Governor

MW: confirmed that he was continuing to explore all avenues to fill the Foundation Governor vacancies.

Action Point: LT to re advertise the Parent Governor vacancy in the school newsletter. Governors to chat with anyone who they thought might be interested / mentioning it from their prospective what value Governors added/how important the role was etc

### STRATEGIC ITEMS

7. Receive Head teacher's report

Receive Head teacher's safeguarding update.

The HT report was emailed to Governors prior to the meeting, not questions were raised.

KS: Felt that Governors needed more information regarding data/targets what was in the HT report was the results of autumn term assessments. What Governors could not see was what the actual targets were .

Action Point: At the next meeting HT to provide Governors with more detail around data/targets, so Governors have a better idea of what was going on.

Governor ? year 3 has quite a worrying figure , compared to others, if there was an explanation for this it would be good to know.

KS: After Easter would try and arrange for JP and Wendy to attend a Governors meeting and report to Governors, as they did last year.

KS: Writing is an issue for us, Wendy was working extremely hard on improving this , working on punctuation and how this impacts on writing . There was a reading, writing, development day next day week, where the focus will be on the writing aspect of phonics teaching , because we have been very much focussed on the reading , the 2<sup>nd</sup> part of the session was writing. At the next FGB KS could feedback more information.

Governor ? re school counsellor – when there was a need it might be too late to add at that point

KS re school counsellor aspect, we have such a robust system with regards to our Thrive Which fulfils a lot of what we want at the moment , we don't seem to have as much need coming through as previously . There were key children across the school who were

keeping a close eye on and we were supporting through other avenues ( accessing bereavement counselling etc).

Governor ? re HT report / re modelling?

KS: Our numbers are not great at the moment, similar to other schools as this was a low birth year. Parents need to apply for school places by the 15<sup>th</sup> of this month, we don't get our budget until April and we were working on school development plans . Nothing came at the right time which was really tricky for us, until we know exactly what are numbers are, so we have to work ahead and think what we think our numbers will be. We have 13 classes at the moment, we think we will defiantly be 13 next year. Numbers so far are not great and it may be that we are 12 classes in September. When we had firmer details Governors would be given more information, but this may not be until after Easter.

AV: It was really frustrating the allocation of reception numbers were released in the Easter holidays, we have to get the budget approved before the 1<sup>st</sup> May, there was a two week window in April to do that, effectively when we come back on the 15.04 we have to set the budget based on what the reception allocation numbers are because we will know what are the projected school numbers. There was then a 2<sup>nd</sup> round of applications, numbers were not released until May which could also change the numbers which could mean that the budget we had set for the 1<sup>st</sup> May was pointless. The next couple of months will be very interesting, there was a lot to consider, all the pay awards have just come out as well which will impact on the budget, which will contribute to what next year looks like, we have received grants for teachers but not NJC staff. We are in a worst situation to where we thought we were this time last year and even 6 months ago, our budget was fluctuating constantly and not in our favour and there were also other factors going on.

KS: School was built in the 1980's and we are now constantly dealing with refurb/maintenance aspects.

KS: re safeguarding HT update– there had been no referrals and nothing major to report in this .

8. Update on school development and improvement plan

KS: Suggested when Governors met with their subject leads on 20<sup>th</sup> March that they reviewed last years and discuss what their plans were for the following year, their new ones will come into effect after easter .KS will make sure that staff have copies of their new plans with them on 20 March.

9. Data and Pupil Performance

Action Point: Carried forward to next meeting

10. Review Pupil Premium Funding

Action Point: Carried forward to next meeting

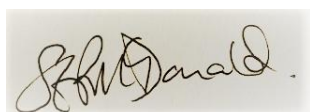
11. Pupil Premium Funding – review impact

Action Point: Carried forward to next meeting

12.	<p>Review arrangements for reporting to Parents</p> <p>KS: Parent consultation meetings take place in March and they will receive end of year reports in July.</p>
13.	<p>Ethos Group:</p> <p>LT: At next Ethos Group meeting 25.01.24 will have a look at the SEF. Last week LT and KS had a look at the SIAMS/SEF and will circulate the one that we worked on, so Governors will have an overview of how things were currently. The new education Advisor is Jo Hunter (taken over from Tati Wilson) . LT was trying to arrange a meeting with Jo Hunter who will advise on our SIAMS/SEF and any areas we need to focus on .</p> <p>KS: Feel that we are in a good place, just waiting for it to happen. We have great stuff in place. LT had worked very hard on it and needs to have confidence in her ability and that she had got us where we need to be.</p> <p>MW: backed up everything KS said.</p>
14.	<p>Report from pay and performance panel</p> <p>KS: Provided a summary of what was discussed and agreed at the pay and performance meeting.</p>
<b>ACCOUNTABILITY ITEMS</b>	
15.	<p>Receive budget report</p> <p>The BM report as circulated to Governors prior to the meeting,</p> <p>AV provided a brief overview:</p> <p>A DCC , Head of Project Management &amp; a Building Surveyor visited the school yesterday. We were trying to push for new windows and kitchen refurbishment. We do have some urgent items – windows need replacing. AV was confident from the meeting yesterday that we would get these done for this year. They will also be doing a quote for all the windows in school and potentially was something they would fund for 2025 summer holidays. AV was waiting for confirmation on that.</p> <p>AV had some more professionals coming out in regard to the kitchen, just to give DCC a better picture re the condition of the kitchen &amp; health and safety point of view.</p> <p>The shutter to the kitchen were going in on 12.02.24.</p> <p>Re FRS report, potential carry forward for this year having applied NJC pay awards into the budget which only came out November/December, AV did not think the bottom line figure was realistic. We need to put in a cumulative carry forward of a break even, as it has really impacted on the budget. We have stopped spending as of the 31<sup>st</sup> January .</p> <p>Devon Audit Partnership audit schools every 3 years, that process has not changed and has been broken into 3 stages. AV had just been audited re the single central record , school fund, trips and training. Everything was fine, the only thing that they flagged up was on the single central record if an employee had left the school, they need to be removed from their single central record, but saved on another data base in the event that we needed it for retention purposes. We were overdue an audit on our school fund</p>

	<p>(Natwest business account) . Claire Grove picked this up and was doing an audit for us, AV expected this back Feb time.</p> <p>We boosted a post on Facebook to push out an advert re our reception and outstanding early years provision.</p> <p>Wrap around had gone a little bit quiet and numbers had dropped a bit.</p> <p>We have had a good run for a few years now of the building being sustainable as it is and not requiring much works, realistically we are going to be looking at big spends in the next year or two.</p> <p>The caretaker would be leaving on 30.01.24. Betterclean would do the cleaning in the interim – 2 hours a day. AV would pick up on the opening and closing of the building and H &amp; S mandatory checks. The role was being advertised, but there had been no interest as yet.</p> <p>.</p>
16.	<p>Annual benchmarking exercise</p> <p>Action Point: Carried forward to next meeting</p>
17.	<p>Review progress of identified building/maintenance works.</p> <p>Please refer to Business Item 15.</p>
18.	<p>Health and Safety update to include Fire alarm tests and fire drills</p> <p>AV/KS : Fire alarm test would be completed this Friday (depending upon weather)</p>
19.	<p>Policies</p> <p>Whistle Blowing Policy</p> <p>Decision: Governors reviewed and approved the policy.</p>
20.	<p>Any other Business</p> <p>Decision: It was agreed that FGB meetings would continue to be held on a Tuesday evening for the foreseeable future. Governors who were not able to attend face to face meetings could attend via Zoom.</p>
21.	<p>Date of next FGB meeting - 27<sup>th</sup> February 2024</p>

Signed .....



...Date ...16.01.24

Co-Chair of Governors