

**KINGSKERSWELL C of E PRIMARY SCHOOL**  
**AGENDA OF THE FULL GOVERNING BOARD**  
**27 February 2024 at 5.30 PM – online**

Name		Attended	Apologies received	Apologies sanctioned
Revd. Michael Wilkie	MW	N	Yes	Yes
Rachel Miller	RM	Y		
Laura Twamley	LT	Y		
Amy Vine	AV	Y		
Sarah McDonald <b>Chair</b>	SM	Y		
Sam Vine	SV	Y		
Matthew Loosemore	ML	N	Yes	Yes
Susan Robinson	SR	Y		
Giles Watson	GW	Y		
Adam Devine	AD	Y		
Paul Dodd	PD	Y		
<b>In Attendance</b>				
Louise Lloyd/Clerk	LL	YES		
Karen Strachen	KS	YES		

	<b>AGENDA ITEM</b>								
<b>PROCEDURAL ITEMS</b>									
1.	Apologies and sanction of apologies.  Apologies were sanctioned.								
2.	Receive declarations of pecuniary interest.  None received								
3.	Agree and sign minutes of previous meeting.  Minutes of the FGB on 16 <sup>th</sup> January 2024 were approved and will be electronically signed.								
4.	Discuss matters arising from previous meeting.  <table><tr><th>Item</th><th>MATTER ARISING</th><th>Governor</th><th>ACTION</th></tr><tr><td>a</td><td>Data and Pupil Performance</td><td>RM</td><td>The time when those will come out was March during Governors Visit@ Twilight. Subject Leads</td></tr></table>	Item	MATTER ARISING	Governor	ACTION	a	Data and Pupil Performance	RM	The time when those will come out was March during Governors Visit@ Twilight. Subject Leads
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			<p>have got all the details and they will have the time to go through that around vulnerable groups as well . They can also talk where we are and what their action plans reflect in terms of responding to that data.</p> <p>Action Point: Data and Pupil Performance.Governors will bring back to FGB in their reports.</p>
b	Draft Pupil Premium Strategy Statement - LL to send an email out to Governors signposting them to the website.	LL	Actioned
c	RM to confirm when the last SIAMS inspection was /upload document onto the school website.	RM	Actioned
d	AV to explore removal of reviews on Google.	AV	Actioned – AV reported to Google but the reviews were still there . Also sent out an email to parents asking them to add reviews to Google, several parents did this but unfortunately their reviews are not visible on Google.
e	Governors to have more detail around data/targets	RM	Please see a. above.
f	Pupil premium Funding - review impact	RM	Information will come through during Governors visit with subject leads.
g	Fire alarm tests and fire drills	AV	<p>Due to poor weather action remained outside, but would hopefully be completed this week.</p> <p>Action Point – Fire alarm tests and fire drills Carried forward</p>
h	LT to advertise Parent Governor vacancy in newsletter	LT	RM: One parent had spoken to her informally regarding becoming a Parent Governor.

				Action Point: RM to liaise with the parent.
i	KS to arrange for note to be published on the school website informing parents that other statutory policies were available	KS		Actioned
j	KS to provide feedback to Governors – reading, writing, phonics development	KS		Actioned
k	LL to email updated Lead Governor list to all Governors	LL		Actioned
l	LT to send out a prompt sheet to Governors (SEF/SIAMS)	LT		Actioned –LT was actually quite timely as was able to show that to the inspector.

5.	<u>Monitor Governor visits</u>  LL: Governors to meet subject leads at a twilight session - Wednesday 20 <sup>th</sup> March 2024. Subject leads will be available between 3:30 and 6 pm. Governors to contact link teacher directly to arrange a time to meet on this date.  Action Point: LT to speak with MW re collective worship and RE .
6.	Safeguarding Governor Termly update.  Action Point: Safeguarding Governor Termly update. Carried Forward to the next meeting. ML
7.	Filtering and Monitoring -  LL: Highlighted Governing bodies and proprietors have overall strategic responsibility for filtering and monitoring and need assurance that the standards are being met. To do this, they should identify and assign: <ul style="list-style-type: none"><li>a member of the senior leadership team and a governor, to be responsible for ensuring these standards are met</li><li>the roles and responsibilities of staff and third parties, for example, external service providers</li></ul> RM: It would make sense for the Safeguarding Governor, to take on responsibility for Filtering and Monitoring.  Action Point : Safeguarding Governor to ensure that standards were being met for Filtering and Monitoring. ML

STRATEGIC ITEMS	
8.	Receive Head teacher's report Receive Head teacher's safeguarding update.  The HT report was emailed to Governors prior to the meeting.  RM additionally reported:

The budget was something that we did not necessarily need to talk about tonight as we have not got the final figures, it looks at the moment horrendous, what we were hoping for was a miracle. We have run several scenarios already.

**Governor comment: Was there anything we could be doing as Governors to help.**

RM: The bottom line was this was a low birth rate year and also next year and would result in some difficult discussions and decisions.

KS: Regarding the budget nothing came through at the same time, so it was really difficult to give Governors any information until the FGB in April. It was frustrating but there were so many different things to think about. There were action plans and priorities to think about, pupil numbers to think about; things change from day to day.

**Governor ? Are other schools in the same position.**

KS: Other schools were in exactly the same position, pupil numbers don't really finalise until mid May, but schools were supposed to have their final budget ready by 1<sup>st</sup> May, it was a difficult balancing act.

AV: We were basically asked to set the budget not knowing what our year end figure was because we don't find that out until June/July. Governors will notice in the BSM report that I am not planning on us carrying anything forward this year. .  
This was the picture nationally.

AV was at a bursar meeting last week and was told numbers were going to be impacted based on the information they get from health centres (births). Primary schools were going through it now, secondary schools would be going through this in the next 3/4/5 years & up to 10 years. What we do know is that DCC does not want to be closing any schools and would be managing it as best as they could.

RS: local schools were all in a similar situation, apart from one school which has a 52 place nursery and had 55 first choices. Unfortunately DCC will not allow KKPC to build a nursery and we do not have any money. DCC do not have any capital money for buildings, so was not something we could consider

**Governor? Is there funding anywhere else the school could get.**

RM: There was no money at all.

KS: There was a need for a nursery in the area, but DCC will not fund the building of the provision. We could work closely with the playgroup at the church and amalgamate that group if they were willing, but there was no money to provide buildings for the provision.

KS re staffing: RJ who worked in Wraparound had replaced DM in Forest School, which seemed to be working well.

RM: We have received a certificate around attendance from DfE.

**Governor? If there was a change of Government, how quickly would this make a change to funding or was it a slow process.**

RM: Unsure, but labour have said if they get in they will provide free breakfast club for all children, so we have had some thoughts regarding how we could staff that.

**Governor comment: It was a crystal ball scenario were you can't do the budget until you have the figures. Governments lie before they get voted in**

**Governor ? The timescales that DCC put in (budget) was it just in Devon or did all schools make it April.**

RM: Academies make it September, their financial year runs September to September.

AV: What DCC now did which was better was that schools have access to an online portal so can see the 1<sup>st</sup> choice, what we don't know was what changes will be made after April/what the

	<p>2<sup>nd</sup> round of applications look like.</p> <p>KS: We were having some in year admissions , we had 2 starting on Monday another 3 starting after Easter and there was another 2 on the way , but we have just lost 2.</p>
9.	<p>Update on school development and improvement plan</p> <p>KS: All teaching staff/subject leads have just written their new action plans and reviewed their old ones , which is what they will be sharing with Governors on 20.03.24 at the Twilight session.</p> <p>KS and AV have gone through the actions plans so far , staff have not been spoken to yet but basically they have been stripped back to the necessities. What cost us a lot as far a subjects were concerned were online things that we use (accelerated reading/rock stars). The library service was always a tricky one as this cost us quite a lot of money , but if we did not use the library service they would come in and empty our library . They refresh our books all the time , if we had tatty books and had to refresh those it would cost us as much as what we are paying for library services. Other schools have stopped using library services, but their library is not a patch on us, they did not offer the variety/quality of books that we can provide. Our staff were very good when we say to them that we have to cut our cloth &amp; support us with this. Another big expenditure was if a staff member was going on a course , the course was not necessarily expensive but the cost of supply cover was horrendously expensive. Once we know what the budget looks like we will have to talk to staff &amp; say we will have to be creative regarding how we cover if they need to be out of class .</p> <p>Action Point: On 20.03.24 Governors to take with them copies of the action plans which have already been emailed out .</p>
10.	<p>Ethos Group:</p> <p>LT: We were due to meet on 21.01.24, due to only LT and MW being able to attend we have now moved to Spring 2 term .</p> <p>Re SIAMS report , 2 key areas for development were :</p> <ul style="list-style-type: none"> <li>• Formalise governors' systems for gathering information so that they can accurately evaluate the impact of the Christian vision. This is so that their strategic decision making in this area is more evidence driven.</li> <li>• Embed opportunities for spiritual experiences in the taught curriculum. This is to contribute to further growing and enhancing pupils' spiritual lives.</li> </ul> <p>LT was not sure what this would look like at the moment and need to talk to Jo Hunter and ask her to support LT in developing a system, which will meet the areas for development. The 2 areas for development were doable.</p> <p>The Diocese have asked us to make sure we are celebrating it , it was a huge achievement . LT thanked all Governors who helped us make this happen. We are officially a 'J1' , we are doing what we should be doing.</p> <p>KS: LT worked extremely hard and deserved all the praise for it.</p>
<b>ACCOUNTABILITY ITEMS</b>	
11.	<p>The BSM reports were emailed to Governors prior to the meeting.</p> <p>AV highlighted:</p>

Health & Safety Audit due Thursday 18<sup>th</sup> April 2024

Email received yesterday re kitchen and windows , the lady that had been dealing with it had gone off sick and someone else has taken it over . AV emailed her back this morning and prompted could we start the process for the kitchen as well. What they have agreed to do at the moment – Easter if we could get it in was the 4 broken windows in school and to come in a shut the windows that were permantly open in the hall. The rest was going to be looked at in terms of capital budget/going onto capital fund . AV was waiting for other departments to come back to her on the kitchen . The surveyor was looking into people now . We have had our shutter replaced in the kitchen .

Re our electricity bills. I have had the account under query since September 2022 due to high bills. After 14 months of trying to resolve this, it turns out that since the meter has been fitted, N Power had the incorrect rate assigned to it. Over a period of around 10 years, this has equated to around £50,000 bill (including the last 12 months of normal bills that we have not paid).

As you can imagine, I am disputing this with Kent County Council (Laser) who are meeting on occasions with N Power to try resolving on my behalf. Once she has come to an outcome with them, she already knows I won't be happy, so I will be having the details of those at N Power and meeting with the management team myself! I will also be taking legal advice/action on this.. Worst case scenario, we will pay back £1000 a year to clear this.

**Governor comment: There was a limited period when electricity companies can back bill , on the Ofgem site it said 12 months.**

**Governor ? Can we change suppliers.**

AV: No , we are tied in at the moment and they are the cheapest , we do get a very good rate.

AV: At the end of March and for 4 week after, Governors will see a lovely KKPS poster on the bus shelter up near the Willows on the main road. This is similar to our leaflet we sent out last year. It will promote our outstanding early years and wrap-around/holiday provision.

We had part 1 of 3 of our financial audits completed , that came in last week AV was not happy with a number of outcomes and challenged those, we were reasonable assurance , the amended report came through today and we were are now substantial.

Re School fund Claire Grove has now audited the accounts. This was done up until December 2023. They will then be done every September moving forward.

There was a lot of funds in there that needed moving, years worth charity money and some old production money. I am still yet to move some of this which will be done before year end, March 2024.

Mutual Fund is in discussion about ceasing business in 2025. Nothing is confirmed, but it is likely it will not continue.

We pay around £5500 every year into this fund (teacher absence policy). Since I have been here, we have had paid out, for claims, around £3000.

It would be good to have a conversation around the need for having this moving forward. I know some schools do not pay into this due to affordability. I know it is always a risk.

**Action Point: Teacher Absence policy insurance to be an agenda item for May/June FGB.**

12. Review Governors' competencies for SFVS

AV submitted in January and sent to DCC.

Annual Benchmarking exercise.

AD completed the Annual Benchmarking exercise which was emailed to Governors prior to the meeting.

The data for this exercise was taken from the Governments Schools Financial Benchmarking

website. Graphs were produced using data from the most similar schools to Kingskerswell as per the values listed in the table below. From a start point of 718 schools with between 325 & 380 pupils, by adding the additional criteria, a benchmark set of 13 schools was created. Income per pupil (pp) is down slightly when compared to last year's report (£5,642) as a result we are slightly lower in the table when comparing to similar schools. The amount of this income that is self generated has dropped slightly since last year (£66 less pp) but we still perform well in this area. This is largely due to the success of the wraparound provision. Our expenditure per pupil has risen by £643pp. This is to be expected given the rising costs across the board. We are in a similar place in the chart to last year. All of the schools bar 1 are spending more per pupil than they are receiving. As per previous years we have the highest spend per pupil on teaching staff. In the year this data was taken from we still had 14 classrooms so this position may change in next year's data when the new class structure will be reflected. Re amount of pupils per full time teacher. Our numbers have remained fairly consistent (18.41 last year) but we are now higher up the table in comparison to similar schools (2nd bottom of last year's table). Re amount of pupils per senior leader in the school. This has been a point of previous discussion and the decision was made to promote key staff members to SLT to keep them at the school when similar opportunities had arisen elsewhere. Most other schools in the list have 2 or 3 members in the SLT. Re amount of pupils in the school per TA. Our position in the table is similar to last year as our numbers have remained fairly consistent the cost per pupil of maintaining the premises and includes expenditure on premises staff, cleaning and maintenance. This is a category we have historically performed well in and that remains the case this year. Our expenditure per pupil is actually exactly the same as last year. Energy This is up from £42 per pupil last year but we are still very well positioned vs. comparator schools. This cost area will likely increase and having received feedback from Amy we have not been billed correctly so this may show a correction in future reports. Our spend on educational supplies has risen dramatically since the last report (£36pp) but we are still towards the lower end of the table. Some of this will be down to cost allocation particularly in relation to admin supplies which we will look at later in the report.

The definition of educational supplies is:

- learning resources (not ICT equipment)
- ICT learning resources
- examination fees

Bought in professional services - We have remained fairly consistent on this measure (£111 last year) and are spending similar amounts per pupil to the comparator schools. What constitutes brought in professional services is outlined below.

- educational consultancy
- bought-in professional services
- legal and professional
- auditor costs

Administration supplies - This is an area that we are regularly spending more on than the comparator schools. I have discussed this with AV and it seems to be down to allocation of cost. Some of the costs that are allocated to admin supplies could be allocated elsewhere, including to educational supplies. Amy has emailed to ask for more information on the way our admin supplies figure is calculated.

Other insurance premiums - This cost has come down from £51 per pupil last year. Our position in the table remains consistent. What this cost area covers is outlined below.

This includes:

- sums de-delegated by the local authority for centrally managed
- insurance schemes
- premises related insurance
- vehicle insurance
- accident and public liability insurance for people not employed
- directly by the school
- school trip insurance
- sums de-delegated by the local authority for contingencies

	<p>This excludes:</p> <ul style="list-style-type: none"> <li>• insurance for supply teacher cover</li> <li>• other staff insurance cover</li> </ul> <p>Catering expenditure - This cost has risen slightly from £207pp in the previous year but we still compare very favourably against the other schools in the sample.</p> <p>AD summarised the school was performing similarly to previous years. One comparative school received more money than they were spending.</p> <p>AV thanked AD for his time.</p>
13.	<p>Receive update re any changes in staffing, &amp; consider staffing structure and appointments along with budget implications</p> <p>AV: We have a new caretaker called Ian. Ian will be working 1-6:30pm. I will continue to open up a 7am. Had I not advertised the caretaker role on a flexible/one daily shift, we would still not have anybody!</p>
14.	<p>Receive performance management update for staff to include financial implications</p> <p>Action Point – Agenda item moved to May FGB - Receive performance management update for staff to include financial implications</p> <p>Governor? Were SATS on target for key stage 2</p> <p>KS: We would be doing an assessment in the next couple of weeks , happy to report on this at the next meeting.</p> <p>Action Point : KS to report on key stage 2 SATs at the next FGB.</p> <p>Governor ? Were there any SATS clubs been set up</p> <p>KS: confirm there were additional clubs – breakfast clubs and booster sessions for any children that need additional support.</p>
15.	<p>Review service level agreements and insurances.</p> <p>AV: was renegotiating everything , if there was any updates would put in the BSM report..</p>
16.	<p>Holiday provision – Governors to approve £1.00 increase.</p> <p>Governor ? How much was it currently</p> <p>AV: £25, we were pretty much the cheapest in the area</p> <p>Governor? Does the £25 cover expenses</p> <p>AV: We have now done our first year , we have a lot of staff costs/inflation .AV had inflated the cost from £25 to £26 , the extra pound will cover breakfast and snack (costs have increased).</p> <p>Governor comment: it was in the press that nurseries were struggling to provide snacks and parents were having to provide food for children to take in. Feedback from the holiday provision had been very positive and it was not a huge increase.</p> <p>Governor comment: Equated to a 4% increase , did this cover the increase costs.</p> <p>AV: Was hard to tell at the moment , the October and April holiday provision have a 6 months gap . From doing the wrap around food shopping prices have gone up , so need to consider this for the April. Also we had the bouncy castle for the day and the price for that had gone up</p> <p>Governor comment: A £1 increase was worth every penny from a parents prospective and if it went up slightly more would still be worth every penny .</p> <p>Decision: Governors approved the £1.00 increase.</p>



17.	<p>Policies</p> <p>Updated GDPR Policy Employee Code of Conduct (annual) Health and Safety Policy (annual) First Aid Policy (annual) Designated Teacher for the Education of Children in Care Policy (annual) Equality Objective and Equality Policy</p> <p>Governor ? Re First Aid Policy, do you have to put staff training in or can you have as a separate document, if a staff member left or training runs out, the policy effectively becomes out of date: AV: This came up a few years ago , people wanted it in the policy, so I put it in the policy. Governor comment: If the policy said there were adequate staff members , identified by first aid needs risk assessment , this was all the policy needed to say, it did not need to identify who was who and who was doing what. RM: Suggest you check guidance, as know for the safeguarding policy individual people have to be named rather than just the roles.</p> <p>Governor ? Are the staff trained to use epipens KS: Yes, was in the pupils with medical conditions policy, but needs to go in both</p> <p>Governor ? re Equality objectives , there was reference to promoting good behaviour policy , was this the behavior and relationships policy KS: yes, have Governors had a look at the equality objectives , was there anything Governors wanted to question or wanted to add.</p> <p>Governor comment: Children who English was not their first language were supported Governor comment : Could also be staff members "" HT: Danger may go down the road where children/staff are identified with protected characteristics. It was supposed to be a short manageable statement of objectives .</p> <p>LT: Re collective worship policy covers delivery of Christian inclusive place of worship</p> <p>Governor ? How long was data kept for . AV: Varies , we follow a retention document</p> <p>Decision : Governors reviewed and agreed the policies</p> <p>Action Point: Health and Safety Policy (annual) carried forward to the next meeting.</p>
18.	Any other Business
19.	<p>Date of next FGB meeting - 23<sup>rd</sup> April 2024</p> <p>Face to face school.</p> <p>Action Point : Christian ethos - change agenda.</p>

Signed .....  ...Date ..... 23 April 2024

Co-Chair of Governors