

**KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
23 April 2024 at 5.30 PM –**

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 Chair	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		
Danny Brown	DB	Y		
In Attendance				
Louise Lloyd/Clerk	LL	YES		
Karen Strachen	KS	YES		

	Minutes
1.	<p>Apologies and sanction of apologies.</p> <p>Apologies were received and sanctioned.</p> <p>Governors welcomed , Danny Brown, new Parent Governor to the meeting.</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 FGB on 27 February 2024 were approved</p>
4.	<p><u>Discuss matters arising from previous meeting.</u></p> <p>Health and Safety Policy (annual) carried forward to the next meeting. ACTIONED</p> <p>AV: Recently had a Health and Safety Audit from DCC, received 100% with no actions.</p> <p>Agenda item moved to May FGB - Receive performance management update for staff to include financial implications – AGENDA ITEM MAY FGB</p> <p>KS to report on key stage 2 SATs at the next FGB. <u>CARRIED FORWARD TO THE NEXT MEETING</u></p> <p>Teacher Absence policy insurance to be an agenda item for May/June FGB. <u>AGENDA ITEM MAY/JUNE FGB</u></p>

	<p>On 20.03.24 Lead Governors to take with them copies of the action plans which have already been emailed out . ACTIONED</p> <p>LT to speak with MW re collective worship and RE . LT: ACTIONED REPORT TO FOLLOW.</p> <p>Safeguarding Governor Termly update Safeguarding Governor to ensure that standards were being met for Filtering and Monitoring. <u>AGENDA ITEM CARRIED FORWARD</u></p> <p>Data and Pupil Performance.Governors will bring back to FGB in their reports. ACTIONED – SEE LEAD GOVERNOR REPORTS</p> <p>Fire alarm tests and fire drills . ACTIONED - AV: Actioned , was well organised, all children were out of the building within 2 minutes. It was EYFS first fire drill and they were brilliant. AV popped down to give them a heads up as knew there were some children who would be startled and worried what was going on . RM accompanied one of the older children who struggled with unexpected noise . Governor ? With the child who struggled with noise did they have an IHCP/PEEP AV: Yes.</p>
5.	<p><u>Update on FGB changes:</u></p> <ul style="list-style-type: none"> • Local Authority Governor • Parent Governor <p>LL: Updated Governors that GW's daughter had recently moved to another school, but GW had expressed that he would like to continue as a Governor.</p> <p>LL suggested that GW took on the position of Local Authority Governor, as SM's 4 year term of office as a Local Authority Governor had now expired. SM wished to resign as Governor at the end of this school year when her children moved to secondary school. Between now and the end of the school year SM could move across into GW's vacated Parent Governor position.</p> <p>GW and SM confirmed that they were happy with the proposals and all Governors were in agreement.</p>
6.	<p>Receive Head teacher's report</p> <p>The HT report was circulated to all Governors prior to the meeting.</p> <p>Meeting moved into Part 2 Discussion</p> <p><u>Safeguarding Update</u> RM: Since writing the HT report one of our children has been taken into care. Information would have been shared with the Safeguarding Governor. Governor ? Was there a requirement for the Safeguarding Governor to action anything? RM: No , but the Safeguarding Governor needs to monitor the Single Central record and write a report . LL : Wonder if another Governor had capacity to take on the checking of the Single Central record .</p> <p>Decision: PD to take on responsibility for checking the Single Central recording .</p>
7.	<p>PPG</p> <p>Discussed under item 6 Part 2</p>

8 **Approve Budget**

The SBM report and Budget was emailed to Governors prior to the meeting:

AV: Regarding the budget, there were quite a few scenarios, the budget that was emailed to Governors was the final one agreed by SLT.

Based on current numbers we will be looking to stay at 13 classes next year/ budget deficit of 350k. AV highlighted that the fact that the budget was like this was nothing to do with how we were running the school , we have worked really hard to get it to this which is still a really good position , there are schools in a lot worse situation . The reason we are like this is purely because of our pupil numbers , which have dropped and will impact for another 3-4 years .

RM: We are also at the end of 14 years of under investment .

AV: What had supported us over the last few years was our surplus which we have been carrying forward . A lot of people were moving to Devon , so we were getting a lot of in year admissions at the moment .

If Governors agreed the budget this would get sent to DCC on 01.05.24 . In the Autumn term DCC will then let us know if we need a Recovery Plan.

AV: Highlighted that the budget was based on an intake of 43 pupils & we had 6 in year admissions that we knew about . Subsequent years are set at 60 , inflation was covered throughout the budget /everything was very well checked.

AV: Also sent out to Governors the Extended Services budget (as a separate budget) , this was doing really well and we had good generation of income there.

Decision : Governors agreed the 2 x budgets.

AV: Asked Governors if they had seen the bus shelter posters up around the Willows , another was going up in Newton Abbot Sainsburys and also a poster advertising the Holiday provision.

Governor ? Was the poster clear to see/KKPS school name, I just drove by.

AV: It was very clear , it was bright blue.

Governor ? re the disruption at the bottom of the road.

AV: It was there for the whole of summer term 1.

RM: Sent an email out to parents as some were getting very agitated , but things were calmer now and a lot of parents were walking

9 **Review capital funding**

AV: Was retaining capital funding at the moment for kitchen & windows. DCC was aware that we are saving that money and would not take it off us. AV estimated it would cost 175k to do the windows and the kitchen.

Governor ? the reception playground was looking untidy , what was happening with it?

AV: We had a playhouse which had been there for about 10 years , but it was not fit for purpose anymore and posed a health and safety hazard for the children . Our caretaker removed it a couple of weeks ago , the grounds have been made safe and the fence put safely and firmly in place. We were in the process of getting quotes to have that area block paved. There were also drainage issues that needed sorting out .

Would then look to purchase low level equipment as opposed to larger equipment which would cost circa 10k – 15k. The Wrap Around provision would fund the costs .

Governor ? concerned that the bean bags looked dirty . If I was visiting the school it would not impress me.

RM: it was still a really purposeful area for children's learning. We have no money; school budgets have been stripped right back.

AV: The toys that were there that might look dirty but were out all year round and used every day. It was not possible to wash them every day.

Governor ? Wonder if parents had any outdoor toys that they would like to donate.

AV: We have had quite a few in year/reception visits recently . I would like to think that they were

	<p>impressed by the Early Years .</p> <p>Governor ? it was like having a perfectly tidy clean house and a house with children in it.</p> <p>RM: We were blessed with the space we have got; some schools do not have much space for children to use outside.</p> <p>Governor ? The garden by the top gate was starting to look really good.</p> <p>Governor ? The children enjoyed putting in the plants today.</p> <p>Governor ? Had heard the school had some windows that did not close/were not secure</p> <p>AV: There were 4 windows , DCC were aware of them , the motors were broken. The companies that have been out will not replace the motors because they did not think they were suitable for the windows , so they will only do it if they replace the windows (circa 18 ½ k)</p> <p>Governor ? Can the windows be secured to stop unauthorised entry .</p> <p>AV: Windows do not open up far enough for an adult to get through, also alarms would go off AV/Caretaker/Police would attend. There was no water ingress.</p> <p>DCC are very aware and it is all documented , they promised that someone will come in and permanently close the windows until we can afford to have them replaced.</p> <p>Governor ? As DCC are aware will they take responsibility in the event of an insurance claim .</p> <p>AV: No</p> <p>Governor ? Concerned that an insurance company would not pay out if there was a break in as windows were not secured/</p>
10	<p>Internal Audit Draft Report</p> <p>See report emailed</p> <p>Discussion: Internal Audit report discussed at FGB actions/management responses added to the Audit form.</p>
11	<p>Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc)</p> <p>Action Point: Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc) Carried forward to the next meeting.</p>
12	<p>SIAMS report , key area for development :</p> <ul style="list-style-type: none"> 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. Discussion re updated Link Governor report – new section - How does the vision enhance the Christian foundation of our school? <p>Action Point: LT to contact Jo Diocese and seek her help in creating some questions which will help guide Governors towards this key area of development.</p>
13	<p><u>Health and Safety Policy</u></p> <p>Governors reviewed and agreed the Health and Safety Policy.</p> <p><u>Model Policy for Supporting Students with Medical Conditions and for the Administration of Medicine.</u></p> <p>Governors reviewed and agreed the above Policy (subject to minor amendments)</p>

	<p>Action Point Carried Forward to the next meeting: Complaints Policy Teaching, Learning and Assessment Policy Children with Health Needs who cannot attend school</p>
14	<p>Succession Planning for Chair/Co Chair of Governors - Re: Chair of Governors . GW expressed interest and said he would like to touch base with SM and have a chat regarding what being a Chair/Co Chair involved.</p> <p>An email had been received from ML, stating that he wished to step down as Co-chair with immediate effect.</p> <p>SR confirmed that she would be happy to continue as Vice-Chair.</p> <p>1. Discuss Lead Governor reports</p> <ul style="list-style-type: none"> • DB – English • DB – Maths • SV- Curriculum • SV- Geography • SV- History <p>Lead Governor reports were emailed out to Governors prior to the meeting.</p> <p>RM: All reports were very informative , staff appreciated the opportunity to share with Governors what they were doing , opportunities to test their own thinking and opportunities to have their work recognised. The visits taking place during Twilight sessions really helped. RM said a big thank you to all Governors.</p> <p>Lead Governor roles</p> <ul style="list-style-type: none"> • Allocation of Lead Governor role – PD, Forest school • Allocation of additional Lead Governor role – DB – Phonics
15	<p>Safeguarding Governor Termly update, to include Filtering and Monitoring.</p> <p>ACTION POINT CARRIED FORWARD TO THE NEXT MEETING - SAFEGUARDING GOVERNOR TERMLY UPDATE, TO INCLUDE FILTERING AND MONITORING.</p>
16	<p>Any other Business</p> <p>Governor ? I wonder if a metal safety fence/barrier could be put up near the kerb, as I've seen a few children excitedly running out of the gate, potentially onto the road. I fear a possible accident and a small barrier could help.</p> <p>ACTION POINT : AV TO CONTACT DEVON HIGHWAYS REGARDING THE BARRIERS OUT THE FRONT OF SCHOOL TO MAKE THE PAVEMENTS/CHILDREN SAFE.</p>
17	<p>Date of next FGB meeting - 11 June 2024</p>

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