

**KINGSKERSWELL C of E PRIMARY SCHOOL**  
**AGENDA OF THE FULL GOVERNING BOARD**  
**24<sup>th</sup> September 2024 5.30 - 5.30 PM(face to face meeting @ school)**  
**PART 1 MINUTES**

Name		Attended	Apologies received	Apologies sanctioned
Revd. Michael Wilkie	MW	Y		
Rachel Miller	RM	N	Yes	Yes
Karen Strachen <b>Acting HT</b>				
Becky Hutchens	BH	Y		
Amy Vine	AV	Y		
Sam Vine	SV	Y		
Matthew Loosemore	ML	N	Yes	Yes
Susan Robinson	SR	Y		
Giles Watson <b>Chair</b>	GW	Y		
Adam Devine	AD	Y		
Paul Dodd	PD	Y		
Danny Brown	DB	Y		
<b>In Attendance</b>				
Louise Lloyd/Clerk	LL	Y		

	<b>Minutes</b>
1	Welcome, apologies and sanction of apologies.
	<ul style="list-style-type: none"> <li>a) Governors welcomed Becky Hutchens, new Staff Governor .</li> <li>b) Apologies were received from Matt Loosemore, Parent Governor.</li> </ul>
2	Minutes of the FGB Meeting on 9 <sup>th</sup> July 2024 to be agreed.
	Minutes were agreed.
3	Matters Arising from previous meeting
	<ul style="list-style-type: none"> <li>• KS to report on key stage 2 SATs at the next FGB. <b>Please see HT report</b></li> <li>• Safeguarding Governor Termly update Safeguarding Governor to ensure that standards were being met for Filtering and Monitoring. <b>Not actioned C/F to the next meeting. KS to liaise with ML and request visit completed before October.</b></li> <li>• Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc) <b>Not actioned C/F to the next meeting</b></li> <li>• AV to liaise with the caretaker re temporary barriers at the front of school.</li> </ul>

	<p>AV: Have looked at this over the last couple of months , but found the impact minimal in terms of children running out into the road . We will continue to monitor , but at the moment this does not appear to be an issue.</p> <p>Governor ? the main concern regarding temporary barriers is an obstruction on the footpath , not sure how the school would stand legally regarding that.</p> <p>KS: we always have someone on the gate , personally have never seen a child run out into the road.</p>
4	<b>Declarations of Interest for Items on the Agenda</b>
	There were no declarations of interest.
5	<b>Annual Housekeeping 2024-45</b>
	Complete annual declaration of business interest forms (hardcopy)
	<b>Actioned : Governors completed annual declaration of business interests for 2024.</b>
6	<b><u>Safeguarding</u></b>
	<p>Identify Governor/Chair to be responsible for liaising with the LA in the event of an allegation being made against Head Teacher (see KCSIE)</p> <p><b>Decision : Co-Chair will contact DCC, Local Authority Designated Officer (LADO)</b></p> <p>All board members to have read KCSIE Part 1 , Safeguarding Governor to have read KCSIE Part 2 and sign document to confirm they have understood it and will abide by it.</p> <p><b>Action Point : KS to email Safeguarding Power point to Governors.</b></p> <p><b>Action Point: Governors to complete Safeguarding Powerpoint and inform KS by email when they have done so.</b></p> <p><b>Action Point: Governors to re KCSIE and inform LL by email when they have done so . Safeguarding Governor to read Part 2.</b></p> <p><b>Action Point : Next FGB review and approve safeguarding policy in line with KCSIE 2024</b></p>
7	<b><u>Review 2024-25</u></b> terms of reference
	<p><b>Decision : Governors approved 2024 Terms of reference:</b></p> <p>FGB *</p> <p>HTPM</p> <p>Pay and Performance</p> <p>First committee</p> <p>Second Committee</p> <p>*subject to amendment.</p> <p><b>Decision: FGB Governors approved open meetings – part 1 only, by prior arrangement with the Clerk to Governors. Visitors need to give a minimum of one FGB meeting in advance so that Governors can discuss/approve the visitor attendance.</b></p>
8	<ol style="list-style-type: none"> <li>1. Agree Lead Governor responsibilities and roles for 2024-25</li> <li>2. Lead Governor visit report</li> </ol>

	<p>1. Governors discussed Lead Governor responsibilities and roles for 2024-25 . LL highlighted that Governors need to carry out 2 x Lead Governor visits per school year . Gaps in Lead Governor roles would be reviewed at the next FGB.</p> <p>Action Point : Next FGB review gaps in lead Governor roles for 2024. Action Point : KS to book in a Twilight session (early Spring term) to enable Lead Governors to meet with subject leads.</p> <p>2. Lead Governor report – Giles Watson - Health and Safety Survey (general inspections of particular dangerous activities, processes or areas) to view / gather documentation to identify the legal compliance regarding associated legislation / guidance for the control of legionella bacteria in water</p> <p>GW:In summary : Came into school and did a Dip sample on legionella management . There were no issues found , it was really positive. The school uses an external contractor , this demonstrates it was being managed by a competent person who was aware of legionella and risks. It does have a slight negative as there was a cost involved as there always is when a contractor was involved , but outweighing the cost, the school had the benefit of that competent person . AV was very happy and ambitious pushing forward on health and safety. It was identified that any issues that were found AV got her teeth into and did not let go until resolved. It was really good as this was what you needed as a Business Manager , because it got things done.</p> <p>Governor ? How was the new caretaker</p> <p>AV:The new caretaker was very hands on , if he sees something he will go and do it and then come and tell me . He is brilliant .</p>
9	Agree membership of first and second committees, HTPM, Pay and Performance Panel
	<p>Decision: Governors agreed Memberships of Committees:</p> <p>HTPM : SV; SR; AD</p> <p>Pay and Performance Committee : AV, PD, MW</p> <p>First and 2<sup>nd</sup> committee Membership would be fluid depending on Governor availability.</p>
10	Review Governors' Code of Conduct
	Decision : Governors reviewed the Code of Conduct for 2024. Co-Chair signed on behalf of all Governors.
11	Governor Skills Audit
	Action Point : Governors to complete skills audit and email to LL before the next FGB .
12	Update Governor Action Plan
	Decision: Governors agreed the Governor Action Plan for 2024-24
13	Headteacher's Report
	<p>The HT report was emailed to Governors prior to the meeting.</p> <p>Decision: Governors approved the new format of HT report.</p>

KS: Highlighted error on 1<sup>st</sup> page of report. Percentage of pupils with SEND is 12% , not 6%.

[Governor ? what happened to writing - key stage 2](#)

KS: After much analysis it was grammar and punctuation that was letting writing down . Have circulated to Governors the new Action Plan and will have this as our Key School Priority , we will have other priorities but this was the one that we really needed to work on as this had brought our data down - only 40% of SEND children last year got Age Related Expectations (ARE) in reading writing & maths. It was a serious area for improvement .

[Governor ? it says update on school improvement plan 2023-24](#)

KS : what was in there was last years. I wanted to update you on last years before we moved onto the new one.

[Governor ? : Do you feel all areas were achieved.](#)

KS: yes, we have done a lot on working memory , our curriculum now includes retrieval activities , Dale leads on this and we are constantly ticking over and feeding into that along with Dan and curriculum . We are looking at our knowledge organisers/ we are constantly updating those as well. What we are focussing on as well was assessment across the curriculum and we are looking for a system that was not onerous . This is why strategically I moved Wendy out of Yr 6 , when you were in Yr 6 and an English Lead it was really hard to get out of class to do work that you need to do . So we moved her into Yr 5 which was a smaller cohort and she had more capacity to work on that area.

[Governor ? Were you moderated last year](#)

KS: Yes

[Governor ? Yr 6 had 62 pupils did this have any impact on the results](#)

KS: not necessarily no, the number of pupils did not have an impact , this was on the back of covid as well . If you look at writing in key stage 1 they are 80% , national is 63% .

We used to do pupil progress meetings, teachers would come along talk about their data/ pick our children who were not where they were supposed to be . Wendy will now lead moderation meetings and focus down on writing and look at areas for development.

[Governor ? what was the actual total of pupils in school number](#)

KS: 345, there have been a lot of show arounds.

[Governor ? picked up on comment in HT report foundation stage children appear to be a more confident and able cohort in comparison to the past two years, which was really positive.](#)

KS: Heads in the Primary Partnership have also noticed the same thing, that foundation stage children have come in more confident and settled more quickly , whether this was because they had not been affected by Covid is unclear.

14 Christian ethos

KS: An Ethos Group meeting was coming up.on 23.09.24

LT had a Post SIAMS support visit from our new link with the Diocese Jo Hunter, which was really positive. The purpose of the visit was to discuss and to start to develop an action plan on the key areas for development following the school's SIAMS inspection on 8th February 2024.

Inspection areas for development:

1. *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.*

2. *Embed opportunities for spiritual experiences in the taught curriculum.*

This is to contribute to further growing and enhancing pupils' spiritual lives. Training for governors was discussed including their knowledge of what it means to be a church school/Christian distinctiveness and how we demonstrate that / challenge that Governors give

LL: it was unfortunate the Governing Board currently had 2 x vacancies for Foundation Governors on the board , because these were areas that Foundation Governors would focus on.

MW: I actively try and encourage interest in Foundation Governor roles. Most organisations at the moment were experiencing difficulty, people will do one event , but will not commit to anything long term.

[Governor ? I have not been here for a few months, but walking into the school it was very clear that school have got that ethos in place , even with the signage in place it really stands out/that message](#)

is being communicated, from my point of view it was very good . The SIAMs report was great.

Governor ? would be helpful if LT could attend the occasional meeting and give a brief update to Governors .

5 Receive School Business Manager's report .

1

The SBM report was emailed to all Governors prior to the meeting:

**AV reported:**

We had the windows in Puffin, Giraffe and the Library replaced. DCC Capital funding are paying for this. The window company did not check the drawings and fitted the wrong ones! They were supposed to be a 50/50 sash window but they put a 70/30 sash window in instead! The company have taken full responsibility and will be replacing them in the October half term. They also forgot to add the window restrictors which are being fitted on the 16<sup>th</sup> September.

The hall windows that are fixed on open are being fixed with a Teleflex on the 17<sup>th</sup> September and will allow staff to open and close the windows manually. This is also under the DCC Capital funding framework.

We are proposed to do, they also left rubbish up there. I have not paid them and will not pay them until they have rectified it. . The company came highly recommended , I am appalled.

The caretaker has painted a lot of school during the holidays and we have come back to a fresh clean school.

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**Budget 2024/25**

There is nothing to report at the moment as the budget has still not been set and there is lot's going on. I haven't been able to carry out any monthly monitoring due to a budget not being approved.

KS and AV met with DCC finance on 17<sup>th</sup> September to discuss the budget and look at options. The locked and published budget we had in July we had to amend. It has worked in our favour, I cant go into detail at the moment but we are looking in a more positive situation in Yr3 that we thought we were , this may get even more positive . Support for Schools have agreed that they will hold out on us until potentially January 2025 . I have locked and published the budget I need to manually import it , because there have a catalogue of events which have messed up the system . I have not done this yet as I have been too busy , I will then be able to report to Governors where we were currently looking financially. now a mains water fed school. Previously we were tank fed and we believe this had been contributing to the pressure which had a knock on effects with the drains blocking.

Our two early years classes were having their carpets replaced this year after being sold carpets that were not fit for purpose. Carpets that had previously been replaced around school were honoured at a much reduced price due to the error in those carpets being installed. The same deal was meant to be upheld on the early years carpets as they were the last two rooms to be done. Carpet King refused to uphold this deal based on how long ago this happened.

Not happy with Carpet King after many years of business with them

Unfortunately, there was a whole catalyst of issues when the carpets came up as there were leaks and the floors were sodden. Long story short, this was resolved and the leak was found thanks to WEMCO but did mean we also needed new vinyl's. This has come in and a cost we were not expecting and I will try my best to have these works funded through our own Capital pot.

Governor ? Could you claim the cost of the carpets on the insurance

AF: Unfortunately we do not have cover for carpets.

AV: The top gate and fence had been replaced

Governor ? Can you open the gate all the way, it's the wrong way round.

AV: Have complained to the company who did the gate/fence. All the posts are at different levels. I have sent a load of pictures to the company and asked them to explain what they

After school club has become increasingly busy since we started back this year. We average, and I

	<p>like to have, around 200 sessions filled per week. We are currently now at 240 per week. This is the biggest up take we have had with reception children, and specifically so early on. I have increased/alterd the staff slightly to accommodate this.</p> <p><b>Governor ? the after school club was brilliant and good value for money.</b></p> <p>AV: We have now taken on further lettings over 3 evenings which should generate an additional £2000 per year. They are American Line Dancing and Pilates. We were now looking at 4.5k from lettings.</p> <p>Governor ? Who locks up? AV: They are key holders and lock up, I have showed them the alarms, if there were any issues they phone AV:</p> <p>Governor? May need to check if they have a performance licence.</p>
16	Policies:
	<p><b><u>Statutory Policies – must go on website</u></b></p> <ol style="list-style-type: none"> <li>1. Complaints Policy</li> </ol> <p>Governor ? policy needs to be updated refers to RM and SMc</p> <ol style="list-style-type: none"> <li>2. School Uniform Policy</li> <li>3. Attendance Policy – penalty notice needs updating</li> <li>4. Child Protection/Safeguarding Policy</li> </ol> <p>Governor ? policy needs updating refers to RM and ML</p> <p><b><u>Statutory Policies – no requirement website</u></b></p> <ol style="list-style-type: none"> <li>1. Governor Expenses Policy</li> <li>2. Lettings Policy</li> <li>3. Finance Policy</li> <li>4. Staff Capability Policy</li> <li>5. Staff Grievance Policy</li> <li>6. Staff Redundancy Policy</li> <li>7. Teacher’s appraisal policy</li> </ol> <p>Governor ? section J needs filling in.</p> <ol style="list-style-type: none"> <li>8. Teacher’s pay policy</li> </ol> <p>Decision : Governors approved the policies (subject to the above amendments)</p>
17	Chairs Other Business
	<p>Action Point : LL to send a reminder to Governors that they needed to read KCSIE before the next FGB.</p> <p>Action Point : KS to email to Governors inset pack from Safeguarding training . Governors to complete and to inform KS when they have done so.</p> <p>Action point: LL to email to Governors Skills Audit , to be completed and returned to LL before the next FGB.</p> <p>Governor ? Following the Southport Stabbings has the school reviewed the lockdown procedures.</p> <p>Action Point : KS to discuss at SLT and report back to Governors at the next FGB.</p>

	<p><a href="#">Governor ? Assume the London trip was cancelled.</a></p> <p>KS: Yes because of lack of funds , we did say when we sent out information re London if we did not have enough funds we would have to cancel, so parents were aware of this . Regarding Heetree the cost of the trip was set , if less pupils went the cost did not increase</p>
18	Date of Next Meeting
	12th November 2024

#### ACTION POINTS CARRIED FORWARD TO THE NEXT MEETING

1. Safeguarding Governor Termly update Safeguarding Governor to ensure that standards were being met for Filtering and Monitoring. Not actioned C/F to the next meeting. KS to liaise with ML and request visit completed before October.
2. Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc) Not actioned
3. Governors to complete Safeguarding Powerpoint and inform KS by email when they have done so.
4. Governors to read KCSIE and inform LL by email when they have done so . Safeguarding Governor to read Part 2.
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