

KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
19th November 2024 5.30 - 5.30 PM
(face to face meeting @ school)
Part 1

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

MINUTES	
	These minutes need to be read alongside the following reports which were tabled at the meeting: <ul style="list-style-type: none"> • Headteacher report • BSM report • Lead Governor report - SEND
1	Welcome, apologies and sanction of apologies.
	Governors welcomed to the meeting: <ul style="list-style-type: none"> • Simon Gibbs, new Parent Governor • Christopher Murphy , observing with a view to becoming a Parent Governor . <p>Apologies were sanctioned.</p>
2	Declarations of interest.
	There were no declarations of interest.
3	Approval of minutes from FGB 24.09.24 Part 1 and Part 2
	Minutes were agreed.

Signed Date

Chair of Governors

4	<p>Matters Arising from previous meeting * where agenda item</p>
	<ol style="list-style-type: none"> 1. Safeguarding Governor Termly update. * 2. Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc) * 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. ACTION POINT CARRIED FORWARD TO THE NEXT MEETING 5. LL to send a reminder to Governors that they need to read KCSIE before the next FGB. ACTIONED 6. Next FGB review gaps in lead Governor roles for 2024. * 7. KS to book in a Twilight session (early Spring term) to enable Lead Governors to meet with subject leads. ACTION POINT CARRIED FORWARD 8. Governors to complete skills audit and email to LL before the next FGB . ACTION POINT – LL TO SEND A REMINDER TO GOVERNORS 9. KS to email to Governors inset pack from Safeguarding training . Governors to complete and to email KS when they have done so. ACTION POINT CARRIED FORWARD TO THE NEXT MEETING
5	<p>Re appointment of Susan Robinson as Co-opted Governor.</p>
	<p>Decision: Governors unanimously agreed the reappointment of Susan Robinson as Co-opted Governor</p>
6	<p>Review gaps in lead Governor roles for 2024.</p>
	<p>Gaps in Lead Governor roles were discussed and the following agreed:</p> <ul style="list-style-type: none"> • SG: PE and Forest School • CM: Early Years Foundation Stage • PD: Safeguarding Governor
7	<p>Update from new Safeguarding Governor – Paul Dodd</p>
	<p>PD: On 7 November 2024 completed training - Responsibilities of the Safeguarding Lead . training and following this emailed a few questions over to KS . It was suggested on the training that when Governors completed Lead Governor visits , that they had a safeguarding question in mind.</p> <p>Action Point PD/KS/LL to update the template for lead Governor visits.</p>
8	<p>Report from SEND Lead Governor</p>
	<p>SR: Summary of Visit 8 October 2024:</p> <p>I met with JW and welcomed her back following her maternity leave. PK has done an excellent handover and managed her role with excellency .</p> <p>Data The current data as 8/10/24 is as follows: Number of SEND pupils is 40 registered equating to 12.7% these pupils are in receipt of pupil premium. 7 pupils with an EHCP in place. Devon average is 14.5% EYFS 2 = pupils</p>

Signed Date

Chair of Governors

Year 1 = 5 pupils
 Year 2 = 9 pupils
 Year 3 = 6 pupils
 Year 4 = 9 pupils
 Year 5 = 2 pupils
 Year 6 = 11 pupils
 Total = 42 pupils

PK while covering ensured all staff were on the speed link which has gone really well.

Due to pupils with autism the classrooms have been made inspiring.

Targets have been met and the EHCP pupils have been broken down into a learning plan.

Small targets can be measured with 10 mins letter formation. In addition, the gross motor skills are helped by fun fit.

EYFS have the NELI programme which is an oral language programme targeted at children age between 4 and 6 years, it is delivered in the 1st year at school. It is proven to improve language and behaviour JW has said there is support for families with SEN children, parents are very positive on what KKPS deliver and there are no concerns from them.

Areas Identified for Improvement

JW is concerned about Speech and Language because the school is short of TAs, the key priority is we need more people to deliver SEND.

Looking at the data whilst every year group deserve the additional support for these pupils with additional needs, I find it concerning that there are 11 pupils in Year 6 who are beginning their transition to secondary school, and they need all the support they can get including pupils without the additional support in this important year group. It's the same for pupils in Year 2 of which there are 9 they are ending their KS1 journey.

Due to JWs reduced hours to 4 days a week there needs to be additional support to fill in this shortfall, PK is now the teacher for half the Year 6 pupils and with 11 pupils split between two classes she has to be focusing on her class.

The solution is additional staff but because of the budget we are not in a position to recruit at the moment.

Finally, JW is doing a fantastic job and equally PK of which both are passionate about these pupils

Areas identified for development, follow up or further discussion:

AI for Development

SALT training (Speech and Language Therapy) beginning in reception with a 20-week intervention.

Year 6 Secondary School Transition

I am planning to meet PK again before the end of the summer term along with Jenni West upon her return from maternity leave.

KS: We will be losing 5/6 x EHCP Yr 6 pupils in July, which was quite a chunk of funding , but we do have other children on the journey towards getting an EHCP .

Governor ? re funding / support for other children

KS: We put the funding into the budget and it is spread across the school . Each class had a teaching assistant so basically, they were supporting those children.

Governor ?: How was it managed particularly Yr 6

KS: As best as we can but would reassure Governors that pupils are getting everything that they need to ensure they are making progress. We tell secondary schools what pupils need , but they are not necessarily going to get the same when they get to secondary school.

Signed Date

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	<p>Governor ? what about the children who do not need the extra. KS: The TA does not spend the whole day with SEND pupils and will do focussed activities with children who do not need the extra . The YR6 SEND pupils were now more confident to work alongside other children and not totally dependent upon 1:1 support . Part of our role was to ensure that the children were ready for secondary school, able to manage independently and not reliant on having someone there all the time for them.</p> <p>Governor ? if children are not ready to go to secondary school, have they got to go by law. KS: Yes. Some of the children don't feel ready and are nervous and anxious , but once they get to secondary school, they are really ready to go.</p> <p>Governor ? is there any guidance regarding Teaching Assistant/Pupil ratio. KS: No, it depends on what the EHCP says and the child's needs. Level of funding also differs depending upon what the need is and how much support the child needs.</p> <p>Governor ? is this Yr6 the last of the Covid pupils. KS: Yes .</p>
9	Report from Finance Lead Governor
	ACTION POINT: CARRIED FORWARD TO THE NEXT MEETING
10	<p>a) Governor Skills Audit</p> <p>b) KCSIE</p>
	ACTION POINT: CARRIED FORWARD TO THE NEXT MEETING
11	<p><u>Head teacher's report</u></p> <p>a) Receive Head teacher's safeguarding audit report</p> <p>b) Receive update regarding any changes in staff.</p> <p>c) Review progress of staff appraisal.</p> <p>d) Update on School improvement plan</p> <p>e) Review draft Pupil Premium Strategy Statement</p> <p>f) Analyse use and impact of additional funding (Pupil Premium, Sports premium, catch-up funding etc</p>
	<p>Governor ? I Like the format of the new HT report / the data KS: Will invite JW and WW to the January FGB to feedback to Governors after we have had the autumn data in and assessments done . WW will be able to feedback on the impact of the actions from her action plan that I shared with Governors at the last FGB - key priority English and writing. In the new year we will review the other action plans as well .</p> <p>Attendance worried me for a while as it started to drop , due to parents taking their children on holiday during term time, but attendance had come back up again now. Historically we were always above national . I have authorised some fines . I attended a DCC meeting last week for HT of maintained schools , most of them fined if a child missed 10 or more sessions, unless the circumstances were extremely unusual/reasons were valid.</p> <p>KS was using her judgement regarding whether to fine but would like to have Governors point of view on this.</p> <p>Governor ? If you decide not to fine, I recommend you document your rationale for this. Governor ? agree rationale needs to be documented.</p> <p>KS: we are being vigilant and sending out letters when parents are getting close to the 10 sessions just to highlight this . I also asked teachers to talk to parents at the parents consultation evening (if their children dipped below 95%) . However, a couple of parents got upset about it.</p> <p>KS: The official phonics data came through ; we were 90% so well above national (87%).</p> <p>One child left us as the family moved to another area, but we have had 2 children join us. We were still having a lot of show arounds for EYFS, we did an open evening last Wednesday which was really successful . We sent out a questionnaire to those parents and received very positive responses back.</p>

Signed Date

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	<p>Governor ? the Yr6 children showed parents around and they were really lovely.</p> <p>AV: The admissions portal opened Friday last week . I think DCC have received so many complaints from schools over the years, they are now releasing information earlier. Historically we did not find out until after we had set the budget , which needed to be set by 31 March. The portal did not open until Mid-April. When I checked this week 13 parents have already put their name down. We don't know if they are first, second or third choice, but considering it was November and some parents have put their name down already it was really good.</p> <p>Governor ? noted absence was 2% above national average which was a very good sign. Regarding fining was there any financial benefit to the school.</p> <p>KS: No</p> <p>Governor ? it was a deterrent .</p> <p>Governor ? schools were raising the profile, there was a big government push Ofsted have changed their report cards so attendance will be one of the ten categories.</p> <p>Action Point :Carried Forward to the next meeting - KS to update the Pupil Premium Strategy.</p>
12	Christian ethos
	<p>KS: The Ethos Group have not met (two meetings have been cancelled) , they will likely next meet in the Spring . LT was rethinking the aims of the Ethos Group</p>
13	<u>Report from School Business Manager</u>
	<ul style="list-style-type: none"> • Review Budget monitor and mid-year expenditure. • Receive update of Devolved Capital Budget. • Receive update on cleaning and caretaking. <p>AV highlighted:</p> <p><u>Budget monitor.</u> AV explained to new Governors this was a financial report than AV ran every month. DCC required one every term . This was all the budgets in school , expenditure and income that DCC monitor throughout the year . This allows AV to know whether we were over/underspent/what was coming in/going out. On the back AV includes what our carry forward was for last year into this year and what we look like moving forward (there was one for our extended services and one for our main school budget).</p> <p><u>Health and Safety</u> - No reportable incidents since last meeting. AV was currently attending an IOSH course</p> <p>Governor ? Polar Bear and Toucan class has been ongoing for quite a while has any progress been made and did AV know what the average temperature of the rooms were.</p> <p>AV: We investigated and were on the assumption that the radiators required desludging . Radiators were emptied but there was not a massive amount of sludge . When we put the radiators back on, we were pretty much at the end of needing heating , so it has not been tested if the desludging had worked. AV was not sure what they were like at the moment, nothing had been reported to her , but there were now different teachers in the classrooms.</p> <p>KS: They have never worked very well since the new classrooms went in.</p> <p>AV: We have now put floor heaters into the classrooms. The heat went on 2 days ago so AV needed to go back down and have a look . We were given another theory at the time re why the temperature was low, which AV now needed to investigate .</p> <p>Governor ? was there any monitoring of the temperature.</p> <p>AV: No , but I don't think it was cold down there, children were not sat with their coats on. There was heat coming</p>

Signed Date

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out of the radiators.

Governor ? recommend that you do a spot check and document the temperature (ensure over 16 degrees)

Governor ? re the staff member who had been off sick , how were the other staff managing .

KS: With lots of help from us. An NTA was helping with washing up at lunchtime . Another member of staff was coming in a couple of hours early .

AV: Budget The budget was not looking great for this year, decisions have not been made but we did put some scenarios in. We would normally lock the budget in April . AV was not able to do this until last month so had not been able to run any reports which is why governors have not been updated with anything . Now the budget had been locked DCC have been flexible with us and we were not having to do anything at the moment.

We were also being impacted massively by the teacher pay awards , pensions, NJC support staff pay awards. We were due to get around 75k extra this year towards this, which would not cover this.. However, we have not had all of the grant money in and the payroll sent down (NJC pay awards were going into November pay) . At the moment AV could not realistically tell governors what our financial position was . We also have less EHCP money which also impacted on the budget and we need to pay back tutor led funding.

AV was due to meet with AD next term.

AV had applied for 2 grants – Tesco scheme and lottery grant (for an adventure playground in the EYFS playground)

In response to questions raised by Governors, re class sizes /changing our current situation etc KS stated there were many ‘ifs and buts’ at the moment & things in the background, but hopefully the situation will be clearer in January .

Governor ? a lot of schools across the county have reduced their pan to balance budgets, all schools were struggling financially.

Governor ? Have heard the new government is putting more money into education.

AV: currently working with DCC to have our kitchen funded through DCC Capital. The kitchen is extremely old and becoming non-compliant. AV was aiming for the next funding window .

We have just had a visit from the EHO at Teignbridge who rated our kitchen as a 5*. AV specifically asked her to highlight her concerns around the condition of the kitchen and how aged it was. AV emailed that to the person leading DCC capital pot. AV hoped to have 20-25k and offered to contribute towards the overall cost.

Governor ? Staff need to report near misses.

KS : Re the future of the school , the Department of Education was looking for schools to set up nurseries. We have always wanted a nursery at the school but have never been in the financial position to do so or to appeal to the LA to support us with building one. This does mean schools using their spare space , lose their ability to then take more pupils into school as the spare classroom would then be used The department of education was funding with up to 250k , the LA also had some money and was really pushing for schools to extend their pupil age range , certainly from 2 and if not babies.

KS and Dale have made some initial enquiries with the LA and talked to the Diocese. We would lose our spare class room, the lady who deals with pans would not want us to do that.

Governor ? personally think it is a good idea, as there is no where local with a nursery

KS: The LA have looked into a need, and we definitely have a need for it . There are 50 children within this area that will need nursery spaces. We are waiting for the LA to come back to us regarding how many children they would expect us to take , they would want us to do it all year round, so separate staff will need to be employed/nursery staff. It was all initial thoughts and conversations and a long way to go down the line with it.It may not come to fruition but KS would like Governors support to go ahead.

Governor ? if we had a nursery what was the retention figure for children continuing into EYFS.

Signed Date

Chair of Governors

	<p>KS: Very high . KS: have also looked into the possibility of having a resource base, at some point KS will be invited to a seminar to talk about this.</p> <p>Decision: Governors supported KS exploring further the possibility of a nursery at the school.</p>
14	Statutory Policies, documents and information required by schools.
	<p>STATUTORY – MUST BE POSTED ON WEBSITE</p> <ol style="list-style-type: none"> 1. Admissions Policy – DCC 2. Behaviour Principles written statement 3. Behaviour Policy including Exclusion procedure 4. Charging and Remissions Policy <p>STATUTORY COULD BE POSTED WEBSITE</p> <ol style="list-style-type: none"> 1. Staff Behaviour Policy (Code of Conduct) <p>Governor ? Suggest staff sign the staff behaviour policy annually.</p> <p>Decision : Governors reviewed and approved the policies, subject to comments made by SR re wording in the Charging and Remissions Policy which KS agreed to check .</p>
15	<u>Review website</u>
	<ol style="list-style-type: none"> a. <u>Governor section</u> b. <u>School section</u> P.E and Sport Premium Information FYI KS <p>Cyber bullying - strategies to safeguard against (can be in child protection or behaviour policy FYI KS)</p> <p>CARRIED FORWARD TO THE NEXT MEETING</p>
16	Part 2
	Governors moved into Part 2 discussion .

Signed Date
 Chair of Governors

17	Any Other Business
	<p>Primary Partnership Group SR: Have attended the last 3 meetings. Would another Governor like to attend the next PPG meeting on 04.12.24 at Abbotskerswell PS at 6.30 p.m? SR would be willing to attend the next meeting if no one volunteered.</p> <p>School Improvement Partner DCC : KS the SIP visited school today, KS gave him GW and SR emails, as he would like to get in touch and introduce himself</p> <p>Governor ? Was there any feedback from SLT about lock down procedures , which was discussed at the last FGB. KS: We talked about it yesterday and we agreed that we needed to do a site walk. AV: Have a PPG meeting with SBM's this week and lock down procedures was an agenda item. AV downloaded a package of lockdown procedures but wanted to see what other schools were doing first .</p> <p>Governor ? A school in Torbay had to go into lockdown this week as there was a knife incident outside the school. Governor? You also need to consider if you have a bell/alarm/siren you were also possibly alerting the intruder , it was a double-sided sword.</p> <p>Action Point : Lockdown procedures . AV to feedback to Governors at the next FGB.</p> <p>Carol Service 19.12.24 6.00 p.m. @ St Marys Church KS Governors were welcome to join us.</p> <p>Date of Next Meeting FGB 14th January 2025 5.30 p.m. online</p>

Action Points Carried Forward to the next meeting

1. Governors to read KCSIE and inform LL by email when they have done so . Safeguarding Governor to read Part 2.
2. KS to book in a Twilight session (early Spring term) to enable Lead Governors to meet with subject leads.
3. Governors to complete skills audit and email to LL before the next FGB .
4. KS to email to Governors inset pack from Safeguarding training . Governors to complete and to email KS when they have done so.
5. Action Point PD/KS/LL to update the template for lead Governor visits.
6. Report from Finance Lead Governor
7. KS to update the Pupil Premium Strategy.
8. Review website Governor section, school section
9. Lockdown procedures . AV to feedback to Governors at the next FGB.

Signed Date

Chair of Governors