

**KINGSKERSWELL C of E PRIMARY SCHOOL**  
**Minutes OF THE FULL GOVERNING BOARD**  
**25<sup>th</sup> February 2025 - 5.30 PM**  
**(online meeting)**  
**Part 1**

Governor Name		Attended	Apologies received	Apologies sanctioned
1. Revd. Michael Wilkie	MW	n		
2. Rachel Miller	RM	n		
3. Karen Strachan <b>Acting HT</b>		y		
4. Becky Hutchens	BH			
5. Amy Vine	AV	y		
6. Sam Vine	SV	y		
7. Susan Robinson <b>Chair</b>	SR	y		
8. Adam Devine	AD	part		
9. Paul Dodd	PD	y		
10. Danny Brown	DB	n		
11. Simon Gibbs	SG	y		
12. Chris Murphy	CM	y		
<b>Associate Governor</b>				
Matthew Loosemore	ML	N	N	N
<b>In Attendance</b>				
Louise Lloyd/Clerk	LL	Y		

<b>MINUTES</b>	
1	Welcome, apologies and sanction of apologies.
	Apologies were received and were sanctioned.
2	Declarations of any potential conflict of Interest for Items on the Agenda
	There were no declarations of interest.
4	Approval of minutes from FGB 14.01.25
	Approved
	Minutes were approved.
5	Matters Arising from previous meeting
	<p><b>* where agenda item today</b></p> <ol style="list-style-type: none"> <li>LL to send a reminder email to Governors who have not completed the skills audit. <b>ACTIONED</b></li> <li>KS to resend form to Governors ( safeguarding training) <b>ACTIONED</b></li> <li>PPG Meeting 4 March 2025 - Lead Safeguarding Governor to attend if possible</li> </ol> <p>SR: The PPG Meeting for Safeguarding Governors was on 4 February 2025.</p> <p>KS: Unfortunately, PD was unable to attend the meeting.</p>

	<p>4. EYFS Lead Governor to arrange an introductory visit with DS . <b>ONGOING</b></p> <p>5. LL to email to Governors list of Lead Governor responsibilities for 2024-25. <b>ACTIONED</b></p> <p>6. LOCKDOWN PROCEDURES *</p> <p>7. ANNUAL BENCHMARKING EXERCISE – REPORT FROM FINANCE GOVERNOR <b>CARRIED FORWARD TO THE NEXT MEETING 15.03.</b> AD: Meeting arranged with AV for 15.03.25</p> <p>8. RELEVANT HR 1 Policies to be shared with Governors – KS *</p> <p>.</p>
	<p><u>Christian ethos</u></p> <ul style="list-style-type: none"> <li>Evidence of spirituality across units of Religion &amp; Worldviews.</li> </ul>
	<p>LT attended the meeting and provided an update to Governors:</p> <p>Re SIAMS - One of the areas for development was for us to create opportunities for spirituality in the formal or taught curriculum . We do really well as a school promoting spirituality across the pastoral strands through our values, but it was the formal taught curriculum . We need to make sure we are creating those opportunities and monitoring to make sure those were happening.</p> <p>On 31.01.25 LT and MW saw most of the classes to see what spirituality looked like and if it was already taking place . Before the visit LT consulted Church of England school colleagues and was able to draw together 9 strands that we could then use as a monitoring tool e.g.</p> <ol style="list-style-type: none"> <li>Other cultures and beliefs</li> <li>Are there experiential activities</li> <li>Are the children able to express their personal world views</li> <li>Visualisation</li> <li>Are there opportunities for family celebrations</li> <li>Empathy</li> <li>Belonging and community</li> <li>Understanding why</li> <li>Reflective Story telling</li> </ol> <p>As far as spirituality was concerned it was how the children were then connected through these different strands . Essentially this was our starting point . We possibly need to refine and have a look at it there may be additional areas we want to consider , or areas that we think that this was not the spirituality that we necessarily need to be seeing . This will all feed into a spirituality policy .</p> <p>LT also had strands for other areas of the curriculum – maths, science, PE , English , PSHE, Drama , Art and will be having a look at what those look like in the classroom, asking the teachers first of all if this was something they were happy with and we can then roll out.</p> <p>MW: Was very impressed, children of all ranges came up with some very perceptive comments , they did not just know the vocabulary they applied the ideas to their thinking in several ways. It was very good.</p> <p>Governors thanked LT for attending the FGB meeting .</p>
6	<ol style="list-style-type: none"> <li>Resignation of Giles Watson ( as Co-Chair and Local Authority Governor</li> <li>Review of Chair and Vice Chair responsibilities</li> <li>Chair’s Action</li> </ol>

	<p>a) Governors expressed their disappointment at hearing of GW' resignation.</p> <p>SR: Moving forward Governors needed to decide whether we continued with Co-Chairs or just had one Chair. SR got on very well with GW and enjoyed working alongside him as Co-Chair. However, there were some communication problems, which was no criticism of GW. In SR's opinion for a Co-Chair arrangement to work , both Chairs needed to know what the other was doing and both Chairs needed to be communicated to equally. At some boards, each Co Chair had their own area of responsibility . SR would be happy to continue as Chair until the end of the academic year, but would like to hear what Governors thoughts were?</p> <p>Further discussion ensued and the following was agreed:</p> <p>Decision: SR would continue as Chair of Governors &amp; MW continue as Vice Chair of Governors.  If SR and MW were not available , the FGB meeting would be chaired by SV  AD agreed to take on the role of lead Governor for Health and Safety.</p>
7	<p>b) Monitor Lead Governor visits</p>
	<ul style="list-style-type: none"> <li>• PD Safeguarding Lead Governor report was emailed to Governors prior to the meeting.</li> </ul> <p>KS: It was a really good meeting with PD, KS had never done a safeguarding monitor before as RM did this. It was also a first for PD. KS &amp; PD went through a lot of things and have an action plan going forward.</p> <ul style="list-style-type: none"> <li>• MW Lead Governor visit report was shared as part of LT discussion.</li> <li>• SR SENCO Lead Governor had arranged a 2<sup>nd</sup> visit with JW on 18.03.25.</li> </ul>
8	<p><u>Head teacher's report</u></p>
	<ul style="list-style-type: none"> <li>a) Receive Head teacher's report</li> <li>b) Receive Head teacher's update re safeguarding</li> <li>c) Update on school development and improvement plan</li> <li>d) Headteacher appraisal</li> </ul> <p>The HT report was emailed to Governors prior to the meeting.</p> <p>KS additionally reported:  We have had 1 Yr 6 child leave. The child said they were being bullied. KS did lots of investigations and could find no evidence of this whatsoever. There were concerns this was avoidance/attendance was very poor. KS spoke with the child, who said everything was okay. The child came back to school. KS and the class teacher checked in with them every day. Everything was fine. The child did not return after the school holiday and said they were being bullied. KS thoroughly investigated and found no evidence of this whatsoever.</p> <p>There was a lot of information posted on social media alleging that the child was being bullied. The parents of the children who were accused of bullying rang the school and talked to us about it. We supported them and said we had no evidence of bullying. It is a shame that the child left the school, the family have been with us for a long time.</p> <p>We have 2 other children leaving at Easter. They were leaving as the family was moving to Teigngrace.</p> <p>Our numbers for September were excellent. Once we get confirmation, we will start emailing parents.</p> <p>Meeting moved into part 2. (Discussion recorded in Part 2 minutes)</p>

	<p><b>Governor ? Were YR6 children ready for their SATs &amp; were they on target?</b>  KS: They were more excited about their residential trip, which came first. They were all doing really well, they were a lovely group of year 6's. We will have much better data this year.</p> <p><b>Governor ? I see EHCP numbers have gone up; were they lower down the school.</b>  KS: Yes, we have got a couple more which should come up which were lower.</p> <p>Governors thanked KS for her detailed report.</p> <p><b>Headteacher appraisal</b></p> <p>It was agreed that the HT (KS) appraisal would be carried out by a HT in the PPG group.</p> <p>Governors on the HT appraisal panel were :  PD, SV , SR</p> <p><b>Action Point : KS to consult with HT/PPG group and arrange a date.  A minimum of 2 Governors need to be present.</b></p> <p><b>Staff development plan</b></p> <p>KS: Have been meeting up with teachers this week. AV and KS would set a date in the next few weeks and start to look at the school development plans. Writing will be a continuous plan. Once they are agreed, they will be emailed out to relative Governors, so that they can be referred to during lead Governor visits.</p>
10	<p><b><u>Report from School Business Manager</u></b></p> <ol style="list-style-type: none"> <li>a. Monitor Budget</li> <li>b. Review Governors' competencies for SFVS</li> <li>c. Receive update re any changes in staffing, &amp; consider staffing structure and appointments along with budget implications</li> <li>d. Receive performance management update for staff to include financial implications</li> <li>e. Review service level agreements and insurances</li> </ol>
	<p>The SBM report was emailed to Governors prior to the meeting.</p> <p><b><u>AV additionally reported :</u></b></p> <p>AV was unable to do monitoring reports at the moment as we are moving over to a new finance system. Hoped to have available reports at the next Governor's meeting. AV was pretty sure that our financial position was similar to where we were when the last report was sent out. We have not had any financial surprises in a negative way.</p> <p>A fire drill was completed in January, which was good and there were no problems; we were all out within 3 minutes.</p> <p>AV and AD have booked in a meeting to go through the SFVS. AV will review the Governor competencies with AD. The SFVS will be shared with Governors and then signed off by the Chair of Governors.</p> <p>The budget deadline this year has moved from 1<sup>st</sup> May to 1<sup>st</sup> June.</p> <p>Service level agreements – AV did not have any updates at the moment.</p> <p>Financial Audit – AV was very disappointed with the outcome of the audit. We have gone from substantial to reasonable due</p>

	<p>to 3 minor oversights. AV was unhappy as this did not reflect on how we ran the school from a financial point of view.</p> <p><b>Governor ? re the VAT code error how has this happened</b>  AV: When admin was processing the petty cash every month, they were copying the vat code that was being put down, but it was from previous years. Admin has now been told the correct vat code to use and AV had evidenced that to audit. It was a simple mistake, not a training issue.</p> <p><b>Governor ? re insurance , when will they get the full.</b>  AV: They requested to be compensated for £35, which was the cost of admin fees to change it. AV went back to audit, they said it will be fine for this year and just do it for next year (September 2025) .</p> <p><b>Governors thanked AV for her report.</b></p>
11	<p>Lockdown procedures</p>
	<p>AV: We have not talked about this yet, but it was on the agenda at the next SLT meeting.</p> <p><b>Governor ? Do we know how long it will take to get the lockdown procedures put into place.</b>  AV: We have a policy ready to go, and we need to go through this in SLT. The question we have at the moment is how we set off an alarm without it sounding like a fire alarm, as we don't want children to evacuate the building. Cost was also an issue; we had to make sure that every door in school could lock internally . AV had received a quote of £1200, but the doors will potentially need replacing in the next few years.</p> <p><b>Governor ? There were things you could do until you had the finance for it e.g. stoppers, so you could not go between doors, cardboard to cover windows , a bell can be used to indicate a lock down.</b>  AV: We were looking at latches/rather than locks on the doors . We have blinds in all classrooms . We have an intruder alarm which does not sound like the fire alarm . We have looked into using a bell , we also use a bell for our Yr 6 children when they leave.</p> <p><b>Action Point: Lockdown procedures C/F to the next meeting.</b></p>
2	<p><b><u>STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY SCHOOLS</u></b></p>
1	<p>.</p> <ul style="list-style-type: none"> <li>• <b><u>STATUTORY COULD BE POSTED WS</u></b> <ul style="list-style-type: none"> <li>a) Equality Information and/or Policy (reviewed every 4 years) last reviewed 27.02.24 <b>CARRIED FORWARD TO THE NEXT MEETING</b></li> <li>b) Equality Objectives (reviewed annually) <b>CARRIED FORWARD TO THE NEXT MEETING</b></li> </ul> </li> <li>• <b><u>STATUTORY NO REQUIREMENT WS</u></b>  Flexible Working Requests Policy   <b>Decision: Governors reviewed and adopted the policy.</b></li> </ul> <p>Meeting moved into part 2. <b>(Discussion recorded in Part 2 minutes)</b></p> <ul style="list-style-type: none"> <li>• <b><u>RELEVANT HR1 POLICIES</u></b>  <b>Decision: Governors adopted the policy.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <u>NON-STATUTORY POLICIES</u> Staff Discipline Policy – Decision: Governors reviewed and adopted the policy.</li>   <li>• <u>NOT STATUTORY-GOOD PRACTICE</u> Education of Child in Care policy Decision: Governors reviewed and adopted the policy.</li> </ul>
13	Any Other Business
	<p>Governor ? How many vacancies do we currently have on the Governing Board LL: 1 x Local Authority Governor and 2 x Foundation Governors.</p> <p>Date of Next Meeting 29.04.25 – 5.30 p.m. Face to face</p>