

**KINGSKERSWELL C of E PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BOARD**  
**10 June 2025 - 5.30 PM**  
**(face to face)**  
**Part 1**

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

	Minutes
1	Welcome, apologies and sanction of apologies.
	<p>Apologies were received from CM and were sanctioned.</p> <p>Governors discussed this was the 7th FGB meeting that ML had not attended without offering any apologies, therefore all apologies have been unsanctioned.</p> <p><b>Decision: As ML had failed to attend FGB meetings for a period in excess of 6 months he was disqualified as an Associate Governor.</b></p>
2	Declarations of any potential conflict of Interest for Items on the Agenda
	None received
3	Part 2 discussion
	<b>Governors entered into Part 2 discussion , the minutes relating to this part of the meeting are confidential.</b>
4	<p>Approval of minutes from FGB</p> <p>13.05.25 Part 1 and Part 2</p> <p>29.04.25 Part 1 and Part 2</p>
	Minutes were approved.
5	Matters Arising from previous meeting

	<ol style="list-style-type: none"> <li>1. Annual benchmarking exercise – report from finance governor <b>SEE AGENDA ITEM 8</b></li> <li>2. Lockdown procedures <b>SEE AGENDA ITEM 10</b></li> <li>3. Equality Information and/or Policy (reviewed every 4 years) last reviewed 27.02.24 <b>SEE AGENDA ITEM 12</b></li> <li>4. Equality Objectives ( <b>SEE AGENDA ITEM 12</b></li> <li>5. Report from Health and Safety Governor <b>SEE AGENDA ITEM 11</b></li> <li>6. Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc) <b>SEE AGENDA ITEM 9</b></li> </ol>
6	Chair's Action
	<p>SR: Attended a PPG meeting on 21.05.25 which was held at KKPS the focus was SEND . It was very interesting how other schools in the group managed SEND . KKPS had the speech link provision , one of the schools in the PPG was very interested in it, all our TA's know how to access this . KKPS had the added bonus of having PK , who stood in when JW was on maternity leave , we now had two experienced SENCO's.</p> <p>SR enjoyed the meetings and felt it was beneficial to share ideas from other schools. The next PPG meeting was regarding extended services /wrap around care .</p>
7	<p><u>Head teacher's report</u></p> <p>a) Receive Head teacher's report</p>
	<p>KS verbally reported:</p> <p>KS had not prepared a full HT report for Governors as we were on holiday last week and it was really busy before the holidays. KS will provide a full report for the next FGB which will include an overview in SATS results</p> <p>We talk a lot about children and the mental health of children and their emotional well being, we also have a duty of care to our teaching staff. Suggest we give all staff one day a year that they can use for their mental health . The day would have to be agreed by KS and the teams would then have to work out how they covered that person. KS planned to trial for a year. KS invited Governor's thoughts regarding this.</p> <p>Governor ? It was a nice experience, but from a HT point of view and staffing point of view it can be difficult to manage. It also has an impact on the school budget as every week the school will be staff down.</p> <p>Governor ? I like the idea behind it if KS felt she could manage it.</p> <p>Governor? I fully support it but would have concerns regarding cover for Wrap around staff, kitchen staff , caretaker.</p> <p>KS: Will give it some further thought and talk to SLT about it , KS was just looking for Governors thoughts at this stage.</p> <p><b><u>Event Newton Abbot Race Course 11.06.25 PPG</u></b></p> <p>KS: All teachers in the PPG group were attending and were having a presentation by a Cambridge Professor around oracy.</p> <p><b><u>In year admissions</u></b></p> <p>We have had 3 new children start this week and a couple of show arounds . We may have a couple of children leaving to go to Decoy in September.</p> <p><b><u>Classes 2025/26</u></b></p> <p>The present Yr 5 were very small , we have been able to afford to keep them as two small classes, but we can't do that next year. So there will be 3 classes.</p> <p>KS has thought long and hard about this , in the past we have had 3 x 5/6 classes , then we changed it to a yr 5 , a 5/6 and a 6 based upon age. What we are going to do is have 1 x yr 5 and 2 x yr 5/6 classes.</p> <p>Governor ? some parents might be unhappy as their children will have been mixed before, potentially 3 times.</p> <p>KS: parents generally see it as an advantage if yr 5 children are mixed with yr 6. KS planned to send a letter out to parents next week so will have plenty of time to deal with any questions. Children will be kept together based on friendship groups, there will be some children who we would want to separate but those conversations will be had with parents before it happened. KS had spoken with yr4/5/6 teachers and they all think this is the best idea.</p>

	<p><b><u>Gift/Card for RM</u></b> Governors agreed to arrange a leaving card/flowers for RM .</p> <p><b><u>Update on school development plan</u></b> <b>Action Point: carried forward to the next meeting.</b></p>
8	<p>Annual benchmarking exercise</p> <p>AD carried out the Annual Benchmarking Exercise which was emailed to all Governors prior to the meeting. AD highlighted that KKPS was central on most of the charts.</p> <p>The insights tool on the benchmarking website suggests the following spending priorities for the school: HIGH PRIORITY</p> <ul style="list-style-type: none"> <li>• Administrative supplies (higher than 100% of similar schools)</li> <li>• Premises Staff and services (higher than 91.7% of similar schools on a 'per m2' basis)</li> <li>• Education ICT (We are showing no spend- Allocation?)</li> </ul> <p>MEDIUM PRIORITY</p> <ul style="list-style-type: none"> <li>• Utilities (higher than 75% of similar schools)</li> <li>• Catering staff and supplies (higher than 50% of similar schools)</li> <li>• Non-educational support staff (higher than 41.7% of similar schools)</li> </ul> <p>LOW PRIORITY</p> <ul style="list-style-type: none"> <li>• Teaching and teaching support staff (higher than 58.3% of similar schools)</li> <li>• Educational supplies (Spending is less than 66.7% of similar schools)</li> </ul> <p>AV: highlighted that a lot of this was coding, it was not necessarily the school and how we spend it was where we or DCC code.</p> <p>Governor ? it was good to see comparisons. Governor ? Why are insurance premium costs so high.</p> <p>AV: This comes up every year, we are doing great for insurance , we pay the LA for our insurance , it's purely coding. Utilities are high as we were playing catch up on all the energy costs we had, our energy costs were frozen for one year and then all came in . A lot of the coding comes from the LA.</p>
9	<p>Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc)</p> <p><b>Action Point: carried forward to the next meeting.</b></p>
10	<p><b><u>Report from School Business Manager</u></b> Review Budget monitor including devolved capital Lockdown procedures</p> <p>AV verbally reported that she did not have any financial data to give Governors on the basis that Bromcom was still not in any shape/basis or form to run a report to see where we are financially. Our carry forward/surplus from last year was coming out in June/July. Devon think we have a bigger carry forward than what AV predicted, so AV was not confident to say where the school was financially at the moment . We are continuing to be very cautious about what we spend .</p> <p>The kitchen refurbishment had now gone out to tender (tender documents need to be returned by 20.06) Devon will then make a decision regarding who will be doing the refurbishment. Work will need to start on 28.07 . A couple of companies have indicated that they could do the work in 2 weeks , Devon are saying it will take 5 weeks.</p> <p>In May AV tried the holiday provision at the bottom of school, but logistically it did not work. When AV had pre contact meetings she planned to talk to Devon to see if a partition could be put up to, so we can have half of key stage 2 area , the 3 classes up there and the hall which was something AV used daily. AV would also be in that area if the contractors needed her for anything as AV would be managing the project. They will also put in a new door, skylight and window.</p> <p>Governor ? how will you stand re safeguarding with the contractors SV: They will all be vetted by Devon</p>

	<p>AV applied for the Tesco grant and KKPS won it , they were putting the cash in the back on Thursday .</p> <p>Governor ? What will you be getting with it</p> <p>AV: The original plan was for Early Years outside, Dale wanted to make a mud kitchen , which he in intended to do himself.</p> <p>Governor ? If you were struggling without a caretaker and had things that needed updating have you thought about asking parents – you may find you have parents with different skills in the school</p> <p>KS: When we created the Jubilee Garden we asked parents to come in , but only had about 2 – 3 come in.</p> <p>AV: It was the grounds that bothered me the most ,as they were overgrown. The Jubilee Garden was also not being used at the moment.</p> <p>Governor ? I will come and trim the Jubilee Garden.</p>
11	Report from Health and Safety Governor
	AD: Highlighted there was a tile loose outside the yr6 bathroom , also fire doors that were a bit sticky but we have known that for a while. The cupboard in the hall was tidy , everything was great.
12	<b><u>STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY SCHOOLS.</u></b>
	<ol style="list-style-type: none"> <li>1. Equality Information and/or Policy (reviewed every 4 years) last reviewed 27.02.24 *</li> <li>2. Equality Objectives (reviewed annually) *</li> </ol> <ul style="list-style-type: none"> <li>• <u>STATUTORY COULD BE POSTED WS</u></li> <li>• <u>NON STATUTORY/ GOOD PRACTICE</u></li> </ul> <p>Collective Worship policy Education of children in care policy</p> <p>Action Point: carried forward to the next meeting.</p>
13	Any Other Business
	Date of Next Meeting 08.07.25 5.30 p.m. face to face