

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

<b>Governor Name</b>		Attended	Apologies received	Apologies sanctioned
Revd. Michael Wilkie	MW	N	Y	Y
Rachel Miller	RM	N	Y	Y
Karen Strachan <b>Acting HT</b>		Y		
Becky Hutchens	BH	Part attended		
Amy Vine	AV	Y		
Sam Vine	SV	Y		
Susan Robinson <b>Chair</b>	SR	Y		
Adam Devine	AD	Part attended REMOTELY		
Paul Dodd	PD	Y		
Danny Brown	DB	N		
Simon Gibbs	SG	Y		
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 from MW & DB 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 25.02.25
	Minutes were approved.

5	Re: appointment of Amy Vine as Co-opted Governor.
	<b>Decision : Governors unanimously agreed the re appointment of AV as co-opted Governor – 4 year term of office.</b>
6	Matters Arising from previous meeting * where agenda item 1. Annual benchmarking exercise – report from finance governor * c/forward

	<p>2. Acting HT Appraisal KS to consult with HT/PPG group and arrange a date/ A minimum of 2 Governors need to be present. * <b>Actioned</b></p> <p>3. Lockdown procedures * <b>Ongoing</b></p> <p>4. Equality Information and/or Policy (reviewed every 4 years) last reviewed 27.02.24 * <b>Ongoing</b></p> <p>5. Equality Objectives (reviewed annually) * <b>Ongoing</b></p> <p>.</p>
7	Chair's Action
	<p>SR:</p> <ul style="list-style-type: none"> <li>• Attended the last Primary Partnership Group (PPG) Governors meeting at Canada Hill School with KS. The group shared procedures that other schools had in place which was good. The next PPG was on 21.05.25 @ 6.30 p.m. KKPS will be hosting the meeting, the topic was SEND . The following PPG meeting will involve Finance Governors &amp; then Wrap Around Care. All Governors were welcome to attend the meetings. SR found the meetings very interesting, the group were very friendly.</li> <li>• Had regular monthly meetings with KS to catch up on any relevant information that KS needs to share and if necessary report back . At the moment everything was generally going smoothly , apart from a parent disagreeing with the school absence penalty notice the school had issued. SR investigated and was confident the school followed the correct LA procedures .</li> </ul>
8	<p><b><u>Monitor Lead Governor visits/reports</u></b></p> <ul style="list-style-type: none"> <li>• Report from Health and Safety Governor – <b>Carried Forward to the next meeting</b></li> <li>• SEND Lead Governor visit</li> <li>• MATHS Lead Governor visit</li> <li>• ENGLISH inc Phonics Lead Governor visit</li> </ul>
	<p>Lead Governor visit reports were emailed to Governors prior to the meeting.</p> <p>CM: completed an initial EYFS visit which went very well. Planned to do a more formalised visit next month.</p> <p>SR: JW was spending a lot of time on referrals , which was time she should be spending with the children. SR mentioned this to KS . Aware JW dropped a day.</p> <p>KS: Have spoken to JW and said if she felt she was getting overwhelmed and needed more time , to let KS know. JW did have the option to work from home, but all the things that she needed were at school . JW did not drop a day, it was taken off her because of budget constraints, but she can have extra time if she needs it.</p> <p>SV: My visits were very brief and was informal, we plan to do a learning walk in July. In conversations with Subject Leads topics were being brought up which SV felt were operational rather than strategic/Governor related.</p>
9	<p><b><u>Head teacher's report</u></b></p> <ol style="list-style-type: none"> <li>Receive Head teacher's report</li> <li>Receive Head teacher's update re safeguarding</li> <li>Update on school development and improvement plan</li> <li>Headteacher appraisal</li> <li>Monitor staffs well being</li> </ol>
	<p>The HT report was emailed to Governors prior to the meeting.</p> <p>KS additionally reported:</p> <ul style="list-style-type: none"> <li>• <b>Attendance</b> did become a concern at one point, but had started to pick back up again and was still above national . We have a number of persistent absentee children and quite a few families went on holiday in the week prior to</li> </ul>

school holidays.

- Will provide **data from Spring term** at the FGB in June, the data was looking very positive and also an update on the school improvement points , particularly focussing on writing.
- **Mark Walker, LA School Improvement Partner** , was visiting the school on 01.05.25 with another HT to do a school review. He had wanted to look at Maths , Reading, EYFS and SEND , which were all areas of strength in our Ofsted inspection . KS requested that he came in and looked at writing which was what we were working on.
- Our children in reception were doing phenomenally well with their reading, we have children where we have not had them before as far as levels were concerned.

**Governor ? how was the school managing without a Caretaker.**

AV: Was opening and locking up. A cleaner was coming in every other day to clean one area of the building (to keep costs down) . From a H & S point of view we were okay at the moment.

KS: We have had our allocations for September, our 60 places were filled and we had a waiting list. DS was organising home visits etc . We don't know what the cohort looks like yet from a SEND point of view yet.

- The Sloop Car Parking situation

KS: Governors are probably aware of the car parking situation at The Sloop. KS messaged a Councillor , he stood outside of school on Monday to see the issue/find a solution. He was trying to be supportive.

**Governor ? Concerned he aggravated that situation .**

**Governor ? What was The Sloop's stance.**

KS: Parents have not been parking appropriately, there was an incident recently involving a delivery driver who turned up. A few years ago they put parking meters in but that did not work, so they have gone to cameras now. KS spoke to a manager there , but the manager did not think Greene King would change their mind. KS suggested a member of staff could be in the car park in the morning & end of day to monitor it , but KS did not think Greene King would change their mind

**Governor ? it was a shame as morning/end of day the car park was always empty .**

KS: it has been suggested that parents paid for a yearly ticket at The Sloop. The Councillor has reported back and also reported it to Highways. It was getting really bad with parents stopping & dropping off on the zig zags . When we had a Care Taker in the morning he was putting bollards out.

**Governor ? I am worried about the corner, cars are coming in all directions.**

**Governor ? How many children were leaving.**

KS: 54 children were leaving , we were struggling with 2 years groups, reception(42) and Yr5(39)

- **HT Appraisal** took place on 26.03.25 SV, SR and PD attended. The appraiser was Jamie Stone.

SV: It went really well . SV had experienced the appraisal process with 3 different people now and the meetings almost felt like a disciplinary . JS was by far the most positive and constructive . He gave some tangible advice .

10	Annual benchmarking exercise – <b>report from finance governor C/F to the next meeting</b>
11	Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc) <b>C/F to the next meeting</b>
12	<u>Report from School Business Manager</u>
	SBM report was emailed to Governors prior to the meeting. AV: Still don't have any FRS reports – I don't know how to do that on Bromcom yet.

	<p>We can't finalise the budget yet, but the LA have changed the date of submission to 1<sup>st</sup> – 28<sup>th</sup> June .  Until AV had the budget approved and published to the LA, AV can't tell Governors where we are financially . Last year we were looking at a licensed deficit/recovery plans. We are in a better position than AV thought we were . DCC came in a couple of weeks ago , we are looking at a better yr end spend that we thought . Wraparound was still looking at a very good/healthy position.</p> <p>Decision: Governors approved the price increase for Wraparound ( with effect from September 2025) .</p>
13	Lockdown procedures
	<p>Governor ? was there any further update on the lock down procedures.</p> <p>AV: Completed a site walk with KS and have worked out everything that we need to do , it was just a case of putting the policy together .  At the point we were about to start actioning some things , our Caretaker went off long term sick . We are at a standstill at the moment with physically getting it done . We know exactly what we are doing and how we are going to do it . We have found the best way to do it in terms of sounding the alarms. We just need to hold on a minute to implement those things physically - we are putting internal locks on all the doors and getting keys cut for certain doors around school , so that they can be locked internally as some of the fire exits you can open in and out unless you physically lock it . We will use a blow horn to sound the alarm . We have made decisions regarding what we will do if the children were having PE, in the corridor , or in the toilet . When we did the site walk we tried to visualise everything as we went around. We will also extend the walkie talkie situation. We have also discussed Forest School.</p> <p>Governor ? Was the perimeter camered.  AV: yes for the most part.</p> <p>Governor ? Schools in Exeter recently went into a ' soft lockdown' after violent threats were shared on social media . Lessons were learnt from this . A lot of schools did not have a lock down process. We did not want to be one of those schools that did have a process/policy in place, something is better than nothing . None of the schools were prepared for the slow nature of what happened. Schools did not want to set off an alarm as they were not reacting to someone on site and had been told by the Police to go into lock down quietly .The schools did not have a procedure for how to do it quietly e.g. not setting off alarms to alert  The school that went into lockdown, did not unlock the fire doors and there was a fire safety incident a few days later. .</p> <p>KS: We did have a threat the other week from a past student , we were notified by the Police about this. Nothing ever happened. We need to get the lock down procedures/policy in place asap. Feel a sense of concern if something did happen and we did not have a policy in place.</p> <p>Action Point : AV to bring the draft lock down policy to the next FGB , the policy will evolve over the coming weeks.</p>
14	<b><u>STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY SCHOOLS.</u></b>
	<ol style="list-style-type: none"> <li>1. <u>STATUTORY POSTED ON WEBSITE</u> <ol style="list-style-type: none"> <li>a) Accessibility plan</li> </ol> </li> <li>• <u>STATUTORY COULD BE POSTED WS</u> <ol style="list-style-type: none"> <li>a) Equality Information and/or Policy (reviewed every 4 years) last reviewed 27.02.24</li> <li>b) Equality Objectives (reviewed annually)</li> <li>c) Health and Safety Policy</li> <li>d) SEND Policy</li> <li>e) Supporting Pupils at school with medical conditions</li> </ol> </li> </ol>

	<p>KS: Re Equality Policy, all PPG schools were adopting the same policy. KS would bring this to the next FGB.</p> <p>Governor ? Re Equality Policy , following the recent court ruling around gender there is some language in the policy that I thought the Local Authority would look at.</p> <p>KS: Will share the policy with staff and get their point of view.</p> <p>Decision: Governors approved the policies (subject to agreed amendments undertaken in the Supporting Pupils at school with Medical Conditions).</p> <p>KS will bring the Equality Policy to the next FGB C/Forward</p>
15	The FGB meeting moved into 2 <sup>nd</sup> Part Discussion.
16	Any Other Business
	Date of Next Meeting 13.05.25? – ONLINE teams