



KINGSTEIGNTON SCHOOL : United Schools Trust

TRUSTEE MEETING

**Monday 10th July 2023 @ 1700h
at Kingsteignton School**

	<p>Trustees present:</p> <p>DB (Co-Chair, virtual attendance) EB</p> <p>JC (Co-Chair) LC</p> <p>PF LS</p> <p>KW MW</p> <p>Apologies: SW, RC</p> <p>Clerk: SJ</p>
01/07	<p>Welcome and introductions</p> <p>DB welcomed everyone to the meeting, introductions were made and apologies noted as above. SWs apologies were sanctioned by the meeting, which was confirmed as being quorate.</p>
02/07	<p>Declarations of Business and Pecuniary Interests - The standing declarations remained.</p>
03/07	<p>Minutes of the previous meeting held on 22nd May 2023</p> <p>The minutes of the previous meeting were confirmed as an accurate record and signed.</p> <p>Part 2 minutes held on 22nd May 2023</p> <p>These were confirmed as an accurate record of the meeting and signed.</p> <p>Draft report following meeting held on 22nd May 2023</p> <p>This was confirmed as an accurate record of the meeting and signed. Action: To be made available on the school website.</p>
04/07	<p>Matters arising</p> <p>Humpty Dumpty Childcare (HDC) lease - The lease for HDC has been finalised.</p> <p>Staff wellbeing/staff representatives - To be covered in PF's report.</p> <p>Feedback from meeting with Senior Leadership Team, held on 19 June 2023</p> <p>This meeting had been very positive. A brief discussion took place noting that KW has resigned from her role in school from July. Her role was advertised between two new roles that LT and BS (safeguarding) successfully interviewed for. KW has had a handover period with both. It was noted that KW was PFs deputy, while LT has been appointed as Acting</p>

	<p>Assistant Headteacher, which is a different role. Action: DB to draft a job description over the coming weeks, to be confirmed by September.</p> <p>Health and safety review and fire risk assessment (Keith Furzeland's report)</p> <p>The school achieved 97% compliance against the recent assessment. PF confirmed that the outstanding issues are now resolved.</p> <p>Update regarding SEN meeting with parents</p> <p>PF explained that there has recently been a significant shortage of staff, which has prevented this meeting from being confirmed. This will be rescheduled next term.</p> <p>Incel awareness training, ESW</p> <p>The meeting received an update that SW has attended this training, which relates to the S175 safeguarding audit.</p>
05/07	<p>Finance</p> <p>Budget for next year</p> <p>Trustees reviewed next year's budget and reflected that RC's notes were excellent and provided justification throughout. The meeting was impressed that a three-year balanced budget has been predicted, which is very positive for the school and unusual in times of such austerity. This is partly due to the additional pupils (second Reception class) that will be starting in September, and subsequent grant that Devon County Council have awarded to manage this.</p> <p>Update regarding next year's internal audit</p> <p>LC has discussed next year's internal audit with RC. This will cover an array of different areas and so will need to be completed over three visits. With this information trustees agreed that Devon Audit Partnership should complete next year's internal audit as per their proposal. The meeting noted that Thomas Westcott will complete the annual external audit, which is the audit that is predominantly finance based.</p>
06/07	<p>Principal's report</p> <p>Trustees thanked PF for her report. Trustees asked if the data in the report was the same as that which was submitted to the Local Authority, which was confirmed. Trustees noted that the outcomes showed significant improvements and asked for details of methods used to achieve this. PF explained that they have used a combination of teachers and academic mentors.</p> <p>Trustees asked when the KS2 results will be released, and PF confirmed they will be released this Tuesday and she hopes that they will be positive and reflect the hard work put in by the children and staff. Trustees reflected that there is no budget for academic mentors next year, and suggested some of the carry forward surplus could be used to fund this role given the positive impact they have had. PF confirmed that she will identify if some teaching assistants would be pleased to have some additional hours.</p> <p>Trustees asked about CPD for staff. PF explained that this will be provided jointly with ESW; she has arranged a meeting with key staff within ESW to discuss the details, and it has been agreed that staff will be able to pick and choose areas that they need to focus on throughout the year; the Academy has a lot of training on offer and she feels confident that this will meet the training needs of staff.</p> <p>Trustees asked about staff wellbeing and whether a Mental Health Lead has been identified. PF explained that she will identify a member of the management team as the lead, based on who has the most capacity to dedicate time to this role. To be confirmed.</p>

	<p>Staffing changes</p> <p>Trustees asked that their thanks are passed to all those leaving, including RC, GO, KW and the academic mentors for all their support over the time they have worked at the school.</p>
07/07	<p>SIP priorities</p> <p>PF reiterated that priorities include writing, speaking and continuing to embed the mastery approach in maths across the school. Trustees asked for further details and PF confirmed that they are already starting to discuss what this might look like.</p> <p>Trustees asked if the school had seen the SIP priorities and objectives identified by ESW. PF confirmed that each school within the MAT has its own unique priorities and objectives that are personal to each school.</p> <p>Trustees asked about plans for further development of the outside area. PF confirmed she has plans for the EYFS and for a Forest School area. Trustees asked that their thanks are passed to KP, Buds and all the children that have participated in the planting that has taken place. PF confirmed that she would, and that she would share the SIP with trustees early next term, and before the October meeting so that it can be discussed.</p>
08/07	<p>Pupil numbers</p> <p>48 first choices have been confirmed, which means that September will see a two-form entry.</p>
09/07	<p>Trustee visits</p> <p>The meeting acknowledged that SW has undertaken a curriculum visit; however will not have the opportunity to submit a written report.</p>
10/07	<p>Safeguarding</p> <p>KW noted that the updated Keeping Children Safe in Education (KCSIE) document for 2023-24 has been released. She will email this to all trustees and staff and reiterated that trustees need to read this document before the end of the first week back in September. Action: Trustees to email the Clerk to confirm that they have read this document so that this can be recorded. The meeting confirmed that BS will lead the safeguarding training that will take place in September. KW has confirmed that she is happy to become the trustee that leads on Safeguarding.</p> <p>Trustees reflected that the e-Safety Policy has an overlap with safeguarding and needs a named Trustee to take responsibility within this. LC confirmed that she will be the named Trustee within this policy.</p>
11/07	<p>Complaints</p> <p>Two complaints are being investigated and it is hoped that one is already resolved.</p> <p>A Subject Access Request has been received and the relevant information is being redacted.</p>
12/07	<p>Policies</p> <p>The following policies had been shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> • Appraisal Policy for Teachers and the Headteacher • Accessibility Plan • Lettings Policy. The meeting noted that any organisation that lets the school hall will now have to agree to our policies and procedures; they will be sent the link to these during the application process.

	Trustees were happy to approve all of the above.
13/07	<p>Dates of future meetings</p> <p>The following dates and times were noted for next year's meetings:</p> <ul style="list-style-type: none"> • Monday 18th September 2022 at 5pm • Monday 9th October 2022 at 5pm • Monday 4th December 2022 at 5pm • Monday 8th January 2023 at 5pm followed by the AGM with Members' at 1830h • Monday 5th February 2023 at 5pm • Monday 25th March 2023 at 5pm • Monday 20th May 2023 at 5pm • Monday 8th July at 4.30pm and meeting with the Members to follow from 6pm <p>These were all agreed.</p>
14/07	<p>Future Partnerships (Part 2)</p> <p>The meeting moved to Part 2 for this discussion.</p>
	The meeting concluded at 1800h