



KINGSTEIGNTON SCHOOL : United Schools Trust

TRUSTEE MEETING

Monday 10th October 2022 @ 1700h

	<p>Trustees present: DB (Co-Chair) EB JC (Co-Chair) LC PF LS KW</p> <p>In attendance: RC (virtual attendance) Apologies: CP, MW and SW Clerk: SJ</p>
01/10	<p>Welcome and introductions</p> <p>DB welcomed everyone to the meeting. Introductions were made and apologies were noted as above, which were sanctioned by the meeting. The meeting was confirmed as being quorate.</p>
02/10	<p>Minutes of previous meeting held on 22nd September 2022 and Part 2 minutes</p> <p>The minutes of the previous meeting were confirmed as an accurate record and were signed by the Chair.</p> <p>Summary report following Board of Trustees meeting on 22nd September 2022</p> <p>This was confirmed as accurate and signed by the Chair. Action: To be made available on the school website.</p>
03/10	<p>Matters arising from previous minutes</p> <p>a) Update as to response received from Reception parents putting themselves forward to be a trustee To date, no parent has put themselves forward. Action: PF to see if any parent within the PTA might be willing to become a Trustee.</p> <p>b) Update re Humpty Dumpty contract and submission to SoS RC confirmed she has heard no more regarding the HDC contract. Action: To chase up.</p> <p>c) Premises - update regarding the school field and fencing LS provided an update regarding the quotes that have been received, noting these do not provide like-for-like comparisons. She explained there is considerable disparity in the advice provided and the quote received by one of the contractors, and a further quote to replace the field with AstroTurf. Trustees raised concern regarding the disparity in the quotes and whether the most competitive quote will ensure all the stones are removed. PF to ensure that the work undertaken meets the standard required. Action: It was</p>

	<p>agreed that LS would email the contractors to gather additional information. This will be brought to the next meeting to enable Trustees to make a decision.</p> <p>d) Date confirmed for DB to provide coaching/support to the leadership team DB confirmed that he will be hosting this session on 11 October 2022.</p> <p>e) Progress regarding removal of asbestos/installation of container The base has been completed and the container is due to be delivered during half-term, on 25 October. The electrical work will be completed at a later date.</p>												
04/10	<p>Feedback from Audit Committee held on 3rd October 2022</p> <p>LC provided an overview from the recent Audit Committee and highlighted the following:</p> <ul style="list-style-type: none"> • The Risk Protection Arrangement (RPA) provide excellent insurance cover. As part of the insurance renewal they insisted that all staff watch a cyber-crime video. This was produced by the Police and was considered by staff to be helpful on a personal level as well as at school. The Audit Committee had consequently recommended that this was shared and watched with all Trustees. The Audit Committee had considered that the Cyber Response Plan was comprehensive while remaining high level. • Surveys The Audit Committee had recommended that surveys were sent out at specific and different times within the school calendar. Action: Trustees to reflect and add a few questions to personalise the questionnaires. • Risk Register LC provided an update on the risks that were discussed and updated, including the Health and Safety risk, and the Macro Economical risk to reflect the sudden and unexpected cost of living rises, which will impact the school, staff and the children and their families. <p>Equalities audit</p> <p>JC raised discussion regarding an equalities audit and the meeting considered that this could be undertaken next year, depending on what is involved. Action: It was agreed that JC will identify a template and review how this could be administered. To discuss further at the next meeting.</p>												
05/10	<p>Future partnerships - The meeting moved to Part 2 for this discussion.</p>												
06/10	<p>Principal's report</p> <p>PF provided a verbal update where she highlighted the following:</p> <p>Data</p> <p>KS1 and KS2 results from this year had been compared with 2019 results:</p> <ul style="list-style-type: none"> • Maths combined results put the school in the top centile • KS1 results were in the top centile overall and broke down as below: <table border="1" data-bbox="272 1547 1110 1682"> <thead> <tr> <th>Subject</th> <th>National average</th> <th>Kingsteignton School</th> </tr> </thead> <tbody> <tr> <td>○ Reading</td> <td>68%</td> <td>77%</td> </tr> <tr> <td>○ Writing</td> <td>59%</td> <td>73%</td> </tr> <tr> <td>○ Maths</td> <td>70%</td> <td>87%</td> </tr> </tbody> </table> <p>Trustees were delighted that all results were above the national average. Action: These results will be discussed at the next Standards meeting.</p> <p>School priorities</p> <p>These are largely based on the priorities highlighted by Babcock at their recent evaluation visit. Reading and maths remain two major focuses, however the first subject to be addressed is art because they have someone experienced who will be able to offer guidance.</p>	Subject	National average	Kingsteignton School	○ Reading	68%	77%	○ Writing	59%	73%	○ Maths	70%	87%
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	<p>PF has prioritised that the EYFS should receive some capital investment to the outdoor area as this will provide an ideal learning environment. Trustees raised discussion about the creation of a Forest School area. PF has identified this as an area for further development and would like a Forest School to be available to every child every week. She believes having a climate change thread running through sessions would enable learning to be linked to this element of the curriculum, including within the science curriculum.</p> <p>Attendance - Currently stands at 96.1%.</p> <p>Numbers on roll</p> <p>Penny Fitch noted that two new starters are expected following half-term, which will take the number on roll to 200. This leaves vacancies in the Year 6 class only.</p> <p>Trustees raised discussion regarding the last Census day, which was on Thursday 6th October. Penny Fitch confirmed that numbers were good. She reflected that the uptake for school meals is always good, even in KS2. KFC remains a firm favourite, hence it was offered on this day.</p>
07/10	Complaints/Accidents/Exclusions this term - None have been received to date.
08/10	<p>Safeguarding</p> <p>KW raised discussion regarding the recently updated Relationships and Sex Education (RSE) Policy. She explained that the school has changed and now uses Jigsaw resources to support the PHSE curriculum, which includes RSE. This change meant that the policy needed to be aligned to the new resource and Government guidance, and meant parents needed to be consulted. Parent responses approved the change. Trustees approved this updated policy.</p>
09/10	Skills audit - This was completed recently, and feedback collated and reviewed.
10/10	<p>Term dates for 2023-24</p> <p>The meeting reflected that when the school opened it aligned its term dates to St Michael's as several children had siblings at that school. This is no longer the case, and several children will now have siblings at Teign School and other secondary schools, most of which will have a one-week half-term. Action: To make an informed decision at the next Board of Trustees meeting.</p>
11/10	<p>Policies</p> <p>The following policies were reviewed by the meeting:</p> <ul style="list-style-type: none"> • Preventing Radicalisation Policy • Staff Leave and Absence Policy • Business Continuity Plan • Draft Admissions Policy 2024-25
12/10	Any other business - No other business was raised by Trustees.
13/10	<p>Strategic Plan</p> <p>DB recommended that these are discussed at specific meetings through the year. He discussed each in turn:</p> <p>1. To ensure the leadership team strive to achieve the vision for KS</p> <p>This is also visible from PF's termly report that is discussed at this meeting and can be monitored when looking at the school's achievement against the vision of the school.</p>

	<p>2. Our children will have access to the high-quality teaching and learning that ensures they make good progress from their starting point This is monitored closely at the regular Standards meetings, where the children's achievements are monitored. Additional monitoring was undertaken at Babcock's external monitoring and with termly monitoring against the SIP, as well as looking at the start and end of each school year.</p> <p>3. Maintain financial stability to support high-quality educational provision This is monitored at the regular Audit Committees and at the monthly Finance meetings. Additionally the internal auditors monitor this three times annually, and the Trustee responsible for the financial aspect of the school monitors this frequently.</p> <p>4. Explore suitable strategic partnerships to secure KS vision, aims and values and achieve the most effective and efficient educational and business outcomes This was discussed within Part 2 of this meeting.</p> <p>5. Continue to ensure effective governance and full compliance of UST The Board has already started to address this with the recent completion of the skills audit. This will also be monitored within the compliance element of the annual audit. Trustees further reflected that ongoing training falls into this and Trustees were reminded to undertake training whenever possible.</p> <p>6. Conduct a yearly review of the current growth strategy The school is now reaching full capacity as a one-form entry school. This situation is being closely monitored as it has been agreed that it is only when all schools are oversubscribed that discussions will be undertaken as to how to expand.</p>
14/10	<p>Reflections and impact of the meeting</p> <p>Jane Collings reflected that the meeting had addressed:</p> <ul style="list-style-type: none"> • How we work strategically across the year • The SIP • Data this year and comparing this to previous years • Policies and how they impact on the curriculum • Outdoor facilities including the field and Forest School • Feedback from the recent Audit Committee
15/10	<p>Date of future meetings</p> <p>The following meeting dates for next year were noted and agreed by Trustees:</p> <ul style="list-style-type: none"> • Monday 5th December 2022 at 5pm • Monday 9th January 2023 at 5pm followed by the AGM with Members' at 1830h • Monday 6th February 2023 at 5pm • Monday 27th March 2023 at 5pm • Monday 22nd May 2023 at 5pm • Monday 10th July at 4.30pm and meeting with the Members to follow from 6pm <p>The next Pay and Performance meeting will be held in October. Action: To check which Trustees are on this Committee.</p>
	<p>The meeting concluded at 1910h</p>