



# KINGSTEIGNTON SCHOOL : United Schools Trust

## TRUSTEE MEETING

**Monday 5<sup>th</sup> December 2022 @ 1700h, Kingsteignton School**

	<p><b>Trustees present:</b>  DB (Co-Chair) EB  JC (Co-Chair) LC  PF CP (Virtual attendance)  LS MW  SW  <b>In attendance:</b> RC (virtual attendance)  <b>Apologies:</b> KW  <b>Clerk:</b> SJ</p>
01/12	<p><b>Welcome and introductions</b></p> <p>JC 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>
02/12	<p><b>Declarations of Business and Pecuniary Interests</b> - The standing declarations remained.</p>
03/12	<p><b>External Auditors Report and verbal feedback to trustees</b></p> <p>RC, LC, EB, DB, JC and PF met with the auditors and RC agreed to provide an overview and a summary for trustees. She explained that there were three documents following the audit, which had been shared with trustees ahead of the meeting. These were:</p> <ol style="list-style-type: none"> <li>1) The audited accounts</li> <li>2) Report providing a financial overview</li> <li>3) An overview report of the audit communications</li> </ol> <p>Trustees thanked RC for her overview of the audit report, the contents of which were noted.</p>
04/12	<p><b>Minutes of previous meeting held on 10<sup>th</sup> October 2022 and Part 2 minutes</b></p> <p>The minutes of the previous meeting were confirmed as an accurate record and were signed by JC.</p> <p><b>Summary report following Board of Trustees meeting on 10<sup>th</sup> October 2022</b></p> <p>This was confirmed as accurate and signed by JC. <b>Action: To be made available on the school website.</b></p>
05/12	<p><b>Matters arising from previous minutes</b></p> <p>a) <b>Update as to response received from Reception parents putting themselves forward to be a trustee</b></p>

	<p>To date no parent has put themselves forward. <b>Action: To continue to actively seek an additional parent trustee.</b></p> <p><b>b) Update re Humpty Dumpty contract and submission to SoS</b> RC confirmed that despite the change of owner, as Humpty Dumpty Childcare is still operating as the same company this is not an issue. The issue regarding the lease continues. <b>Action: To follow up.</b></p> <p><b>c) Premises – decision to be made of contractor to undertake work on the school field and fencing</b> Work to the school field is due to start soon. Work continues to source quotes to replace the fencing around the field.</p> <p><b>d) Feedback from DB’s coaching/support to the leadership team</b> DB has met with staff and confirmed that the leadership team structure is now in place. He has arranged a further meeting early in the new year. <b>Trustees thanked David for his support.</b></p> <p><b>e) Update re installation of container</b> RC confirmed that the container is fully installed and has electricity.</p> <p><b>f) Update re capital investments (Reception area/Forest School)</b> PF confirmed that they have gathered information and JE has visited Dartington School. Plans for the Forest School will be shared with a consultancy early next year to ensure that all health and safety issues are addressed.</p> <p><b>g) Update re Sensory Garden</b> Quotes have been received; the initial issue that needs to be resolved relates to the groundworks.</p> <p><b>h) Decision regarding term dates 2023-24</b> The Board had unanimously agreed to next year’s term dates remaining as they are with a two-week October half-term. <b>Action: To publish the agreed dates.</b></p>
06/12	<p><b>Finance</b></p> <p>RC provided the following overview:</p> <p>The agreed uplift to support staff pay has impacted on the budget and has been backdated to April. <b>Trustees asked if there was an allowance in the budget for this?</b> RC confirmed that it had had an impact on the budget, some of which will be offset using the supplementary EFSA budget, which is designed for this reason. RC further noted that budgeted amount for gas and electricity prices will not be enough to cover the increased prices. She asked trustees whether they would be happy to run with the deficit, or whether they would prefer savings to be made elsewhere to return to a balanced budget. <b>Trustees reflected that they would prefer to run with the deficit as the school has reserves, which means the deficit will not have any negative impact.</b></p> <p><b>Trustees asked how the budget looks running into next year, and whether the deficit will continue to increase?</b> RC confirmed that costs are likely to remain high next year; however knowing this now means that plans can be made to address this from September.</p> <p><b>Trustees asked about the budget increase that had been estimated?</b> Roz had estimated a pay increase of 3% for support staff, which had not been enough. She had doubled the budget for gas and electricity, which had also not been enough.</p>
07/12	<p><b>Audit Committee</b></p> <p>The meeting reflected that the Audit Committee has managed the Risk Register well and mitigated the majority of the risks, so that there is now just one Amber risk. RC had discussed this with the internal auditors (Devon Audit Partnership) who have advised that the</p>

	<p>Audit Committee should now set review dates and review risks by review date. <b>Action: Audit Committee to action.</b></p> <p>The meeting raised discussion regarding the equalities audit, and it was noted that this should be covered within the Diversity Policy. <b>Action: Trustees to review this policy so that they are confident no more needs to be done with regard to equalities.</b></p>
08/12	<p><b>Principal's report</b></p> <p>DB explained that the Principal's report had been shared ahead of the meeting and trustees had been asked to provide questions prior to the meeting. Several questions had been submitted to PF and she went through these in turn:</p> <p><b>Numbers on roll</b> - Penny confirmed that boys make up 52.5% of the overall.</p> <p><b>Complaint</b></p> <p>Karen West has investigated a complaint raised and a written response has been sent. A meeting has been arranged with the parents tomorrow where it is hoped the situation will be fully resolved.</p> <p><b>Accidents</b></p> <p>Trustees had noted that four children had been involved in accidents and asked whether there was any correlation or commonality between these? The meeting confirmed that each accident had been isolated and they were not related in any way. This led trustees to reflect whether a trustee should monitor this, and Ed Brett confirmed that he would be happy to do this during his planned visits to school.</p> <p><b>Staffing</b></p> <p>Trustees asked if the school now has a full complement of staff, or whether any vacancies remain unfilled? PF confirmed that when including the academic mentors they are over-staffed; however there are currently a number of staff off sick. Trustees asked what percentage of the academic mentors' pay the school funds? 60% of their salary is funded and this continues until the end of the summer term.</p> <p><b>Staff training</b></p> <p>Trustees reflected that there is ongoing English and maths CPD for individual staff and wanted to know how learning is disseminated to the rest of staff to ensure improved whole school practice, and how the impact of the training is monitored? PF explained that subject leads have timetabled training days. Leads put together presentations for staff as a way of imparting their knowledge at staff meetings. Trustees asked how the effectiveness of training is monitored? PF holds half-termly meetings. Additionally pupil conferencing is undertaken regularly.</p> <p>With regard to maths, PF explained that the way maths is taught is changing and the new methodology will increase opportunities for children to explain, reason and justify their learning. The impact of this will become visible at the next teacher assessment cycle.</p> <p>Trustees asked about the Co-operative Trust and how this supports achievements within Kingsteignton School, and whether the school needs to be part of the Co-operative Trust to access opportunities. PF explained that there are several partnerships that make up the Co-operative Trust and approximately 20 schools attended the last event. The benefit of this is that best practice gets shared, and this collaborative approach has been very welcome, especially since Covid. She reiterated the benefit of working collaboratively with other schools, the benefit of learning from others and the confidence created by sharing best practice.</p> <p>Trustees asked what current attendance stands at? Penny confirmed this is currently 94.86%. This is usually above 95% and the impact of the high amount of illness circulating is really being felt.</p>

09/12	<p><b>Discussion regarding the School Improvement Plan (SIP)</b></p> <p>DB raised discussion regarding the SIP, which was very detailed. PF explained that there are a number of new subject leaders, and she wanted to provide them with as much support as she could while they work through their first year by making targets more specific. She noted that progress will be assessed against prior attainment. <b>Action: PF to RAG rate the document.</b> She reflected that they had achieved a lot this term.</p> <p>Trustees asked what 'good' would look like at the end of the year? PF confirmed that targets set would have been achieved.</p> <p>Leads from St Michael's and Kingsteignton School have recently met regarding monitoring, evaluations and improvement work, and their meeting was mutually beneficial.</p> <p>The SIP was <b>agreed</b> by trustees. <b>Action: PF to disseminate to staff.</b></p>
10/12	<p><b>Trustee visits</b></p> <p>EB has recently undertaken two visits (on 14 September and 23 November 2022) where he met with RC to discuss finance. He discussed auditing with RC and looked through receipts to understand how they are reconciled. He meets with her two weeks ahead of the monthly finance meeting and finds meeting her every two weeks beneficial in keeping him informed.</p> <p>LS undertook a premises visit with AC, who provided her with a wealth of information. She will work through and prioritise the points he raised. <b>Action: LS to present these within a report that will be submitted to the next meeting.</b></p> <p>CP confirmed that she is due to meet with KW to undertake a safeguarding visit next week. She will write up her report, which will be presented to the next meeting. <b>Trustees acknowledged that this is her final meeting as a trustee. They thanked her for all the support she has provided and will look forward to receiving her report.</b> JC noted that no trustee has come forward to take over the safeguarding portfolio; she will cover this until another trustee is appointed.</p>
11/12	<p><b>Safeguarding</b></p> <p>PF confirmed that KW will provide a safeguarding update at the next meeting. She has arranged to complete the S175 safeguarding audit and will report on the outcome of this at the next meeting.</p>
12/12	<p><b>Feedback from Pay and Performance Committee</b></p> <p>DB explained that the Pay and Performance Committee had met on 28<sup>th</sup> November. They had reviewed the Pay Policy and noted that it had not included a pay range for the Principal and Deputy Principal, which it should have had. They had sought advice from RC and referenced the School Teachers Pay and Conditions document to agree pay ranges. This enabled the meeting to ratify pay progression for staff that were eligible to progress. He noted that this year no one has applied to progress to the Upper Pay Scale (UPS).</p> <p><b>Trustees asked if the pay progression noted above has been included within budgets and the SIP?</b> This was confirmed.</p>
13/12	<p><b>Policies</b></p> <p>The following policies had been shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Staff Leave and Absence Policy</li> <li>• Equality Statement</li> <li>• Equality Policy</li> <li>• Privacy Notice for School Workforce</li> <li>• SEND Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• SEND Report</li> <li>• Business Continuity Plan</li> <li>• Pay Policy</li> </ul> <p>Trustees confirmed that they were happy to <b>approve</b> these policies.</p>
14/12	<p><b>Business brought forward by the Chair</b></p> <p>JC asked if a date had been identified when Members might be able to visit the school. PF explained that the school is busy on the run up to Christmas, and she would be happy to arrange a meeting early in the New Year. <b>Action: PF to email with possible dates.</b></p>
15/12	<p><b>Reflections and impact of the meeting</b></p> <p>The meeting reflected that the meeting had received the auditor's report, which had provided confirmation that the school remains financially viable and that processes are in place to ensure that it remains this way.</p> <p>The SIP was also discussed and agreed and will now be disseminated to staff.</p> <p>Trustees reflected that the meeting had provided confirmation that the children are receiving excellent support to enable them to achieve.</p>
16/12	<p><b>Date of future meetings</b></p> <p>The following meeting dates for next year were noted and <b>agreed</b> by Trustees:</p> <ul style="list-style-type: none"> <li>• Monday 9<sup>th</sup> January 2023 at 5pm followed by the AGM with Members' at 1830h</li> <li>• Monday 6<sup>th</sup> February 2023 at 5pm</li> <li>• Monday 27<sup>th</sup> March 2023 at 5pm</li> <li>• Monday 22<sup>nd</sup> May 2023 at 5pm</li> <li>• Monday 10<sup>th</sup> July at 4.30pm and meeting with the Members to follow from 6pm</li> </ul> <p>It is hoped that these will largely be held face-to-face; however if anyone is unable to attend in person, the hybrid approach works well.</p>
17/12	<p><b>Future Partnerships (Part 2)</b></p> <p>Suzannah Wharf left the meeting, which continued as Part 2.</p>
	<p>The meeting concluded at 1915h</p>