



KINGSTEIGNTON SCHOOL : United Schools Trust

TRUSTEE MEETING

**Monday 22nd May 2023 @ 1700h
at Kingsteignton School**

	Trustees present: DB (Co-Chair) EB JC (Co-Chair) LC PF LS KW (joined later) MW SW (joined later) In attendance: RC Apologies: SJ
01/05	Welcome and introductions DB welcomed everyone to the meeting, introductions were made, and apologies noted as above. The meeting was confirmed as being quorate. The meeting was recorded to enable to clerk to minute the meeting retrospectively.
02/05	Declarations of Business and Pecuniary Interests The standing declarations remained.
03/05	Minutes of the previous meeting held on 27th March 2023 The minutes of the previous meeting were discussed. LS noted one amendment is needed to show that she left the meeting for the discussion regarding staffing and returned for the Part 2 discussion. With this amendment the minutes were confirmed as an accurate record and were signed. Part 2 minutes held on 27th March 2023 These were confirmed as an accurate record of the meeting and signed. Draft report following meeting held on 27th March 2023 This was confirmed as an accurate record of the meeting and signed. Action: To be made available on the school website.
04/05	Matters arising Persistent absence PF confirmed this currently stands at 9.8%, against the national average of 20.5%, which puts the Trust into the 88th percentile for schools. Strike days - No members of staff participated in the latest strike days.

	<p>Staff wellbeing/staff representatives</p> <p>PF confirmed will consider a staff representative. Trustees reflected that organisations often have Mental Health First Aiders, who offer to become champions in this area and signpost other staff as needed. Action: PF considered that this could work if a mental health lead could be identified. She will investigate this.</p> <p>Update regarding the Building Trust Initiative (SEND)</p> <p>DB noted that a meeting will be held on 19 June with the Senior Leadership Team to discuss how KW's role will be covered amongst other things.</p>
05/05	<p>Finance</p> <p>JC explained that the Finance Committee met last week. The budget was discussed and has been uploaded onto the Trustee's SharePoint. RC explained that the budget is currently predicting a deficit, which is in line with what the Trustees agreed in November 2022. Teaching staff have provided a list of what they will need for their classrooms from September, and PF would like to purchase some additional maths equipment. If these items are purchased, this would increase the deficit; however they are needed before the end of term so that staff can prepare for September. The meeting confirmed that there would be no detrimental impact of increasing the deficit and that this is the final year that we are required to set up a new classroom. They confirmed that we will receive income to cover classroom equipment in the new academic year. Action: Trustees agreed that the teachers' items can be ordered in advance; this is a reasonable explanation to provide to the DfE.</p> <p>SW joined the meeting.</p> <p>Internal audit for next year</p> <p>LC confirmed that the quote for next year's internal audit had been discussed at the recent Audit Committee, and they had considered the quote too high. It had allowed for eight days, and they had asked if this could be reduced to three days. Action: LC to discuss in more detail with RC on Wednesday 24 May to discuss in more detail.</p>
06/05	<p>Principal's verbal update report</p> <p>SATs</p> <p>PF explained that a number of mock SATs had been completed and at the end of last term predicted results had been good for both Year 6 and Year 2, with 50% of Year 6 children regularly achieving greater depth. She noted that the second Year 6 SATs paper, which was a reading paper, had been particularly difficult, and had made headline national news because of its difficulty. It had been a long and tough paper, which had challenged the most able children. The next paper, which was mental maths, was also more challenging than expected. Consequently PF is less confident about the outcome of the SATs papers. She reflected that the Year 6 group had worked incredibly hard and had been achieving aspirational targets.</p> <p>Trustees asked that when results are in that it would be helpful if PF could present the data alongside children's predicted grades. They added that all schools nationally will be facing the same issue, which could mean that grade boundaries are reduced. Trustees confirmed that they will support PF, knowing how much support has been provided to this year group.</p> <p>KW joined the meeting.</p>

	<p>Attendance currently stands at 95.4%, against the national average of 93.2%</p> <p>Staffing</p> <p>The Senior Leadership Team are working on a plan, and it was confirmed that three additional teachers have been appointed for next year. PF reflected that all these appointments had been excellent. They are interviewing for an additional teacher and teaching assistant for the second Reception class this week. They have also appointed an apprentice teaching assistant, who is due to start in September.</p> <p>LT, Year 6 teacher, has been appointed on a one-year Fixed Term Contract as Assistant Headteacher. She will be paid on the leadership scale, and this will be reassessed next year.</p>
06/05	<p>Safeguarding</p> <p>MW had provided a written report and confirmed that the actions will be completed before the end of term. The meeting noted the importance of appointing a member of the Senior Leadership Team to take over the safeguarding role before KW leaves at the end of the year, and to ensure that they have adequate handover time.</p>
07/05	<p>KS Buds report</p> <p>LE had provided a report on the first anniversary of KS Buds. She had noted how proud she was of the fun environment they had created, which was enjoyed by all the children that attended. Numbers have continued to build, and they are often at maximum numbers and in the last 12 months numbers have grown by 22.5%. They predict that numbers will grow again in September when two new classes join. They currently only have three Year 6 children leaving at the end of the year.</p> <p>Trustees asked that their thanks are passed to LE and Buds for all they have done. Their hard work has led to a well-attended after school club that is enjoyed by many.</p>
08/05	<p>Health and safety review and fire risk assessment</p> <p>This was undertaken on 10 May by Keith Furzeland, DCC. His report is awaited.</p>
09/05	<p>Accidents</p> <p>Penny noted that there were two accidents reported since the last meeting, but neither had been serious.</p>
10/05	<p>Exclusions - There have been no external exclusions since the last meeting.</p>
11/05	<p>Complaints - A formal complaint has been received, which is being investigated by Trustees.</p>
12/05	<p>Gardening Club - LE and KP oversee this Club, which is now up and running each Tuesday after school.</p>
13/05	<p>Pupil numbers</p> <p>Penny confirmed they received 47 first choices for Reception. It was Devon County Council that suggested a second Reception class and will provide growth funding to support this. Predicted pupil numbers indicate a return to a one-form intake the following year. Recently more applications have been received, which takes Reception numbers to almost 50, and it is hoped that over the course of the next few years that this will increase to two classes of 30.</p>

14/05	<p>Trustee visit reports</p> <p>Curriculum visit report – SW has not yet undertaken this visit and will schedule it in.</p> <p>Personnel report</p> <p>JC explained that appointments have been made since she undertook this visit. Trustees thanked her for the report, the contents of which were noted.</p> <p>SEN report</p> <p>DB explained that he has not yet received all information/statistics but expects to receive this soon. Trustees asked if a date had been set to meet with parents of children with SEN? The meeting confirmed that a meeting date will be confirmed and will follow the half-term break. Comms will be sent this week, with a reminder going out following the return to school. Trustees reflected that they were keen for this meeting to go ahead and asked for more details. It is planned that the meeting will be held at 2pm one afternoon, with parents being invited to call in and discuss any concerns they might have. A second option will be offered one evening to ensure all parents/carers can attend if and as they wish.</p>
15/05	<p>Safeguarding report</p> <p>MW undertook his first visit as safeguarding trustee with KW on 4th May 2023. He noted that some areas of safeguarding overlap with SEND and following his visit has recommended some tweaks/suggestions of where changes that could be made. KW will implement his suggestions, there was just one regarding on-line checks where more information is needed. MW confirmed that on visits to school he would like to chat with some children face to face, and regularly review the Single Central Record. Trustees raised discussion regarding succession planning for the safeguarding lead as KW is leaving. It was agreed that ample handover time is essential. She is also the deputy DSL, and this role must be covered. KW confirmed that she will meet with MW before the end of term to undertake a handover as safeguarding trustee, which will include a review of the S175 action plan.</p>
16/05	<p>Business brought forward by the Chair - There was none.</p>
17/05	<p>Policies</p> <p>The following policies had been shared with Trustees prior to the meeting:</p> <ul style="list-style-type: none"> • Grievance Policy and Procedure • Virtual Attendance Policy • Whistleblowing Policy and Procedure • Privacy Notice – Pupil Information • Freedom of Information • Trustee Allowance and Expenses Policy <p>Trustees were happy to approve all of the above.</p>
18/05	<p>Reflections and impact of the meeting</p> <p>Trustees reflected that the meeting had covered an array of issues including:</p> <ul style="list-style-type: none"> • A detailed conversation regarding the recent SATs that had been undertaken and the impact that this has had on pupils, especially those with SEND • Safeguarding was discussed and the strengths of the team, and identification of areas to be further developed • Succession planning for safeguarding and complaints

	<ul style="list-style-type: none"> The school budget was discussed and spending agreed <p>Positive outcomes for children remain the focal point for decisions.</p>
19/05	<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 10th July at 4.30pm and meeting with the Members to follow from 6pm <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>
20/05	Staffing (Part 2) - LS, KW and MW left for this discussion.
21/05	Future Partnerships (Part 2) - SW left the meeting for this discussion.
	The meeting concluded at 1840h