



KINGSTEIGNTON SCHOOL : United Schools Trust

TRUSTEE MEETING

**Monday 9th January 2023 @ 1700h
at Kingsteignton School**

	<p>Trustees present: DB (Co-Chair) EB JC (Co-Chair) LC PF LS KW MW SW</p> <p>In attendance: RC (virtual attendance) Apologies: None Clerk: SJ</p>
01/01	<p>Welcome and introductions DB welcomed everyone to the meeting. Introductions were made and there were no apologies. The meeting was confirmed as being quorate.</p>
02/02	<p>Declarations of Business and Pecuniary Interests - The standing declarations remained.</p>
03/02	<p>Minutes of the previous meeting held on 5th December 2022 The minutes of the previous meeting were confirmed as an accurate record and were signed by DB. Part 2 minutes held on 5th December 2022 - These were confirmed as an accurate record and signed by DB. Draft report following meeting held on 5th December 2022 This was confirmed as accurate and signed by DB. Action: To be made available on the school website.</p>
04/02	<p>Matters arising from previous minutes Updated School Improvement Plan (SIP) (including RAG-rating) PF confirmed that the RAG-rated SIP is now available within the trustee's SharePoint area.</p>
05/01	<p>Principal's verbal report</p>

Signed:

..... February 2023

	<p>PF provided a verbal report highlighting the following updates since the last meeting:</p> <ul style="list-style-type: none"> • The S172 audit has been completed and will be sent off next week • Updated KCSIE guidance states that the link to the school's Safeguarding Policy must be available within application packs, which has been actioned. The guidance also suggests that applicants shortlisted for roles at school should be asked to agree to an DBS check as part of the application procedure. KW has created a template, which covers all essentials, which applicants are asked to complete at interview. Trustees confirmed that they were happy with this. Action: Karen to add this form to the trustee's SharePoint area so that the form can be reviewed, • This led to discussion regarding the safeguarding trustee. MW offered to take on this role and his offer was gratefully accepted. Action: To be updated on the school website and relevant Terms of Reference. • KW explained that the staff survey had identified areas where staff had weaker knowledge of the KCSIE document. The One Minute Guides currently being shared each week have been tailored to strengthen this knowledge. • PF noted that the academic mentors are working well in KS1 and KS2. Their impact will continue to be monitored and evaluated using SMART targets • The Rights Respecting Silver Award assessment has been booked for March 2023 • Numbers within Buds on a Wednesday after school has increased to 35. Trustees asked about capacity on other days. PF confirmed the other days averaged 31 children. Trustees asked about staffing, especially on Wednesdays. There are usually three staff. • The RAG-rated SIP has now been shared with all teachers. The priorities within this have been cascaded to support staff at relevant staff meetings, which have been chaired by BS and LT. These are currently revisited every half-term and the frequency will be increased if necessary. • SW has arranged to meet with PF tomorrow for their routine update regarding the curriculum. Action: A report to be provided to the next meeting. • A parent helper is helping two afternoons per week within the school library. Several books have gone missing, and they are helping with the cataloguing and auditing of the books, and to support the general improvement of the library provision. This will also enable good choices to be made of additional books to be purchased to improve the provision of KS2 books. • The Family Support Worker is working with JC one afternoon and one morning per week. • The Christmas Fayre raised £1,500 <p>Trustees thanked PF for these updates.</p>
06/01	<p>Pupil numbers in Foundation Class</p> <p>Currently the school has received 41 first choice applications, and 90 overall. Parents still have time to make their choices, and it is therefore likely that the 41 will increase. Trustees asked how many first choice applications were received last year? PF confirmed there were 53.</p> <p>Trustees raised discussion regarding the possibility of a two-form entry, noting that a 1.5 form entry would be difficult to manage across the seven years that these children would be at school and was not considered a good option. It was agreed that numbers at Rydon and St Michael's are key to any decision regarding moving to a two-form entry – if they are over-subscribed trustees would consider what could be done to support families and provide them with a school place local to where they live. Trustees asked when numbers would be known for definite. Penny confirmed this will be next Monday 16 January. Action: To review confirmed numbers and continue as a one-form entry, unless numbers suggest this would not be in everyone's best interest.</p>



07/01	<p>Parents and Staff Surveys</p> <p>JC raised discussion about the parent and staff surveys. The meeting agreed that if the previous questionnaire is used, that a 'n/a' box needs to be added within the staff survey; the last survey did not have this option, which made it difficult for some staff groups to provide responses. Action: PF to check whether there is an alternative staff survey that would provide a better fit.</p> <p>The parent survey used last time was excellent and the meeting suggested this should be used again. Action: Both surveys to be added to the trustee's SharePoint area so that trustees can review.</p>
08/01	<p>Finance</p> <p>EB and RC recently met, however there had not been a large amount of activity since their last meeting. They highlighted the following:</p> <ul style="list-style-type: none"> • They have received the PE Grant as expected • RC is aware that they are to receive £13k, to be used to make environmental improvements or energy efficiencies. She confirmed that if there are no capital projects that this money can support, that it could be used to extend solar panels, which would potentially reduce energy bills. Trustees asked if there are timescales on when this has to be used? RC confirmed it will need to be spent before the end of the academic year.
09/01	<p>Trustee visits</p> <p>Trustees had undertaken several visits and were thanked for the reports that had been received.</p> <ul style="list-style-type: none"> • Personnel visit Trustees thanked JC for her report, the contents of which were noted • Standards visit The meeting reflected that there was a table within this report that had been left blank. DB confirmed that this will be populated and presented to the next meeting. Trustees asked for details, including planned interventions, as to how this year's Year 6 cohort are being support ahead of their KS2 SATs. PF explained that a number the cohort are attending intervention groups and it is hoped that these additional sessions will enable the children to achieve their aspirational goals. Trustees reflected that the results do not offer a comparison against last year's national average, which would be helpful as a benchmark. Action: PF to add this as a comparison. Trustees asked how many children are in the current Year 6? PF confirmed there are 18 children. Trustees reflected that this will mean each child's results will be a greater percentage of the overall. • SEND visit DB was thanked for his report. The meeting acknowledged that there is high demand for services including speech and language therapy. Trustees asked how the school is planning to meet demand for this service as it is currently difficult to locate specialists? PF reflected that the school uses Read, Write Inc and staff are trained to push phonics. Additionally a TA has recently joined who is working with JC to put together a programme of CPD that will work through online training of different aspects of SEN. Additionally SW confirmed that she will let PF know what Teign use. MW added that the United Schools Federation have an Education Psychologist to ensure that their provision is tailored to the needs of the children. This way they are able to manage as much as they can strategically, and to seek additional support where needed. He suggested that Penny make contact with the Federation to seek additional information/support. Action: PF.



	<p>The meeting reflected that the speech and language issue is nationwide and attributable to Covid.</p> <ul style="list-style-type: none"> • Premises visit LS was thanked for her report. The meeting noted that it provided a list of issues, which need prioritising. Action: RC confirmed that she would make an action plan of the work that needs actioning and prioritise this. • Safeguarding visit The meeting acknowledged the report received and noted that MW has agreed to become the trustee with responsibility for safeguarding. KW noted that Lara Stead, Devon County Council, will be undertaking a safeguarding visit after the February half-term. KW has completed a safeguarding review ahead of this review. <p>Attendance</p> <p>Trustees asked what the up-to-date attendance level is? PF did not have this to hand, but retrospectively confirmed that whole school attendance currently stands at 94.6%.</p>
10/01	<p>Complaints/Accidents/Exclusions this term</p> <p>Complaints were discussed earlier in the meeting. There have been no accidents or exclusions to date this term.</p>
11/01	<p>Business brought forward by the Chair - There were no items brought forward by the Chair.</p>
12/01	<p>Reflections</p> <p>The meeting reflected that the meeting had enabled robust discussions regarding targets for KS2 and children with SEN. They also discussed staff surveys and it was agreed that this should be discussed again at the next meeting.</p>
13/01	<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 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>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>
14/01	<p>Future Partnerships (Part 2) - SW left the meeting, which continued as Part 2.</p>
	<p>The meeting concluded at 1840h</p>

