



KINGSTEIGNTON SCHOOL: United Schools Trust

BOARD OF TRUSTEES MEETING

Monday 26th April 2021

Trustees present:

DB (Chair)
PF
KP
CVW
KW
MW
SW

Apologies:

RC, Business Manager
CP
JSU

Clerk – SJ

Minutes of Board of Trustees meeting held on 22nd March 2021

The notes from the previous meeting were confirmed as being an accurate record and will be signed.

The following outstanding items were referenced:

- **XMA**
Following recent discussions and list of IT equipment selected, an order will be placed in the near future to use up the remaining budget.
- **Cladding update**
A comprehensive report has been received that provides confirmation that there are no outstanding issues. This will be passed to Penny Fitch, to be filed with information relating to the building for future reference
- **Trustees attendance at training**
JSU has recently attended training regarding pupil exclusion procedures. DB was due to attend finance training, however this course was cancelled
- **Trustees**
One parent (LC) has put herself forward to stand as a trustee. Penny Fitch has met with her and believes she will be an asset to the Board. This was **approved** and she will be invited to attend the next meeting.

Finance

The following points were discussed:

- The School Resource Management Self-Assessment Tool (SRMSAT) has been completed with Trustees and was submitted by deadline
- Trustees were reminded of the need to read the health and safety elements of the Governance Handbook. This will be added to the Trustees SharePoint area so that Trustees can view it

- Penny Fitch confirmed that the landscape contract has been confirmed and is now operational
- The school budget was discussed, and the updated position approved. This includes an operational deficit of £35,000; the actual cost of the impact of Covid on the school (made up of an additional teacher and equipment, additional cleaning staff, cleaning equipment and deep cleaning). The school will retain a significant overall carry forward. This was **approved** by Trustees.
- RC has updated the end of year forecast by adding additional columns (actual to date figures plus forecasted figures for the remainder of the year). She has created a formula to provide this figure and so based on averages to provide more accurate forecasting
- SIMS will be cancelled from September. An alternative system will be used, which will better integrate with other systems being used within the school

Risk Register

CVW and RC have met to discuss the Risk Register and have updated this. A member of staff within school has been given responsibility for maintaining this and risks have been assigned to the appropriate portfolio holder for ongoing monitoring.

Risks have been RAG-rated with Red risks being prioritised for further discussion and mitigating. Trustees were asked to review risks within their portfolio and provide updates by 10 May 2021.

Trustee reports/Committee feedback

Notes from the Audit Committee held on 29 March 2021 to be reviewed and presented to the next meeting.

A Safeguarding Report presented to the meeting was noted.

Safeguarding/Accidents and Complaints

Delayed Admission Request

A response has been sent following the request made to delay entry to Reception by a year.

Accident

An accident occurred in school that has unfortunately resulted in a meal time assistant having to take time off school sick. Trustees wished them a full and speedy recovery. Penny Fitch confirmed that this has been reported to HSE under the RIDDOR regulations.

Kingsteignton School Lease

Penny Fitch confirmed that she has received the lease from the Department of Education. This will enable the school to formalise the lease with Humpty Dumpty Childcare; without this it was not possible for the school to sub-let part of the building. She confirmed that this will be checked by a Solicitor and a retrospective payment will be charged from August last year.

Strategic plan

The ongoing pandemic has meant that Kingsteignton School has been unable to work in partnership with the United Schools Federation as they would have liked. Recent meetings with the Federation have confirmed that this will recommence. The Federation is split into a Big Schools Hub and Small Schools Hub; Kingsteignton School will join the Big Schools Hub along with St Michael's, Ipplepen and Marldon. Heads of these schools will meet, as will phase leaders, with the aim of sharing expertise to improve standards across the curriculum, to provide support to one another, with the aim of also improving everyone's work-life balance. The phase leaders will be encouraged to escalate any concerns to their respective Head of School. The Heads will meet weekly, likely via MS Teams, to ensure regular communication.

Board of Trustees evaluation

The meeting broke off into breakout rooms where smaller groups started to complete an evaluation template. This aims to provide insight into where there were skills deficits within the Board.

DB has also uploaded a self-evaluation template onto the Trustees shared area. Trustees were asked to complete this by 17 May 2021 in order that results of the evaluations can be consolidated and presented to the next Board meeting.

Business brought forward by the Chair

DB informed the meeting that JSU has confirmed she will be resigning as Chair at the end of this academic year. He urged anyone interested in becoming Chair – or a co-Chair - to step forward.

Dates and times of future meetings, to be held virtually until further notice:

- Monday 24 May 2021 at 5pm
- Monday 28 June 2021 at 5pm
- Monday 5 July 2021 Strategy/planning mtg for 2021-22 at 2pm, Members meeting at 4.30pm