



KINGSTEIGNTON SCHOOL: United Schools Trust

BOARD OF TRUSTEES MEETING

Monday 11th January 2021

Present:

David Barnett
Sue Clarke
Penny Fitch
Carli Peplow
Kevin Presland
Julie Stuchbery-Ullah **(Chair)**
Charlotte Vicary-Ward
Karen West

AGM attendees:

Penny Fitch (Principal)
Christina Mabin (Member)
Ian Sheriff (Member)
Glenn Smith (Member)
Julie Stuchbery-Ullah **(Chair)**
Elizabeth Thompson (Member)
David Barnett (Vice Chair)

In attendance:

Roz Cunningham, Business Manager (for first few items)

Apologies: Suzannah Wharf

Clerk: Sue Jones

The Board of Trustees meeting was directly followed by the Annual General Meeting, which was attended by the Members of the United Schools Trust

Audit report and annual accounts

The audit report and draft accounts were signed by the Chair and Principal and returned to Francis Clark before Christmas. They have been returned by Francis Clark and will be added to the school website. (The accounts were approved by trustees on 7 December 2020). Members signed to confirm that they have seen the annual audited accounts for 2019/20 and had the opportunity to ask questions.

Trustees and Members both agreed to appoint Francis Clark to undertake the next audit, which will be carried out in October 2021.

Finance/budget monitoring

The monthly budget was provided prior to the meeting by the Business Manager for November 2020. Trustees raised questions regarding costs of overtime and other covid-19 related expenditure.

It was agreed that the Business Manager will keep a record of all Covid-related spending so that the school can identify how this has affected them financially.

The Finance Policy and Scheme of Delegation have been updated. These will be shared with Trustees for agreement at the next Board of Trustees meeting.

Trustees

Members confirmed they were pleased to appoint a parent trustee whose term of office was due to expire in February 2021. This will enable them to continue as a trustee without an election process

during 'lockdown'. Marcus West, the Deputy Executive Headteacher and Head of School at the United Schools Federation was also appointed by Members.

This leaves two parent trustee vacancies. A letter will be sent to all families following lockdown requesting anyone interested to put themselves forward to stand as a parent trustee.

Members

Christina Mabin became a Member on 1 November 2020, following her resignation as a Trustee - She had been a trustee since 2015. The Chair will remain a Member as the Articles of Association state that this is how our Board must be organised. The meeting confirmed that this will be addressed if another school joins the multi-academy trust and the Articles of Association are formally amended.

Risk Register

The Audit Committee have reviewed the layout of the Risk Register. They recommended that additional columns are added, which will track risks that have been mitigated, and will note the risk and/or portfolio owner. It was agreed that risks will be separated into strategic and operational level risks.

Admissions Policy 2022-23

Trustees determined the admission arrangements for 2022-23.

Principal's report

The meeting agreed that the Principal only need produce update reports at the meetings held at the end of each term; this will enable the report to provide a more detailed overview and will help ease her workload.

She explained that as most children are home learning it is not possible to undertake assessments in the usual way; instead the wellbeing of all children is at the forefront of everyone's minds.

Trustees reflected that teachers have an unenviable workload as they manage online learning and teach in school simultaneously. They are mirroring as much as possible the work in school and at home, and children who are learning at home are invited to join story time each day. GDPR regulations restrict what can be recorded.

To help ease workloads as much as possible, the teacher employed to provide additional support will enable each teacher to have PPA cover for a day a week.

Safeguarding continues to be monitored closely.

Strategic plan

This is currently work in progress and has been divided into four objectives:

- Provision
- Growth of the school
- Growth of the multi-academy trust
- Governance

A virtual workshop will be held to complete this with Trustees willing to be involved. This will form part of the discussion at the next Board of Trustees meeting, which will be held in February.

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

- Monday 22 February 2021 at 5pm - meeting instead of Monday 1 March 2021
- Monday 22 March 2021 at 5pm - additional meeting
- Monday 26 April 2021 at 5pm stays as arranged
- Monday 24 May 2021 at 5pm - additional meeting
- Monday 28 June 2021 at 5pm instead of 14 June 2021
- Monday 5 July 2021 Strategy/planning mtg for 2021-22 at 2pm, Members meeting at 4.30pm