



KINGSTEIGNTON SCHOOL : United Schools Trust

TRUSTEE MEETING

Monday 13 September 2021 @ 1700h

	<p>Trustees present: DB – virtual attendance LC PF CP KP JSU (Chair) KW MW SW</p> <p>Apologies: KP</p> <p>Clerk – SJ</p>
01/09	<p>Welcome</p> <p>JSU welcomed everyone to the meeting. Introductions were made and apologies were noted as above. These were sanctioned by the meeting.</p> <p>She reflected that it was lovely that the majority of Trustees had attended in person, and in the discussion that followed the meeting agreed that they would be happy for a hybrid solution, whereby Trustees could attend in person or virtually dependent upon their personal circumstances.</p> <p>The meeting noted that CVW had resigned as a Trustee, and both KP and JSU will also resign in December 2021.</p>
02/09	<p>Election of Chair and Vice Chair</p> <p>The meeting agreed that JSU and DB are elected as Chair and Vice Chair for this term. DB further agreed that he would be happy to be a Co-Chair from January 2022.</p> <p>JSU informed the meeting that she and PF are due to meet with someone who is willing to join the Trust Board as a Trustee, and who is also an experienced Chair. Trustees were</p>

	happy for JSU to recommend that Members appoint this person as a Trustee, which could mean that a further Trustee is appointed at the next meeting.
03/09	<p>Housekeeping</p> <p>The meeting discussed the Housekeeping document and the following was noted:</p> <p>Terms of Reference</p> <p>These have been reviewed and will be reviewed again in October 2021 and January 2022 as the Board of Trustees changes.</p> <p>Audit Committee</p> <p>This currently has three Members, which is enough to enable the meeting to be quorate when it meets. Some tentative dates were proposed; LC will advise if any of these dates need to be amended. The meeting agreed that the Audit Committee should continue to feed into the Board.</p> <p>Finance Committee</p> <p>Will continue to meet monthly. DB confirmed that he will join these meetings until a Trustee is appointed to take on this responsibility.</p> <p>Trustee visits to school</p> <p>Trustees were reminded to plan their visits to school in advance, which will ensure visits are not overlooked, and will help school staff. It was further noted that as the school has grown, it may be more appropriate for Trustees to meet with other staff, not just the Principal.</p>
04/09	<p>Agree and sign annual forms</p> <p>Trustees completed the relevant annual forms, which were collected by the Clerk.</p>
05/09	<p>Audit Committee</p> <p>The meeting noted that the outstanding actions from the previous Audit Committee will inform the agenda. Notes from this meeting will form part of the papers of the Board meetings. This will also assess the importance and awareness of the security management needed for cloud-based offerings.</p> <p>Risk Register</p> <p>Trustees will be advised of red-rated risks within their respective portfolios.</p>
06/09	<p>Keeping Children Safe in Education</p> <p>Trustees confirmed that they had read and understood the updated Keeping Children Safe in Education document and KP will advise when he has finished reading this.</p> <p>Kingsteignton School Child Protection and Safeguarding Policy</p> <p>This has been updated for Kingsteignton School. It was noted that this aligns to other portfolios, including the Lettings, GDPR, Personnel and SEND and Trustees agreed that a list showing alignment would be helpful. Action: Clerk to identify if this can be made available. Trustees asked if the school was interested in the DfE mental health training available for senior leads. PF confirmed that they may participate in this training.</p>

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..... October 2021

	<p>Safer Recruitment Training</p> <p>KW, SW, MW, PF and LC confirmed they all have up-to-date safer recruitment training.</p>
07/09	<p>Exclusion and Behaviour Policies</p> <p>These policies were discussed by Trustees and several amendments were made, including the removal of the Covid-addendum, which is no longer applicable as the Covid guidance has now changed. The policies were approved.</p> <p>Lettings Policy</p> <p>Changes to this policy were discussed by Trustees, and the agreed amendments will be made. This was approved.</p> <p>Pay Policy</p> <p>An updated Pay Policy will be released this month. DB is liaising with PF to ensure that all teaching staff appraisals are undertaken by deadline.</p>
08/09	<p>Minutes of the previous meeting held on 28th June 2021</p> <p>The minutes of the previous meeting were reviewed, and the meeting confirmed that they were a true and accurate reflection of the meeting. These were signed by the Chair.</p> <p>Summary report following Board of Trustees meeting on 28th June 2021</p> <p>This was confirmed as accurate. Action: To be made available on the school website.</p>
09/09	<p>Matters arising from previous minutes</p> <p>JSU updated the meeting as below:</p> <p>a) Premises Review Report</p> <p>KP updated the Chair prior to the meeting that he has provided photographic evidence of the outstanding latent and patent defects. Most have been resolved, however the landscaping of the school field is the most major outstanding issue. Work continues to resolve this, and an update will be provided to the next meeting.</p> <p>b) Parent Trustee update</p> <p>The meeting agreed that a further letter should be sent to all parents/carers requesting nominations of anyone interested in becoming a Trustee. This letter should not request specific skills, and should include a special invite to new parents/carers of the Reception children asking them to make contact with Penny Fitch or Julie Stuchbery-Ullah if interested</p> <p>c) Governance Audit dates</p> <p>SJ is liaising with the Governance Consultancy Team to arrange dates in November 2021.</p>
10/09	<p>Staffing</p> <p>The meeting noted that WS has formally handed in her notice and leaves at the end of September. HS will replace her, and two new members of staff have joined the admin team, one will work Mondays, Tuesdays and Wednesdays, and the other Thursdays and</p>

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..... October 2021

	Fridays. Both will work from 9am until 5pm each day to ensure the office is covered at all times.
11/09	<p>Feedback from Standards and Curriculum meetings held July 2021</p> <p>DB confirmed that discussion regarding standards will form part of the agenda at the next meeting.</p> <p>SW confirmed that she had undertaken a Curriculum Visit at the end of last term and will forward her report to the Clerk.</p>
12/09	<p>Management Partnership Agreement Update</p> <p>The Management Partnership Agreement was drawn up on 28 June 2021 by the two Chairs, the Principal and the Executive Headteacher. Some amendments to this Agreement are being clarified and a further meeting will be arranged with the Chairs of the United Schools Trust and United Schools Federation to discuss these. An update will be provided to the next meeting.</p>
13/09	<p>Strategic Plan update</p> <p>The meeting reiterated that this will form the main agenda item of the next meeting.</p>
14/09	<p>Business brought forward by the Chair</p> <p>JSU provided apologies to October's meeting, and DB has agreed to Chair this in her absence. The main agenda items have already been agreed as follows:</p> <ul style="list-style-type: none"> • Approval of the SIP • Review Standards (following DB's recent visit) • Provide an update regarding the Management Partnership Agreement • Review the curriculum (following SW's recent visit) • Finance • Feedback from the recent Audit Committees <p>The meeting agreed that meeting face-to-face should be available for those wishing to attend in person, unless anything significant happens, in which case the meeting will automatically revert to virtual.</p>
15/09	<p>Dates and times of next year's meetings</p> <ul style="list-style-type: none"> • Monday 11 October 2021 5pm – 7.30pm • Monday 6 December 2021 (Auditor to attend part of meeting) 5pm- 7.30pm • AGM for Members, Principal and Chair Monday 10 January 2022 @ 5pm • Monday 14 February 2022 5pm – 7.30pm • Monday 4 April 2022 5pm – 7.30pm • Monday 23 May 2022 5pm – 7.30pm • Monday 11 July 2022 2pm and meeting with Members at 4.30pm



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