



## **KINGSTEIGNTON SCHOOL: United Schools Trust**

### **BOARD OF TRUSTEE MEETING**

**Monday 14<sup>th</sup> September 2020**

**Present:**

David Barnett  
Penny Fitch  
Kevin Presland  
Charlotte Vicary-Ward  
Suzannah Wharf

Sue Clarke  
Christina Mabin  
Julie Stuchbery-Ullah (**Chair**)  
Karen West

**Clerk** – Sue Jones

**Election of Chair and Vice Chair**

Julie Stuchbery-Ullah was nominated and agreed to be Chair of the Board of Trustees for this academic year. David Barnett was nominated and agreed to be the Vice Chair. The clerk will always ensure that meetings are quorate, and trustees were happy to accept virtual or face-to-face meetings as are necessary during the ongoing pandemic.

The Board **agreed** they wanted to ensure transparency and will ensure that the dates and times of Board meetings are published on the school website and an overview of the meeting made available to parents.

**Housekeeping for 2020/21**

**Trustees, portfolios and committees:**

Helen Hanks has resigned as an elected parent trustee. Carli Peplow has put herself forward to become a trustee – this was in response to our request for interested community members before the lockdown. The Board **agreed** to co-opt her as a trustee at this meeting. There will be a parent trustee election to replace Helen Hanks later this term. It was **agreed** that the election should be held in October.

The trustees' portfolios were reviewed and the following noted:

- |  |                                    |
|--|------------------------------------|
| • Safeguarding                             | Carli Peplow                       |
| • Community, Staff and Parental Links      | Julie Stuchbery-Ullah              |
| • Curriculum                               | Suzannah Wharf                     |
| • Finance                                  | Charlotte Vicary-Ward              |
| • Personnel                                | Julie Stuchbery-Ullah              |
| • Premises, Security and Health and Safety | Kevin Presland & Karen West        |
| • Pupil Premium                            | Sue Clarke & Julie Stuchbery-Ullah |
| • Standards and School Improvement         | David Barnett                      |
| • SEND                                     | David Barnett                      |

**Committee Terms of Reference** - The following Committees' Terms of Reference were reviewed and agreed by the Board, together with membership of each committee for 2020/21:

- **First and Second Committees**

- **Principal's Appraisal Committee**
- **Audit Committee**
- **Performance and Pay Committee**
- **Admissions Committee**

Aspects of Trust Board procedures and practice were discussed as necessary. Dates of meetings for the year were agreed in July 2020 and are listed at the end of this report.

The meeting agreed that it is sensible to keep trustee visits to a minimum at the current time and that they will arrange virtual meetings and phone calls to undertake monitoring this half term. Any meetings that have to be face to face will take place outside school hours.

**Admission arrangements for September 2022** - The draft admissions arrangements for September 2022 will be made available in the coming months and must be agreed by trustees before the end of February 2021, to be available on the school's website from March 2021.

**Declarations of Business and Pecuniary Interests** - The standing declarations remained.

**Trustee documents for signature** - Code of Conduct, Academy declarations of eligibility and declarations of business and pecuniary interests/register of business are to be signed and returned to the Clerk.

### **Keeping Children Safe in Education (KCSIE)**

Trustees were reminded of the importance of reading this document and signing to confirm they have read and understood. Trustees must return their form, signed either by hand or electronically.

### **Policies**

- **Safeguarding Policy** – Trustees **approved** this policy
- **Complaints Policy** – Trustees suggested mediation should be encouraged earlier in the process; to be reviewed and discussed at the next meeting
- **Curriculum Policy** – Trustees raised further points for improvement; to be reviewed and discussed at the next meeting

### **Safeguarding audit**

The safeguarding audit had been very strong, and staff were congratulated for their hard work. Trustees asked for confirmation that all staff had a clear understanding on how to report any safeguarding concerns and were reassured that weekly meetings and One Minute Guides serve to reiterate and ensure staff are frequently reminded of this.

Trustees asked about refresher safeguarding training for themselves. Karen West has already run two courses and will hold a third one virtually one evening so that all trustees and staff can attend that were unable to attend the first.

### **Minutes of the meeting held on 13<sup>th</sup> July 2020**

These were reviewed and confirmed as an accurate record of the meeting.

### **Matters arising - Premises and Health and Safety Review**

Penny Fitch explained that the hammerhead turning bay is currently being constructed along Heron Road. The fence around the perimeter of the field will then be reconstructed.

Work has been ongoing to address an issue with the cladding over the last two to three weeks of the school holiday. This issue has been resolved and will be finishing off work will be completed in the next few weeks.

Trustees raised discussion regarding the landscape contract, noting that the grass seeding has gone well, and the field is starting to look good. The contract covers the first five mows, and Wendy Smart is currently obtaining quotes for regular maintenance. There are also some trees to be replaced.

Penny Fitch confirmed that additional PPE has been received and that the school has the required PPE as per Government guidelines.

### **Principal's report**

The Board reflected that all children were returning to school following an unprecedented period amidst a global pandemic. The school was also welcoming a new class of Reception children.

Trustees received the Principal's report ahead of the meeting. Penny Fitch noted that it was lovely to have all children back at school.

Following their return to school children are studying Babcock's Book of Hopes. This is an e-book providing a selection of texts written by good authors and is enabling teachers to assess children's reading and writing. The Learning Challenge Curriculum is providing another good stimulus for reading and writing. As cross-curricular writing is an Ofsted priority, this is often timetabled in the morning to raise expectations and hence standards.

Spelling is another focus; children are often spelling words correctly in isolation but struggling to maintain this within their written work. This is improving.

### **Rights Respecting Schools**

Kingsteignton School is working with other schools within the Cooperative Trust to achieve the Silver award.

### **Staffing**

Appointments have been made for a kitchen manager and kitchen assistant. They have already positively influenced the menu, working to ensure it is in line with the school's dementia-friendly status and focussed on healthy eating.

A teaching assistant has also been appointed to the Year 4/5 class, and the teacher appointed to a 12-month contract to help with catch-up work has also settled in well and is working proactively and creatively.

### **Meal-time assistant vacancy**

Two vacancies remain unfilled at the current time, in part due to the school bubbles that mustn't mix. The vacancies have been advertised and it is hoped will be filled in the not-too-distant future.

### **Cleaner**

There is an advert live for a second cleaner to work for three hours each day, in part due to the additional cleaning required as a result of the ongoing pandemic, and also because the school has grown and now utilises both the upstairs and downstairs.

### **ICT Support**

Support of one day per month has been arranged from the United Schools Federation. They can remotely access all machines and will be able to resolve any issues that arise between monthly visits.

### **Attendance**

Concern was raised regarding levels of school absence as many children are likely to be affected by cold-like symptoms, some with temperatures and Covid-like symptoms, at a time when testing is very limited. This is being addressed at County level.

### **Covid-19 Testing for Schools**

The meeting agreed that, as a Trust Board, we will contact our local MP to voice our concerns about the lack of testing kits available to enable ourselves and other schools to provide continuity of education for our children.

### **Finance - Three-year budget**

Charlotte Vicay-Ward presented the three-year budget. Trustees **agreed** that lettings should only be encouraged within the school hall, as this can be accessed separately to the rest of the school and is self-contained. Trustees **approved** the budget, which must be submitted before the end of September.

### **Business Manager role**

Penny Fitch explained that the job advertisement for this role is now live. We are looking for an experienced business manager to work part-time initially, with a view that this could increase over time.

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

- Monday 12 October 2020 at 1500h – strategy meeting
- Monday 9 November 2020 at 1700h
- Monday 7 December 2020 to include Auditor's meeting at 1700h
- Monday 11 January 2021 at 1700h
- Monday 11 January 2021 AGM at 1830h - Chair and Principal with Members. Trustees invited.
- Monday 1 March 2021 at 1700h
- Monday 26 April 2021 at 1700h
- Monday 14 June 2021 at 1700h
- Monday 5 July 2021 at 1400h – strategy meeting