



KINGSTEIGNTON SCHOOL: United Schools Trust
BOARD OF TRUSTEES MEETING
Monday 22nd February 2021

Present:

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

In attendance:

Roz Cunningham, Business Manager (for first items)

Clerk: Sue Jones

Notes from previous meetings and actions outstanding

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

The following outstanding items were referenced:

- A balance remains with XMA, which will be used to purchase IT equipment to equip all classrooms within the school and provide some spare machines as well.
- Members appointed CVW as a Trustee. CVW was thanked for agreeing to undertake a second term of office. This leaves two parent trustee vacancies, which will be addressed once the current lockdown situation is eased.
- The Admissions Policy for 2022-23 has been amended and is available on the website.

Finance

The Finance Committee met in January 2021 and **agreed** that the Business Manager will be made the Chief Financial Officer for the Trust.

Finance Policy and Scheme of Delegation

Both documents have been updated. The meeting noted that the Policy states that all purchases that are £5,000 or more should be approved by the Trust Board. This was **agreed** and the Business Manager has drafted a process that will be followed for all future significant purchases. The meeting confirmed that there are approximately only two or three significant purchases made each year.

Budget monitoring

The meeting reiterated that the accounts are finalised approximately two weeks following month end. The Finance Group meet once the accounts are complete and review the updated situation.

Tendering for cleaning contract

As the school continues to grow, and especially during the ongoing pandemic, there is a need to ensure the school is regularly cleaned. The current cleaner does not have enough hours within his contract to clean the current building and in September the school will grow again. The meeting proposed to contract with Bright Co cleaning company. Trustees **agreed** that they would like them to undertake cleaning every day, and three times annually carry out a deep clean during the holidays.

Committee reports

Principal and Chair's meeting

The meeting discussed on-line tutoring, which will start following half-term for maths to help seven children catch-up as a result of the Covid school closures. Penny Fitch is undertaking further research into literacy on-line tutoring.

Standards and SEND report

The meeting sought reassurance that all vulnerable children are either in school or having regular contact from staff to ensure they are engaging with the remote learning and to support them with this. The majority are in school, and for those at home, work is being tailored to their needs.

Personnel

This was discussed in Part 2 of the meeting.

Safeguarding/Accidents and Complaints

There have been no safeguarding incidents or significant accidents since the last meeting.

A safeguarding visit will be undertaken shortly by the Safeguarding Trustee and Safeguarding Lead. The Single Central Record will be updated in line with recent guidance that relates to Brexit. This means that additional checks will be undertaken if recruiting staff who have lived or worked abroad.

One complaint was received. A thorough investigation undertaken, and response provided.

Policies

The following policies were reviewed by the Board:

- Coronavirus school closure arrangements for safeguarding and child protection at Kingsteignton School
- Stress Management Policy

Strategic Plan

This was discussed within Part 2 of the meeting.

Curriculum

The school is developing the Learning Challenge Curriculum. They have been working collaboratively with the United Schools Federation and all subject leaders across the schools have had input into this. This will be discussed in more detail at the next meeting.

Business brought forward by the Chair

The Chair raised the following points:

- Updates will be provided following the Prime Minister's briefing, which is due to set out how the current lockdown will be eased
- She urged Trustees to look through the Babcock list of training and to ask the Clerk to book them onto any relevant training. The school subscribes to Babcock, which means that courses are either free, or incur minimal costs

- She noted that two parent trustee vacancies remain and asked anyone who knew of parents that might be interested to contact her. A formal election process will take place following lockdown. She further asked any Trustee who might be interested in taking over from her as Chair to contact her

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

- Monday 22 March 2021 at 5pm
- Monday 26 April 2021 at 5pm
- 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