



KINGSTEIGNTON SCHOOL: United Schools Trust
BOARD OF TRUSTEES MEETING
Monday 24th May 2021

Trustees present:

DB (Chair)
LC
PF
CP
KP
CVW
KW
MW
SW

In attendance:

RC, Business Manager

Apologies:

JSU

Clerk – SJ

Minutes of Board of Trustees meeting held on 26th April 2021

The notes from the previous meeting were confirmed as being an accurate record and will be signed. The following outstanding items were referenced:

- **Additional information re possible trustees and parent vacancy action**
LC was thanked for putting herself forward as a parent trustee. PF confirmed that she will highlight LCs appointment within the next newsletter and will reiterate that another parent vacancy remains. A further trustee position will be advertised within Inspiring Governance.
- **Chair**
DB confirmed that he is happy to be co-chair, however he does not live locally enough to be the sole chair. The meeting reflected that trustees are struggling to be able to put themselves forward as chair due to other work commitments or are not experienced as a chair; they hope that a further trustee might be appointed who is an experienced chair
- **Confirmation that Trustees have read the H&S guidance within the Governance Handbook**
Trustees confirmed that all had read this guidance.
- **Date confirmed for H&S monitoring visit(s)**
PF is arranging with KP a date for this visit, which is planned to take place this term
- **HT Appraisal training on 9 June 2021**
JSU confirmed she can attend this. Trustees were reminded to advise if they could also attend
- **Kingsteignton School Lease; feedback from Wolferstans and confirmation of contract with Humpty Dumpty Childcare**

PF explained that Bevan Brittan was appointed by the DfE to work for us to confirm the contract with Humpty Dumpty Childcare.

Finance/budget Monitoring up to end of April 2021

RC raised discussion regarding the operational deficit, which has increased to £49,000. This includes £35,000, which is the actual cost of the impact of Covid on the school, and various other costs including the purchase of an additional computer system. The computer system will replace SIMS and Pupil Asset and is very cost-effective once installed but does require an installation fee of £8,000. Trustees were asked to approve the deficit. They asked for confirmation of the impact the deficit will have on the school budget and were reassured that this would not create an actual deficit; the surplus carry forward amount will be reduced. This is made up of start-up funding, which was provided to cover costs such as these, and carry forward amounts from previous years (for example while they were in the premises of St Michael's and incurring no expenses). The final payment of the opening grant is due to be received next year, which makes the purchase of the new software timely.

RC explained that the three-year plan is evolving and providing a more informed forecast, which is being used to determine future plans, for example how and when to increase staffing to support a growing school. It was noted that currently the staff : pupil number ratio is as expected for a school of its size.

Discussion regarding auditors for next year

PF explained that we have until January's Annual General Meeting to recommend an auditor to Members. Two alternative organisations have been contacted; one charged the same amount but was not so impressive, the other auditor charged less and came recommended from another school. A fourth auditor will be asked to quote and an update provided to the next meeting.

Risk Register update and monitoring during summer term 2021

Trustees were reminded to provide updates of any changes to the level of risk relating to risks within their portfolio ahead of the next Audit Committee, which has been arranged for 10th June 2021.

Trustee Reports/Committee Feedback

Reports were received as below:

- Audit Committee - Draft minutes from the meeting held on 29th March 2021 were noted, which will be signed off at the next Audit Committee meeting.
- Monitoring report, Personnel Portfolio
- Trustees' attendance at/booking for training

Strategic Plan – self-evaluation

DB provided an overview following the trustees' self-evaluation, noting most areas were positively reflected as green, with just one area – lack of charring experience – as a concern. It is hoped that a new Trustee will be identified who has experience in this area. The meeting reflected that the Strategy Meeting planned for later this year will look at responses to identify how the Board can function more effectively.

Safeguarding/Accidents/Complaints

A safeguarding review is due to be undertaken by Babcock on 10th June 2021. This annual review has been scheduled as part of the overall package that has been purchased from Babcock and PF will provide an update following this review to the next Board meeting.

Discussion regarding meetings for 2021-22

The meeting discussed the future Board layout and whether this should remain divided into portfolios or move to sub-committees; there are pros and cons for each but having a named person against each area of responsibility has worked well to date. The consensus was to continue with portfolios. Trustees also discussed the number of Board meetings and agreed that they would prefer to have one meeting each half-term, noting they would prefer for this to be a longer meeting and to meet less frequently.

It was further agreed that the annual plan should contain a map of when portfolio holder reports were presented to the Board to ensure that no meeting was overwhelmed with updates.

Policies

PF noted that the Support Staff Appraisal policy is with Roz Cunningham; this will be signed off at the next meeting in June. The other policies were **agreed**.

Any other business

PF informed the meeting that interviews for the new teaching post will take place tomorrow.

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

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