



**KINGSTEIGNTON SCHOOL: United Schools Trust**  
**BOARD OF TRUSTEES MEETING**  
**Monday 28<sup>th</sup> June 2021**

**Trustees present:**

DB  
LC  
PF  
CP  
KP  
JSU (Chair)  
KW  
SW

**In attendance:**

RC, Business Manager

**Apologies:**

CVW  
MW

**Clerk – SJ**

**Minutes of Board of Trustees meeting held on 24<sup>th</sup> May 2021**

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

**a) Additional information re possible trustee, the parent vacancy and Chair for 2021-22**

KP confirmed that he will not undertake a second term of office and will conclude his time as a trustee as his term of office ends in December 2021. He was thanked for all he has contributed. The meeting **agreed** to recruit an additional parent trustee, ideally with expertise in building and premises. It is hoped that a parent will put themselves forward and that they will be able to work alongside KP during the next term.

To date, the governance websites have not been able to identify another trustee who has expertise in personnel, or who is an experienced chair. **Action: JSU to continue to chase this up.**

JSU confirmed that she is happy to remain as a trustee within the Board, however will no longer be able to remain as Chair. She reiterated that DB is happy to co-chair.

**b) HT Appraisal training on 9 June 2021**

JSU attended this training on 9<sup>th</sup> June and is happy to be a part of the next appraisal, or to pass on the information gathered as necessary.

**c) Update re DfE support with Humpty Dumpty contract**

RC has not yet heard back from the Solicitors regarding the Humpty Dumpty Childcare contract. She hopes to hear back shortly

**d) Update regarding possible auditor for next year**

RC has received three quotes from alternative auditors for next year's audit. These will need to be reviewed; however this was **agreed** as not an urgent priority as the decision does not need to be made until the end of the year, with the Members receiving our recommendation at the next Annual General Meeting in January 2022

**e) Verbal update following Audit Committee (scheduled for 10 June) including Risk Register feedback**

Notes from the previous Audit Committee have not been confirmed by the Chair of the Committee and therefore not shared. RC and LC are meeting on 29<sup>th</sup> June and will discuss the Risk Register

**Health and Safety Report**

KP undertook the health and safety inspection on 17<sup>th</sup> June and completed the health and safety inspection checklist. He highlighted that urgent action was needed regarding the storage of some cleaning materials. This was a direct result of the additional cleaning that has been undertaken since Covid.

There remain some latent defects, the most frustrating being the playing field. **Trustees reflected that this was unacceptable as this issue has been ongoing for approximately two years now.** KP confirmed that the issue has been addressed several times, without a successful resolution. He recommended a pitch specialist should now be contracted to resolve the issue, whose costs would be counter-charged.

KP concluded that he had been unable to gain access to every room, and some details will be added to his report retrospectively. The completed report will be presented to the next Board of Trustees meeting in September.

**Principal's report**

PFs report had been shared with Trustees ahead of the meeting and she had received questions ahead of the meeting. She addressed these in turn, and Trustees were invited to ask further questions.

**Trustees asked about the quality of teaching, noting that during recent lesson observations feedback was positive with the majority of pupils making good or better progress. They asked if these figures were from the observations alone, or wider monitoring including triangulation of book looks, data analysis and pupil conferencing?** PF confirmed that the figures are from the formal lesson observations, drop-in observations and book looks. Pupil conferencing will be undertaken by subject leaders this half-term. She explained that analysis is still work in progress and KW is looking at the prior attainment sheets to start the analysis of where pupils were compared to where they are now. She explained that a Standards Meeting has been arranged for next week. They aim to get as much as they can done ahead of this meeting.

**Trustees enquired about the success of the tutoring programme, asking about feedback from the tutors and from the school's monitoring?** Weekly feedback is received of pupils' progress. Pupil conferencing confirms that the children are enjoying the one-to-one sessions and their confidence in maths, and consequently their enjoyment, is increasing. Pupils are due to complete their 15-hours by the end of the term.

**Trustees asked if there was any feedback on progress towards the Ofsted priorities?** It was noted that improvements have already been achieved against the first priority, which was to raise standards in writing across the curriculum. This has been achieved by using the Learning Challenge Curriculum and linking texts to topics so that writing takes place within a context. Spelling is being addressed and remains as work in progress.

**Trustees asked about the national averages for free school meals, pupil premium grants, SEND and EAL so that Trustees can see comparisons?** Penny Fitch confirmed that these comparisons will be available as soon as the data analysis is complete. However, she warned that the comparisons will not be like-for-like as the existing data is from 2019, which is pre-Covid, and it is therefore expected to

be lower. She expects to be able to make this data available for the beginning of September if it is not ready for the end of July.

**Trustees asked whether the school counsellor has enough hours to provide adequate support to children and their families?** PF confirmed that currently this is adequate, as some children conclude their sessions others are able to take up their places. The four-five sessions per week is working well.

**Trustees asked about the Nuffield Early Language Intervention (NELI) programme and how many children will be involved in this.** PF noted that this is broadly used for the bottom 20% of the class; the baseline assessment will be undertaken in September.

**Trustees asked if the safeguarding audit is available to trustees?** PF confirmed that this is currently with the trustee responsible for safeguarding and will be shared with Trustees ahead of the next meeting.

**Trustees asked if we have a date for the One West audit?** PF confirmed that our contract has been renewed and an audit report was recently received. **Trustees asked if this report will be shared with the Audit Committee?** This was confirmed.

### **Safeguarding/Accidents/Complaints not covered in Principal's Report**

PF confirmed that there have been no accidents other than those reported in her report.

A further safeguarding visit will be arranged this term. This will be a shorter one, and a larger one will be planned in the autumn term.

No complaints have been received.

### **Finance/budget Monitoring up to end of May 2021**

The meeting reviewed the revised budget, noting a potential surplus of £10,000 next year, £10,000 the following year and potentially £15,000 the year after, which provides capacity for investing in the curriculum and training.

JSU confirmed that the Finance Group met on 23<sup>rd</sup> June to discuss the budget in detail. Trustees **agreed** the three-year budget, which will run from 2021-2024. **Action: RC to upload this by the deadline set of 27<sup>th</sup> July 2021.** Trustees thanked RC for producing the plan and noted that the next Finance Committee will be held on 19<sup>th</sup> July.

Roz Cunningham explained that of the projected deficit of £36,000, £35,089 of this is due to Covid costs. **Trustees thanked RC for this update.**

Roz Cunningham left the meeting.

### **Trustee Reports/Committee Feedback**

JSU explained that LC had been in touch following the last meeting with some ICT questions. These were shared with RC and responses provided. They have been circulated to Trustees for information.

DB had recently undertaken a SEND monitoring visit. He reflected that the school is in a strong position.

### **Strategic plan**

PF and JSU met with MH (United Schools Federation Executive Headteacher) and NG (Chair of the Governing Body of the United Schools Federation) and together they have drafted a Management Partnership Agreement.

They fed back that PF will remain accountable for the United Schools Trust and the Executive Headteacher at the United Schools Federation will remain accountable for the Federation. This was **agreed**.

The partnership will enable Kingsteignton School to work with the Big Schools Hub, which is currently made up of the larger three schools within the Federation (St Michael's, Ipplepen and Marldon).

**Trustees reflected that this seems a positive step, with all schools working to a common goal.** It was noted that PF and the other Heads of School will together agree the text that outlines the common aims of the Agreement. Once agreed, JSU and NG (as Chairs of the Governing Boards) will sign the Agreement before the end of the summer term. This will then be operational from 1<sup>st</sup> September 2021.

The partnership will be monitored by a Joint Committee, which will include PF, MH and the two Chairs. JSU confirmed that as she has considerable experience in this area that she would be happy to continue as the trustee responsible for this piece of work, which was **agreed** by the Board. This Committee will meet each term to monitor progress being made, and updates from these meetings will be fed into the regular Board meetings of each organisation.

### **Strategic plan action plan updates**

JSU noted that the Members are due to meeting next Monday 5<sup>th</sup> July 2021 for an update on the work trustees have been doing this year and for the priorities for 2021/22 to be confirmed with Members.

### **Possible dates and times of next year's meetings**

The meeting confirmed the dates and times of next year's meetings, as listed below:

- Monday 13 September 2021 5pm – 6.30pm (Housekeeping)
- 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

The Finance Group will continue to receive monthly updates.

The make-up of committees for 2021/22 were discussed and agreed.

### **Policies**

The Health, Safety and Wellbeing Policy was agreed

The meeting noted that the Pay Policy will be updated again this September and will need approval at September's meeting. The Pay and Performance Committee will need to discuss this and discuss any applications from teaching staff to move through their next pay threshold. The meeting confirmed that staff appraisals will be undertaken in September in order for the Pay and Performance Committee to meet on 4<sup>th</sup> October 2021, a week ahead of the Board meeting on 11<sup>th</sup> October.

This was **agreed** by Trustees.

### **Business brought forward by the Chair**

JSU raised discussion regarding the letter received from Baroness Berridge that was sent to Academy Trusts on 10<sup>th</sup> June 2021. This outlined the change being made to the name of the Financial Handbook,

which is now known as the Academy Trust Handbook. This is to reflect the full range of important content and to highlight that it does not refer to just finance.

**Members meeting on Monday 5<sup>th</sup> July 2021 at 1630h**

JSU informed the meeting that the Members have confirmed that they will be attending this meeting. Trustees are invited to attend, however this is not mandatory. The meeting will largely review the updated strategic plan, pupil progress and our financial position.

**Training**

LC confirmed that she is booked to attend the Babcock new trustee training on 30<sup>th</sup> June

JSU completed the Headteacher's Appraisal training on 9<sup>th</sup> June

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

- Monday 5 July 2021 Members meeting at 4.30pm