



KINGSTEIGNTON SCHOOL: United Schools Trust

BOARD OF TRUSTEE MEETING

Monday 7th December 2020

Present:

Sue Clarke

Julie Stuchbery-Ullah (**Chair**)

Kevin Presland

Karen West

Penny Fitch

Carli Peplow

Charlotte Vicary-Ward

Suzannah Wharf

In attendance:

Sharon Austen, Audit Partner, Francis Clark (for item discussion following audit report)

Roz Cunningham, Business Manager (for first few items)

Apologies: David Barnett

Clerk: Sue Jones

Audit

Sharon Austen, Audit Partner, Francis Clark attended the first part of the meeting and presented the audit report. The Board of Trustees approved the accounts, and they confirmed that the United Schools Trust remains a going concern. The audit report will be signed by the Principal and Chair of Trustees and returned to Francis Clark before Christmas and the audit report will then be made available to the EFSA.

Finance update

The newly appointed Business Manager provided an overview of the school's budget. She has taken the high-level budget that was being used and added more ledger codes within this to provide more detail. The audit has provided confirmation of the budget, which will enable the budget to be rolled forward to the next academic year.

It was **agreed** that the Business Manager will provide a monthly summary of the budget, which will provide detail of income and expenditure against the different budgets, as well as a brief review of the updated position. She hopes this will provide Trustees with relevant information that will enable them to understand the school's position and to help them offer challenge.

It was further noted that the recently installed accounts software will enable forecasts to be prepared, including a five-year forecast. This together with projected pupil numbers will support forward planning.

She confirmed that November's budget will be presented to the next meeting in January 2021.

Updates provided by the Chair

The Chair proposed amending meeting dates, which will align with the availability of the month-end budget report. These were **agreed** by Trustees and are available at the end of this report.

A Standards meeting was due to be arranged with some of the Trustees, however this has been postponed until January. Once met, feedback will be provided to the Board of Trustees, most likely at February's meeting.

COVID update

Penny Fitch was been made aware that one teaching member of staff received a positive Covid test on Sunday 6 December. A further teacher received a positive test result on Monday 7 December. This means that the two respective year group bubbles will be required to self-isolate until 18 and 17 December respectively, including the teaching assistants within those bubbles.

Penny Fitch has spoken to the DfE, who have contacted Public Health England. She has also informed the Local Authority and Babcock and will continue to follow guidance provided and take any appropriate action over the coming days. She has spoken to all staff and notified all parents/carers.

Trustees wished those affected by Covid a speedy recovery, and she confirmed she will keep them informed of any further developments as they occur.

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

- Monday 11 January 2021 at 5pm - to remain in place with AGM arranged for 6.30pm with Members
- Monday 22 February 2021 at 5pm - meeting instead of Monday 1 March 2021
- Monday 22 March 2021 at 5pm - additional meeting
- Monday 26 April 2021 at 5pm stays as arranged
- Monday 24 May 2021 at 5pm - additional meeting
- Monday 28 June 2021 at 5pm instead of 14 June 2021
- Monday 5 July 2021 stays as arranged at 2pm Strategy/planning for 2021-22 and Members meeting at 4.30pm to hold Trust Board to account