



KINGSTEIGNTON SCHOOL: United Schools Trust

BOARD OF TRUSTEE MEETING

Monday 9th November 2020

Present:

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

Sue Clarke
Carli Peplow
Julie Stuchbery-Ullah **(Chair)**
Karen West

Clerk – Sue Jones

Development of Strategic Plan

Trustees started to draft a revised strategic plan at a meeting in October. This will be reviewed at each meeting to ensure it remains up to date and progress is made on each objective.

Kingsteignton School draft Admissions Policy 2022-23

Trustees reviewed the Admissions Policy that is currently in draft form following modifications by Devon County Council. It is due to be agreed by Parliament and needs to be determined by our Board on 11th January 2021. Trustees discussed the policy and made one amendment that relates to the oversubscription criteria.

Principal's report

The following was highlighted by the meeting following review of the Principal's report:

- Lesson observations have recently taken place
- The Business Continuity Plan will be reviewed and updated by January 2021
- The school's SENDCO is currently employed for a day week; however now that the school is growing Trustees suggested that these hours should be increased, noting that when the school reaches its full capacity a full time SENDCO will be needed. Penny Fitch is already liaising with the SENDCO regarding an increase in their hours
- Staffing - Roz Cunningham has recently been appointed at the School's Business Manager; her experience of working within an academy and expertise of financial systems will mean she will be a real asset to the school
- Attendance levels are on par with last year at 96-97%; persistent absence is 3.7%
- Appraisals have been completed for all teaching staff and support staff appraisals will take place this half term
- There had been no exclusions at the time of writing, but one child has now been excluded on two occasions. A Behaviour Care Plan is in place and the Babcock Behaviour Support Team is involved.

Finance

The newly appointed Business Manager will be providing regular budget monitoring updates ahead of Trust Board meetings. She will be invited to the start of future Board of Trustee and Audit Committee meetings to provide financial updates.

Audit Committee

The Audit Committee held an initial meeting and plans to meet again at the end November to ensure that it has an audit plan that is robust and that will enable the school to meet its objectives. Part of its remit will be to regularly review the Risk Register and ensure that significant risks are brought to the attention of the Board of Trustees.

Trustee reports

Safeguarding and standards and monitoring reports were received from Trustees that had undertaken virtual visits. These were received and noted by the Board.

Policies

The Looked After Children and SEND policies were reviewed and agreed by the Board. Other policies not needing Trust Board approval were reviewed by the relevant portfolio holders and will be updated.

Business brought forward by the Chair

Changes to the Trust Board

The Chair noted that Christina Mabin resigned as trustee on 31 October 2020 having been a trustee since 2015. She has agreed to become a Member from 1 November 2020. Carli Peplow has been co-opted onto the Trust Board as a Trustee. Letters were sent out via ParentPay on 4 November 2020 inviting parents to put themselves forward as a Parent Trustee by 30 November 2020.

School closure

The Chair explained that she was made aware that a member of staff had tested positive for Covid-19 on Sunday 8 November. Following this, NHS Test and Trace contacted a number of staff (including the Principal, cleaning, admin and kitchen staff) asking them to self-isolate. At this time, it was unclear whether more staff would be contacted, and anyone contacted by text or email are legally required to self-isolate. The Principal had already been in touch with the DfE who said they would inform Public Health England and she attempted to contact the Local Authority. The Board of Trustees discussed the situation by phone and concluded it would not be possible to open the school safely on Monday morning without these staff and that they needed to inform parents as soon as possible. All parents were contacted by phone or ParentPay on Sunday afternoon and the Chair was on the school gate on Monday morning in case any parents had not received the message. Online teaching resumed today and any families needing to borrow Chrome Books will be able to collect them from school tomorrow.

Trustees needed to ensure that all safeguarding and health and safety procedures could be conducted safely before the school could reopen. Contact was made with United Schools Federation on Monday morning to see whether any catering and leadership support might be available. The Principal spoke with a LA Officer just before the Trust Board meeting who suggested another avenue of support to pursue tomorrow. Some teaching assistants would be asked to work flexibly to cover the school office as needed. Parents would be asked to provide a packed lunch until the kitchen can be reopened. Our cleaner, not required to isolate, would be asked to increase his hours if possible and additional cleaners are being sought. Trustees agreed that the school should reopen as soon as possible for our most vulnerable children and for all children if possible. The Chair would inform parents of plans by Thursday as stated in the initial letter sent out on Sunday.

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

- 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