



KINGSTEIGNTON SCHOOL : United Schools Trust

TRUSTEE MEETING

Monday 6 December 2021 @ 1700h


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| | <p>Trustees present:</p> <p>JC PF KP KW SW (virtual attendance)</p> <p>In attendance: Sharon Austen, Audit Partner, Francis Clark (for item discussion following audit report) RC, Business Manager (for first items)</p> <p>Clerk:</p> | <p>DB LC (virtual attendance) CP JSU (Chair) MW (virtual attendance)</p> <p>SJ</p> |
| 01/12 | <p>Welcome and introductions</p> <p>The Chair welcomed everyone to the meeting and warmly welcomed Sharon Austen, Francis Clark.</p> | |
| 02/12 | <p>Declarations of Business and Pecuniary Interests, Code of Conduct and Register of Business Interests</p> <p>The standing declarations remained.</p> | |
| 03/12 | <p>Audit Partner, Francis Clark</p> <p>Sharon Austen, Audit Partner, Francis Clark attended the first part of the meeting and presented the audit report. 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. The audit report will then be submitted to the EFSA and the signed report sent to Companies House for filing. Although the audit report will not be made available to the public, the accounts will be posted onto the school website.</p> | |
| 02/12 | <p>Minutes of previous meeting held on 11th October 2021</p> <p>The minutes of the previous meeting were confirmed as an accurate record. These were signed by the Chair.</p> | |
| 03/12 | <p>Matters arising from previous minutes</p> | |

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Signed:

February 2022

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| | <p>The following matters arising were discussed:</p> <ul style="list-style-type: none"> a) Update re parent trustee vacancy/finance/HR/premises skills Parent vacancies to be advertised on the school website, and the PTA might also have parents that might be happy to stand as a trustee. b) Feedback from Pay and Performance Committee, held 29 November 2021 This was discussed and noted. a) Humpty Dumpty Childcare – confirmation of Tenancy at Will The contract has been signed and exchange is expected imminently. b) Governance review report and next steps update This had been positive and highlighted lots of good practice and had even asked the Board to consider itself as outstanding. It was noted that we still have five hours of support left, which is likely to be directed to the management of policies. c) Joint Committee meeting with USF on 12 November 2021 JSU confirmed that work to agree the Management Partnership is ongoing. Staff continue to work with colleagues from the Big Schools Hub, which provides all with support and is to everyone's benefit. d) Premises update – school field PF confirmed that stones continue to work their way to the surface of the pitch, meaning it remains unsuitable for use. She has been identifying other funding available that could help to provide support to make the pitch fit for purpose, including Astroturf and making it available to the wider community. She will provide an update to the next meeting. e) Allegations of abuse against staff policy KW explained that the section of the Keeping Children Safe in Education policy that references serious harm has been rewritten. This means that the above policy will need to be amended to take account of these changes. f) Completion of Third Parties information forms Clerk confirmed that all had been completed. |
| 06/12 | <p>Finance update</p> <p>RC advised that there were two tenders for Trustees to review:</p> <p>Annual grounds maintenance contract Trustees confirmed that this contract should be awarded to ID Verde.</p> <p>Annual auditor The meeting recommended the annual auditor for next year; this recommendation will be presented to Members at the Annual General Meeting, which will be held in January 2022. RC left the meeting at this point.</p> |
| 07/12 | <p>Principal's report</p> <p>Trustees asked about the shades and fencing around the school field? PF confirmed that they had requested tenders for the shades and work is ongoing to address the school field.</p> <p>Part time working requests</p> <p>Trustees noted that there had been requests to work four days per week, rather than five and noted that work was being undertaken to see if it was possible to approve these requests. They concurred that requests such as these should be accommodated wherever possible; this</p> |



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| | <p>will maximise staff retention and support the wellbeing of staff and help to support a healthy work-life balance.</p> <p>Data</p> <p>Trustees asked how the aspirational targets are identified? Penny Fitch explained that the majority are aligned to prior attainment; however targets are added to reflect the cohort.</p> <p>Trustees asked about comparisons against national data, and whether they are benchmarking against 2019 data still as a result of the ongoing pandemic? Penny Fitch confirmed that the 2019 data remains the most recent. She further noted that results compared favourably against these. Trustees asked if a comparison against the national data could be referenced; this enables the strength of the school to be immediately visible and enables the reader to celebrate the school's success. Action: Penny Fitch to ensure this benchmark is introduced from hereon.</p> <p>Trustees asked about the national tutoring programme and asked if there is scope for more children to access this? Penny explained that children that could benefit from additional support are identified within the progress sheets, and all receive additional interventions.</p> <p>Trustees asked what sort of tutoring is being sourced? Penny confirmed that she is looking for a local tutor in preference to on-line tutoring.</p> |
| 08/12 | <p>Feedback from Audit Committee held 15 November 2021</p> <p>Lisa Cummings provided a brief overview following the recent Audit Committee.</p> |
| 09/12 | <p>Trustee visits</p> <p>Safeguarding visit, undertaken on 9 November</p> <p>It had been lovely to go into school and speak to staff and children. Figures had looked healthy and monitoring visits will continue on a termly basis.</p> <p>The S175 annual safeguarding audit has been completed, which was reviewed with Trustees. PF will also review this before it is submitted later this month.</p> <p>It was noted that staff miss the situational scenarios that used to provide at staff meetings, but which have ceased during the ongoing pandemic as staff have remained within their bubbles. These will be reintroduced when possible.</p> <p>SEND visit</p> <p>DB noted that he had undertaken a SEND visit today; his notes from this visit will be shared with Trustees in the near future and reported at the next meeting in February 2022.</p> <p>Personnel, Staff Links and Partnership Development visit undertaken by JSU and JC on 23 November 2021</p> <p>JSU and JC provided a brief overview following their recent visit.</p> |
| 10/12 | <p>Complaints/Accidents/Exclusions this term</p> <p>Exclusions</p> <p>JSU confirmed that there had been no exclusions during this term.</p> |



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| | <p>Accidents There had been one accident involving the Play Trail.</p> <p>Complaints JSU explained that there had been two complaints this term; however these had been from the same family.</p> |
| 11/12 | <p>Policies to be approved by the Board The Pay Policy had been shared with Trustees ahead of the meeting, which was approved.</p> |
| 12/12 | <p>Review Terms of Reference to update for January 2022 JSU raised discussion regarding the Terms of References, noting that as she and KP reach the end of their term of office that vacancies within these had arisen. The following was noted:</p> <p>Principal's Appraisal Committee – JSU and KP sat on this Committee; JC confirmed that she would join this Committee</p> <p>Admissions Committee – JSU was removed from this Committee</p> <p>Community, Staff and Parental Links – JC replaces JSU as the portfolio holder for staff links</p> <p>Pay and Performance Committee – KP has been removed from this Committee</p> <p>Premises, Security and Health and Safety Portfolio – KP has been removed from this Portfolio; KW remains the portfolio holder until a new premises trustee is appointed</p> <p>Personnel Portfolio – JC has replaced JSU as the portfolio holder</p> |
| 13/12 | <p>Business brought forward by the Chair - JSU noted the following:</p> <p>Term dates for 2022-23 The meeting agreed that these should continue to align with the dates of the United Schools Federation as several families have children at both schools. Trustees further agreed to continue with the two-week October half-term</p> <p>Defibrillator PF confirmed that Newton Abbot College had raised funding to purchase 20 defibrillators and have given one to Kingsteignton School. She has also sourced an electrician who will fit this free of charge. This will be fixed to the school fence on the estate side of the school, which will enable it to be accessed by the community as well as the school.</p> <p>AGM JSU agreed to work on the agenda ahead of the Annual General Meeting that will be held in January. The ongoing Covid situation will determine whether this can be held face-to-face or virtually nearer the time.</p> <p>PF thanked JSU for her support since the school was formed, and Trustees added their thanks, noting that she had regularly gone above and beyond what was required. KP was thanked for his support, especially in the school's infancy and the work he has done to support the build and since.</p> |



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| 14/12 | Dates and times of future meetings <ul style="list-style-type: none">• 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 meeting concluded at 7.35pm |

A handwritten signature in black ink, appearing to read 'JAC King'.