



KINGSTEIGNTON SCHOOL : United Schools Trust

TRUSTEE MEETING

Monday 11 October 2021 @ 1700h

	<p>Trustees present: DB (Chair) LC PF KP KW MW (virtual attendance) SW (virtual attendance)</p> <p>Apologies: JSU CP</p> <p>Clerk: SJ</p>
01/10	<p>Welcome and introductions</p> <p>The Chair welcomed everyone to the meeting and apologies were noted as above, which were sanctioned.</p>
02/10	<p>Minutes of previous meeting held on 13th September 2021</p> <p>The minutes of the previous meeting were confirmed as an accurate record. These will be signed by the Chair.</p>
03/10	<p>Matters arising from previous minutes</p> <p>The following matters arising were discussed:</p> <p>a) Adoption of the protocol for trustees wishing to attend meetings virtually Trustees had reviewed the protocol ahead of the meeting and agreed to adopt this.</p> <p>b) Update re additional Trustees DB informed the meeting that all Members had approved the appointment of JC, who has agreed to become a Trustee and a co-Chair within the Board. It was agreed that the clerk will draft a letter to be sent to parents now that the Reception children have settled into school</p> <p>c) Governance section of the school website updated The Terms of Reference and the Governance Overview have been updated and uploaded onto the school website</p> <p>d) Update re teaching staff appraisals and pay policy The Pay and Performance Committee has been postponed and will now be held on Thursday 4th November. The Pay Policy will be agreed at this meeting.</p> <p>e) Trustee monitoring visits – dates arranged for the autumn term DB reiterated the need for all Trustees to undertake a monitoring visit each term. CP and DB confirmed they will undertake visits in November</p>

	<p>f) Update on DfE training for senior mental health leads before March 2022 (KCSiE P.43/Para171) PF explained that DfE training is available to a third of staff working within state schools. Action: PF to book this training prior to half-term to ensure she receives the grant.</p> <p>g) Use of Tom Bennett information re teaching behaviours SW confirmed she has shared this information with PF, and will look out additional information that relates to SEN. The meeting reflected that the Tom Bennett approach relates to teaching good behaviour to create the desired culture</p> <p>h) Humpty Dumpty update RC met with the Nursery Manager to discuss the lease and payment. They are working to put in place a Tenancy at Will. This will be a temporary arrangement pending the final lease agreement, which cannot be put in place until they have heard back from Land Registry.</p> <p>i) Dates for Governance Audit/Review Jane Lucas, Babcock, will be undertaking a Governance Audit on 4th November 2021. LC confirmed that she would be available during that day via MS Teams and was happy to represent the new Trustee. MW was happy to represent an experienced Trustee if needed. JSU and DB will also be available on the day</p> <p>j) Update for Joint Committee meeting with USF The Joint Committee meeting with the United Schools Federation has been postponed; an alternative date will be agreed soon.</p> <p>k) Premises Review Report The school field requires more work. Action: It was agreed that the DfE should be asked to raise this on behalf of the school again. The meeting agreed that corrective action needs to be taken in the near future, and the field turfed so that it may be used in the spring. The kitchen area is not impinging on the path around the school. KP reiterated that a fenced off area needs to be created to be used by kitchen staff. The outstanding areas relating to electrical safety will be checked, and the outstanding action relating to COSHH has been actioned.</p>
04/10	<p>Audit Committee update, including review of the Risk Register</p> <p>LC provided an update following the recent Audit Committee, noting their recommendation that governance should not be a discussion point for internal audit due to the Governance Review that has been arranged for 4th November via Babcock.</p> <p>The Audit Committee reviewed the Red and Amber risks within the Risk Register. Every risk that has been amended has been highlighted in yellow so that portfolio holders can quickly see all changes.</p>
05/10	<p>Complaints/Accidents/Exclusions this term</p> <p>DB informed the meeting that a complaint was received, and the Complaints Policy was closely followed. The outcome of the complaint has been communicated to all parties.</p>
06/10	<p>Policies</p> <p>Trustees had received the SEND policy and information report, and Privacy Notice for the School Workforce ahead of the meeting. These were approved by the meeting.</p> <p>Other policies are following the new checking and approvals process. This led to discussion regarding this process, and the meeting agreed that although early days, the process seems to be working well. It was also noted that many of the policies do not require full Board approval.</p>

07/10	<p>Finance/budget monitoring until august 2021</p> <p>RC provided an update following the meeting held in September, which focussed on year end, which occurred in August. RC informed the meeting that despite concerns about ending the year in a deficit position, the final position was a carry forward. The meeting reflected that whilst the leadership team has taken care to ensure that the children have received everything they need; they have been cautious, which has had a positive impact.</p> <p>Audit</p> <p>RC explained that the audit is currently being undertaken and she is providing the information requested by the auditors. No feedback has been received to date as the auditors are still data gathering; it is anticipated the report will be made available in the coming weeks.</p>
08/10	<p>Strategic Plan Update</p> <p>DB split the meeting into pairs, and each pair was allocated time to review each of the following areas in turn:</p> <ul style="list-style-type: none"> • Vision & Community • Growing the School • Partnerships • Governance <p>The meeting reflected that it has been an exceptionally difficult 12-months due to Covid, which has seen areas not being supported as they usually would have. Action: DB to collate feedback received and present to the next meeting.</p>
09/10	<p>Information to inform School Improvement Plan</p> <ul style="list-style-type: none"> • Standards monitoring • Curriculum monitoring • Safeguarding monitoring <p>Trustees discussed these reports and noted their contents.</p>
10/10	<p>Approve School Improvement Plan</p> <p>PF presented the draft School Improvement Plan, noting that she was unable to include details regarding partnership working as this has not yet been confirmed. She explained that all Trustees had received a copy and invited any comments, noting that this will be reviewed regularly.</p> <p>In the discussion that followed it was agreed that this does not require approval from the Trustees. It was agreed that this should remain a regular agenda item, which will provide the opportunity for the Plan to be reviewed, shared and discussed at regular points throughout the year.</p>
11/10	<p>Business brought forward by the Chair</p> <p>DB asked the meeting for feedback on what had gone well, and if there were any improvements that could be made ahead of the next meeting. The following was noted:</p> <ul style="list-style-type: none"> • Electronic meeting papers should be provided via the iPads • The length of meetings was discussed, and it was agreed they should not run beyond 7pm • The technology worked well, and the meeting confirmed that hybrid meetings were successful

12/10	<p>Dates and times of future meetings</p> <ul style="list-style-type: none"> • 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 meeting concluded at 7pm