



Minutes of a meeting of the full Governing Board of Trekener Community Primary School held at the School on Monday, March 20th 2023 at 6.30pm

PRESENT: Sue Baldwin (Chair), Naomi Craddock, Tifenn Dinesh, Mrs Laura Mead (Headteacher), Elizabeth Nowak-Bourgoin.

APOLOGIES: Kirsty Stapleton.

IN ATTENDANCE: Miss Caroline Stone (Clerk)

1. **Apologies for absence:** There were apologies for absence from Kirsty Stapleton.
2. **Opportunity to declare pecuniary interests:** No new pecuniary interests were declared.
3. **Minutes of the FGB meeting of January 31st 2023:** Governors agreed that the minutes were a true and accurate representation of the meeting on January 31st 2023, and the Chair signed the minutes on behalf of the Board.
4. **Matters arising from the minutes not elsewhere on the agenda:**
 - a. There were no matters arising.
5. **Finance:**
 - a. Briefing training on school finance: The Clerk gave a brief session explaining to Governors school funding and how to read the monthly management accounts.
 - b. Benchmarking: The training then dovetailed into benchmarking. Trekener has been very well funded on a per pupil basis in comparison to other primary schools both nationally and locally. Trekener shows a low percentage of spend on staffing compared to other schools. The exception being for admin staff which was noticeably low compared to similar schools. Other areas of expenditure were in the median band, except for spending on utilities which is very low – presumably due to the issues over the electricity bill.
 - c. Budget monitoring: Governors asked the Head:
 - i) About the high levels of unspent PP and Sports Premium: The Head had inherited a very high level of carried forward pupil premium (£15,096) and then added to that is this year's allocation of £10,650. One issue is that spending has not yet been correctly allocated. There are staffing costs, for example, that need to be allocated to this part of the budget. Sports premium also had a high carry forward and then some equipment that had been ordered hasn't arrived and some orders have been cancelled. This will be fully allocated in the new budget. Governors asked if SP could be allocated to bikeability and balanceability? Some children have missed out on these sessions. The Head said that would be looked at. PP will help pay for the Bristol trip for PP children and will also be put towards the reading programme.
 - ii) Why is there still money in the school improvement pot?: again this has not been correctly allocated. Some of the spending on supply should be in this line because it free up the Head's time to work on school improvement. The line is also high because money was moved from advertising where it was not going to be spent to this line and to the admin line.
 - d. Preliminary thoughts on budget for 2023/24:
 - i) It was pointed out that the funding statement which had been circulated to Governors shows a decline in funding for 2023/24 because of the decline in pupils on the roll. In addition, there will be a loss of SEN funding since some children have

been found places at alternative provision and one child is going up to secondary school.

- ii) There will need to be some capital spend on IT. The office needs a new PC and two staff computers need replacing. The Head also wants to start a rolling programme of replacing Chromebooks which are now four years old.
 - iii) The Head is putting costings to the Ofsted action plan. The PTA is keen to be involved in some of the actions such as incorporating and linking the shed to the sensory garden. Another action is around Early Years resourcing and creating a free flow area. Parents are also keen to help with this.
 - iv) The Head shared her thinking around options for staffing and class structures with Governors. This will be brought to the next FGB meeting in detail with the budget implications. The Head's thinking is being driven by the children's needs. Some children have missed out on sections of the Early Years curriculum due to covid so it will be good to keep the class small so gaps can be addressed.
 - v) Governors asked if more capacity could be put into admin? Perhaps an apprentice would be an option?
- e. SFVS:
- i) Governors approved the SFVS.

6. Headteacher's report including SEN and staffing:

- a. The Pre-school has capacity. Several parents have asked about the possibility of full-time provision. This will be explored with consideration to starting this from May. The Head needs to be sure that at least the staffing costs are covered.
- b. There has been a Missing in Education referral made. The Head is in contact with the Mother and is offering remote learning to support the family.
- c. The number of children on EHCP has dropped from four to three since one child was found a place in alternative provision. And in fact from today, the number is down to two as one child has been found a place. One child will leave to go to secondary school in September. Two children are being assessed for an EHCP application. The Head said that she would like to retain the TA who was working with the child who left for alternative provision today on reduced hours. She is paid until Easter. The Head would like to use her to support reading interventions and to free up a TA to do nurture groups in KS2. The Head would like an intensive programme of interventions through the summer term. Governors approved this.
- d. **Governors challenged about attendance.** Data has been hit by children ill with Strep C. Persistent absence is having a huge effect. A support plan is in place but there are difficulties about transport. The route has sections that are unsafe to walk and when the road was closed recently the children did not attend for two weeks.

7. Update on Ofsted Action Plan and Peer Review Report:

- a. The Head will have a new strategic plan complete with costings ready for Governors after Easter. She is looking at using either the International Primary Curriculum or Cornerstones to give a basis for the curriculum to which staff can add their own material. This will take the pressure off staff since if there are two split key stages there will need to be a four year rolling curriculum rather than a three year one to fit the class structure
- b. The Head was very happy with the Peer Review Report. It contains a lot of positives and some quick wins. Parents could see improvements being made and spoke very positively about the School.

7. Safeguarding to include CIC and PP:

- a. Safeguarding policies to review: Governors had not had enough time to review the policies. They will read them and respond to the Clerk within a week. (Action: all Governors)
- b. s175: The Head is looking at last year's report which was done as a peer review and will prepare this year's report before the June deadline. She is about to attend training by Helen Trelease.

- c. PP strategy report for review: this is being rewritten and will be brought to the next meeting.
(Action: Head)

8. Governors monitoring reports and visit planning:

- a. Tifenn and Naomi have both done visits and submitted reports. The Chair said that both the reports were good and clear. They show where the School is and where we want to be. Governors will look at doing pupil voice on their next visit.
- b. Natalie has also been in to do a visit.
- c. Elizabeth will come in on April 24th to look at curriculum development and a safeguarding visit to include the SCR will be done at the end of April.

9. Premises and Health and Safety:

- a. The shed is still needing repair.

10. GDPR:

- a. The Filtering is working and the School has been able to run a coding club. Data mapping is still needed.

11. Governor Training:

- a. Elizabeth has completed GOV1. Tifenn is doing the Ofsted readiness course on the 23rd.

12. Governor Recruitment:

- a. An appeal has been in Lezant News for three months in a row. Next month there will be a school update to try to raise interest in the school.
- b. Natalie has collected posters for display.
- c. Elizabeth suggested asking DS Smith if any members of staff might like to do community service as a Governor.
- d. The Chair will draw up a scope for an associate member of the Board who will look at premises and health and safety and approach a possible candidate.

13. Future meeting dates:

Tuesday, May 2nd 2023 at 6.30pm

(There being no other business the meeting closed at 8.48pm.)

Chair.....

Date.....

ACTIONS

Action

Responsible Person

New actions

Review safeguarding policies

All governors

PP strategy report

Head