

The Kenn & Kenton Federation

PART 1 MINUTES

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| Meeting: | 1 - Full Governing Body | Date:/Time: | Wednesday 5 th October 2016 – 6pm | Venue: | Kenn |
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| Present: | Initials: |
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| Amanda Somerwill | AS |
| Jan Caig | JC |
| Jane Lewis | JL |
| Barry Cripps | BC |
| John Williams | JW |
| Carol Smith | CS |

| Present: | Initials: |
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| Linda Baker | LB |
| Dave Roberts | DR |
| Will Dale | WD |
| Julie Gibbs | JG |
| Laurence Adams | Clerk |

| Present: | Initials: |
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| Apologies: | Initials: |
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| Leigh Mansfield | LM |
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| Minutes to: Diocese/Websites |
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| Min. No | Actions & Decisions | Owner | Date: |
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| 1/1 | Governor prayer – led by JW | | |
| 1/2.1 | Welcome & Apologies – JC welcomed governors to the first meeting of the new academic year. Apologies received from LM. | | |
| 1/2.2 | Register of business interests - New business interest forms were completed by governors. Clerk advised that under the new regulations information on governors and any business interests will be published on the websites. There were no business interests declared. Form to be forwarded to LM for completion. | Clerk | Complete |
| 1/2.3 | Election of Chair & Vice-Chair – clerk took the chair. JC was elected as Chair of the governing body until the end of her term. Proposed by LB seconded JG. CS was elected as Vice Chair of the governing body for a term of 1 year. Proposed by LB seconded WD. | | |
| 1/2.4 | Chair's business & correspondence – Discussion about the need for additional Governors – agreed that the body needed additional Governors, Clerk to look into local publications where the position could be advertised. To bring list of possible publications to next FGB meeting. Correspondence – Excellence for all Evaluation Document has now been sent to the schools, copy to be forwarded to all governors. A discussion was held regarding the results for reading and writing for Kenn and Kenton both schools had lower scores in reading than writing. Kenn's results better than Kenton's. Kenton's results down on reading but both school above the Devon and National average. Letter received from DCC regarding EHC given 15 working days to respond and sent out on the 2 nd of August. Chair to complain about timeframe of letter. The Head Teacher's appraisal and salary review have been received by the chair. JG has looked at the national standards and aligned the Head Teachers objectives with these. The DfE has published a new Governance Handbook; the government is encouraging Governors to focus on the three core functions. Copies are to be obtained for the Governing board. Committee structures and lead governor roles were agreed – Agreed to wait on | Clerk | Complete |

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| | structure until another member of staff is on the Governing Body. Clerk to obtain form from predecessor. Pay and Performance DR to go onto committee and WD to chair. DR will also be led Governor regarding the Attendance Policy; AS will still update the board. | | |
| 1/2.5 | Terms of Reference for all committees were agreed. BC will continue as Chair of FPP, DR to go onto P&P committee and WD to Chair. These amendments will be added to the Governors' Handbook, structure to remain unchanged until new members of the Governing body are appointed. Governors' Handbook to be signed by chair and Governors this to be done at next FGB meeting and uploaded to the websites following the meeting. Clerk to obtain form for staff members of Governing body from predecessor. | Clerk | 30/11/16 |
| 1/3.1 | Minutes of the meeting held 13th July 2016 were agreed as a true record, proposed CS, seconded DR and signed by the Chair. Matters arising: <ul style="list-style-type: none"> Following on from discussions at the July meeting and subsequent suggestions from governors, the following issues were discussed: <ul style="list-style-type: none"> The content of the Governors Newsletter The role of Governors within the federation The assessment process Governors focus for the forthcoming year A discussion about the merits of becoming an academy was held. AS has emailed Dawlish Learning Partnership with the view of a future meeting to discuss. | | |
| 1/4.1 | Safeguarding issues – AS updated governors on recent safeguarding issues across the Federation. CAP training to be held in both schools; Staff and Parents at Kenn on the 18 th of October and Staff and Parents at Kenton on the 20 th of October. Pupils at both schools on the 31 st of October and 2 nd of November. | | |
| 1/5.1 | Federation Improvement Plan 2016-2017 The updated SIP & SIAMS plans had been circulated to governors prior to the meeting. AS talked Governors through the main points of the plan: Federation Improvement Plan 2016 – 17: KEY PRIORITIES OF THE PLAN: - <ul style="list-style-type: none"> MATHS ATTAINMENT AND PROGRESS OF SPECIFIC GROUPS OF CHILDREN ENRICHMENT AND BROADENING OF THE CURRICULUM TO DEVELOP OPPORTUNITIES FOR HIGHER ABILITY WRITERS BEHAVIOUR AND SAFETY SIAMS – <ul style="list-style-type: none"> To help develop Kenn's distinctive Christian character by promoting personal self-esteem, good working attitudes and mutual support based upon Christian values. The plan also looks at extending good RE displays throughout the school to promote and celebrate children's learning and highlighting the schools' Christian values. The plan is accessed by asking Review questions on a term by term basis with a final review at the end of term 3. <p>BC asked about the support available to the RE coordinator – recourses are available from the Diocese. Felt that there is a perception that Christian awareness was a less well taught part of the curriculum.</p> <p>JG asked about the learning pit and AS explained about the Concept, Conflict, Construct and Consider model and how pupils can assist their peers using this learning approach.</p> | | |
| 1/5.2 | Review of Self Evaluation Forms – Still a work in progress, draft forms distributed to | | |

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| | all governors by AS and taken for review. | | |
| 1/5.3 | Pay Policy - The policy as recommended by HR was circulated prior to the meeting. The Chair questioned if the rates for senior leadership were unchanged. There has been no decision to change them as the school sizes remain unchanged. Clerk to remove the mark up sections of the policy to provide clarity. All non-relevant sections are to be removed and policy to be sent out again to all Governors. | Clerk | Complete |
| 1/5.4 | Governors' Handbook - All Governors were reminded of the Code of Practice and meetings protocol. The responsibilities of the T&L and FPP committees are to be updated and the committees will review. Lead Governor Roles were discussed and there were no matters arising. The federation Marketing Policy is to be discussed at the next T&L meeting. A copy of the declaration is to be signed by the chair; the document is to be amended by the Clerk to contain an appendix which can be signed by all Governors with relation to the Governors Code of Practice. This and the declaration will be signed at the next FGB meeting. | Clerk | Complete |
| 1/6.1 | Schedule of Governor visits – the table of visits with focus topics for the coming year circulated at meeting and governors are asked to look at which visits they would like to do. Dates then to be agreed between AS and governors. | | |
| 1/6.2 | Governor training – booked as follows for Autumn/Spring term: Governor Refresher Training – JC - booked Induction for New Clerks – LA - booked Governor Finance Event – BC – booked Performance Data in Primary Schools – provisionally book – already full T&L training to be considered for LB Governors who recently attended training have been added to the log. | Clerk | Complete |
| | Additional – All information distributed at meeting and register of business interests forwarded to LM | | |
| | Next FGB meeting: Wednesday 30th November 2016, 6pm, Kenton | | |

Signed:Chair

