

The Kenn & Kenton Federation

PART 1 MINUTES

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| Meeting: | 1 - Full Governing Body | Date:/Time: | Wednesday 30 th November 2016 – 6pm | Venue: | Kenton |
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| Present: | Initials: |
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| Amanda Somerwill | AS |
| Jan Caig | JC |
| Jane Lewis | JL |
| Leigh Mansfield | LM |
| John Williams | JW |
| Carol Smith | CS |

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

| Minutes to: Diocese/Websites |
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| Min. No | Actions & Decisions | Owner | Date: |
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| 2/1 | Governor prayer – led by JW | | |
| 2/2.1 | Welcome & Apologies – JC welcomed governors to the meeting. Apologies received from BC and DR. | | |
| 2/2.2 | Register of business interests - There were no business interests declared. | | |
| 2/2.3 | Chair's business & correspondence – Correspondence – Excellence for all Evaluation Document and last terms review of Governance was discussed. There is no plan to conduct an Audit on Governance at present. An email has been received from an individual who has moved into the Kennford area expressing an interest in becoming a Governor. JC and CS have agreed to meet with this individual to discuss. Correspondence has been received from Dawlish Governors thanking Governors; they are interested in talking to their feeder primary schools with regards to becoming an academy. AS suggested holding a meeting with all local schools with regards to this subject. There was no other correspondence. | | |
| 2/3.1 | Minutes of the meeting held 5th October 2016 - were agreed as a true record, proposed CS, seconded JW and signed by the Chair. Matters arising: There were no matters arising. | | |
| 2/4.1 | Safeguarding issues – AS updated governors on recent safeguarding issues across the Federation. CAP training has now been held in both schools for both Parents and Pupils. JT has attended Safeguarding training. The last T&L meeting discussed Safeguarding Policy and the sections that need to be worked on. AS discussed how the Health and Safety Policy relates to Safeguarding also that the Outdoor Education Policy ties in with Safeguarding. CS mentioned the need to review the E Safety Policy with regards to Safeguarding. It was mentioned that Ofsted like Governors to ask Pupils about Safeguarding – “Do you feel safe in school” and to record answers during Governor visits. Ofsted like to ask teachers about Safeguarding during there inspections. LM asked about when the next Ofsted inspection will be as it is overdue; likely to be soon as it is currently overdue. | | |
| 2/5.1 | Schedule of governor visits for 2016/17, and feedback from recent visit – It was agreed that all Governors were happy with the current schedule of Governor Visits. | | |

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| | BC and JW reported back on recent visit to monitor SIAM. The idea of Peer Mediation was liked and progress could be seen with regards to SIAM and Christian Distinctiveness. It was felt that some work was still needed at Kenn. BC and JW happy to continue to monitor on a 6 monthly basis. This monitoring is to be added to the SIP monitoring form. | BC/JW | IP |
| 2/5.2 | Feedback from training attended – CS has attended the Responsibilities of the Safeguarding Governors training and reported to Governors finding to be written up. JC has attended the Governor refresher training and reported findings back to the meeting. Felt the training was worthwhile and noted that Ofsted inspections were a feature of this training. | | |
| 2/5.3 | Governor Training Log & training opportunities – The Governor Training log and training opportunities was reviewed. JG expressed an interest in Safeguarding training. It was noted that the Diocese are running an Ofsted Ready training course on the 31 st of January. Clerk is to send out information regarding this course to all Governors. | Clerk | IP |
| 2/5.4 | Updated Governors' Handbook to be signed - Clerk has developed appendix 4 so it is now signed by all Governors. BC and DR still to sign and document will be brought to next meeting. JC as chair has now signed Declaration in Governors handbook. Similar appendix also developed and signed for Governor Visits and Monitoring Policy. Agreed that the Governing Body handbook still needs to be updated; Clerk will work on this document and circulate to JC and LB once complete. | Clerk | IP |
| 2/5.5 | Content of Governors Newsletter – It was suggested that more information was needed as to who the Governors were. Also some focus on Ofsted was needed and mentioning the CAP training and Safeguarding could be included. IT training for parents could be included although it was not attended at Kenn. The roles and responsibilities of the FPP was also considered as a topic that could be discussed in the newsletter. CS discussed the importance of mentioning the extra funding available through the Pupil Premium scheme. AS also mentioned the possibility of discussing the schools budget within the Governors Newsletter. | | |
| 2/6.1 | <p>Head teacher's Report</p> <ul style="list-style-type: none"> • To include update on SIP/SIAMS Action Plan and SIAMS SEF • 2 Governors to assist with Raise – online analysis and SIP reviews for current year <p>AS discussed the update on SIP/SIAMS action plan. The Chair asked 3 questions with input from the committee detailed below this section. Governor assistance with Raise was discussed; Governors could be attached to different priorities tied into monitoring rather than subject areas. LM talked about the idea of Governors being assigned to classes. It was agreed that JC and LM would look at Raise, online analysis and SIP reviews for the current year. Staff absence was also discussed; AS explained how it was calculated and LM asked about the DCC policy with regards to absence.</p> <p>Questions from the Chair</p> <p>1. Attendance: Are the lower rates likely to be temporary and is there any external involvement to help with these? – It was discussed that at this stage in the term 1 or 2 days absence can make it easy to get larger fluctuations in the figures. It was hoped that this will balance out over the entire term.</p> <p>2. Pupil Premium: Are there any disadvantaged very able/G and T in this group and if so, what different interventions would be needed? It was mentioned that the schools try to foster an environment where pupils can build self-esteem and friendships as well as trying to remove any barriers which could disadvantage pupils in the classroom.</p> <p>3. Community Forum - Kenn: is there any prospect of reception parents joining this group? AS talked about her strategy to engage with the parents of reception pupils. WD also talked about parental involvement. The idea of combining both schools forums was discussed and the possibility of it being held on a different day. JG mentioned that it would be worth mentioning in the Governors newsletter.</p> | | |

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| | 4. Kenn painting: Am I right in thinking this has been mentioned before - is it lack of volunteers holding things up? AS mentioned that better weather would help with this and talked about the possibility of running this at the end of the spring term. | | |
| 2/6.2 | Update from Committee meetings – <ul style="list-style-type: none"> • FPP – to include approval of Finance Policy and Staff Absence WD updated Governors with regards to FPP meeting. Budget, Boiler, Water usage at Kenn and H&S Audit Reports discussed. FPP recommended approval of Finance Policy and Staff Absence Policy. LB proposed and JC seconded. • T&L LM updated Governors with regards to T&L meeting. Raise Data and Dashboards, Reading, Sharing Best Practice between schools, Extended Writing, EYFS Curriculum, Homework for KS1 & KS2, Homework Planning and Market Monitoring discussed. • Pay Committee <i>Making +</i> WD and JG updated Governors with regards to PC meeting. Recommendations for 2016/17 approved by the Pay Committee. | | |
| 2/6.3 | Update from First Committee Meeting – First Committee meet on the 24 th November 2016 record kept as part 2 minutes. | | |
| 2/6.4 | Ofsted and Academy update and discussion <ul style="list-style-type: none"> • Self-Assessment for Governing Bodies The Self-Assessment for Governing Bodies was discussed Self Review to be raised at next FGB meeting. • Meeting with DCC Governors The recent meeting with DCC Governors was discussed; a record of this conversation is being kept as part 2 minutes. | | |
| | Additional – All information distributed at the meeting. | | |
| | Next FGB meeting: Thursday 26th January 2017, 6pm, Kenn | | |

Signed: Chair