

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	3 - Full Governing Body	Date:/Time:	Thursday 26 th January 2017 – 6pm	Venue:	Kenn
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig	JC
Jane Lewis	JL
Leigh Mansfield	LM
John Williams	JW
Carol Smith	CS

Apologies:	Initials:
Dave Roberts	DR

Present:	Initials:
Linda Baker	LB
Barry Cripps	BC
Julie Gibbs	JG
Will Dale	WD
Laurence Adams (Clerk)	LA

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
3/1	Governor prayer – led by BC		
3/2.1	Welcome & Apologies – JC welcomed governors to the meeting. Apologies received from DR.		
3/2.2	Register of business interests - There were no business interests declared.		
3/2.3	<p>Chair's business & correspondence –</p> <p>Correspondence – A formal complaint was received on the 8th of December with regards to workmen parking outside a house with no pavement. The workmen had also been impolite to the residents. It was noted that this is a Public Highway and the school cannot put out cones or prevent people from parking in this area. The Chair will investigate this matter and reply to the residents before the end of the month. A potential new Governor had been met by JC and CS and appears keen to get involved; his skills set is suited to T&L and he appears to want to learn about FPP. WD asked if the new Governor could go onto the FPP committee and possibly attend the T&L meetings as part of his induction. The Chair pointed out that this may become an issue with regards to the amount of his time that this would consume. The Chair asked if AS wanted to meet him and agreed to send out an email to arrange the meeting.</p> <p>Other Business - Chair and AS talked about Governors responsibilities and them being tied into specific subject areas. It was considered that Governors responsibilities should be tied into the school improvement plan and with the exception of Maths, English and safeguarding less subject based. The Governors web page was discussed and the possibility of adding further information with regards to the role of Governors was considered. BC talked about the possibility of combining the T&L and FPP committees and the possibility of adopting more business like practices with regards to Governors meetings. Chair and BC have now attended the Strategic Planning training; the possibility of calling an extra general meeting to discuss this subject was considered. The first full week in March was considered and a date of the 9th of March 6pm at Kenton was agreed to hold this meeting. Chair and BC will hold a meeting to discuss the structure of this extra general meeting.</p> <p>AS discussed a new library system for both schools; three systems had been looked at but considering price and user friendliness the Junior Librarian System was preferred. AS had negotiated a reduced price for both schools with an initial</p>	Chair	Complete

	<p>price of £1060 with following yearly payments of £225. BC asked about the federation's current provider of books also a concern was expressed about the current library system at Kenn and the possible loss of information if the PC crashes. It was explained that the new system would use the Cloud to back up information and can be accessed by any of the schools PC's. Purchase of this new system was proposed by JC and seconded by LM.</p> <p>There was no other business or correspondence.</p>		
3/3.1	<p>Minutes of the meeting held 30th November 2016 - were agreed as a true record, proposed JC, seconded LM and signed by the Chair.</p> <p>Matters arising: Chair discussed the Governors newsletter and the possibility of putting it on the web page; AS discussed the federation policies on the web page and putting them in a more obvious place also the Governors tab needs to be changed to Federation Governors. All recent part 2 minutes are to be circulated for signature at the extra general meeting on the 9th March. There were no matters arising.</p>	Clerk	IP
3/4.1	<p>Safeguarding issues – AS updated governors on recent safeguarding issues across the Federation. A First Committee Meeting has been called on the 6th of February to discuss the recent exclusion of a pupil from Kenton. There were no other safeguarding issues discussed.</p>		
3/5.1	<p>Self-Review Questions for Governing Body - Appears on the annual cycle but not a yearly requirement. JC felt this was a useful exercise and will complete the review and send this out to all Governors. BC asked JC about this review and how it reflects on what each school in the federation is currently doing.</p>		
3/5.2	<p>Academy update - a record of this conversation is being kept as part 2 minutes.</p>		
3/5.3	<p>Schools Financial Value Standards – Meeting has been held with AS, SW and Clerk to update this report. Report now updated for 2016/17 and circulated to all Governors. Governors Financial Skills Matrix needs to be added and Clerk to send a signed copy to the Local Authority for review.</p>	Clerk	Complete
3/5.4	<p>Review of Financial Competency Matrix returns and agree any specific training needs – The Chair discussed the current Financial Competency Matrix for federation Governors and potential areas of weakness were discussed. The Current training arrangements for Governors was discussed; BC talked about recent Governor Finance training attended on the 2nd of February.</p>	Clerk	IP
3/5.5	<p>Agree content for Spring Governor Newsletter - Chair informed Governors that the Spring newsletter is now complete and is ready for publication.</p>	Chair	Complete
3/5.6	<p>Review of Online Data – The federations Raise and Dashboard data is to be reviewed by JC and LM and a meeting is to be held to consider this review.</p>	JC/LM	Complete
3/6.1	<p>Schedule of Governor visits for 2016/17 linked to SIP – The current schedule of Governor visits was reviewed. It was discussed that Governors who are currently working should possibly be given less visits to assist with their work/home life balance. A curriculum monitoring meeting is to be held with JT and JB. It was considered holding this in March after the next T&L meeting. A TA follow up meeting is also to be held conducted by JG. The Chair asked for volunteers to assist with Governor visits in the Summer term and LM and JL put their names forward. BC asked about the PE visit and is to meet with the lead on this subject. AS also discussed the new PE budget with the focus on healthy lifestyles (mind/body/diet etc.). The breath of the curriculum was also discussed with regards to the school improvement plan and it was considered that this needed review. The Chair asked for additional volunteers for the June and July Governor visits; JC, CS and LM have been provisionally booked for these. LM also asked about e-safety monitoring which will be conducted by LB and WD.</p>		
3/6.2	<p>Governor Training Log & training opportunities and Review of Skills Audit (completed annually) – This had already been discussed in 3/5.4 however it was noted that courses available were advertised in the Devon Governor publication. Clerk also has circulated the current curriculum for Governors from the Diocese. Additional training opportunities from Governor support was also circulated at the</p>		

	meeting.		
	Next FGB meeting: Thursday 23 th March 2017, 6pm, Kenton		

Signed: J. Sang.....Chair