

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	5 - Full Governing Body	Date:/Time:	Wednesday 17 th May 2017 – 6pm	Venue:	Kenn
-----------------	-------------------------	--------------------	---	---------------	------

Present:	Initials:
Amanda Somerwill	AS
Jan Caig (Chair)	JC
Barry Cripps	BC
Leigh Mansfield	LM
John Williams	JW
Carol Smith	CS

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

Present:	Initials:

Apologies:	Initials:
Jane Lewis	JL

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
5/1	Governor prayer – led by BC.		
5/2.1	Welcome & Apologies – JC welcomed governors to the meeting. JL had sent her apologies as she was unable to attend. No other apologies were received by the board.		
5/2.2	Register of business interests - There were no business interests declared.		
5/2.3	<p>Chair's and Heads urgent business & correspondence –</p> <p>Correspondence – JC discussed a letter received from the Diocese with regards to the future structure of the federation. AS commented that many questions had been asked by the Diocese and how a massive amount of paperwork was required by them as a response. JC talked about a future meeting with the Department for Education and how working with the Diocese will make this meeting easier for the federation AS discussed, the recently developed Vision and mission statement and how this linked to the federations goals and objectives. JC also discussed a letter recently received from Dunsford Primary School with regards to the future direction of the federation. CS talked about the geographical location for the intake of pupils for both Kenn and Kenton schools.</p> <p>AS talked about an email received from a parent of a year 3 pupil at Kenn. In this email, the parent expressed concern that the class teacher had been on a phased return to work and was now absent due to an operation. It was felt by the parent that this was not good for the pupils in this class and that there was a lack of communication with parents with regards to this matter. JC considered that this issue could have been communicated more effectively to parents. BC questioned whether other parents had the same opinion and AS felt that this was possible. DR talked about the federations communication with parents and the possibility of improving the contents of newsletters. CS talked about parents as stakeholders within the federation and AS expressed a concern that it was difficult to predict when an operation for a staff member would happen. JC commented that this was a serious matter and that she would write a reply to this parent but cannot give the details of the staff members operation; it was noted that the advice from HR would be followed when dealing with this complaint. LM also talked about the need for confidentiality and that a generic reply should be made following Devon's HR procedure.</p>	JC	Complete

5/3.1	<p>Minutes of the meeting held 23rd March 2017 - were agreed as a true record, proposed BC, seconded JG and signed by the Chair.</p> <p>Matters arising: Some minor amendments were made to these minutes with the agreement of the Governors present. It was also considered that for clarity in future minutes where a decision, conclusion or action was agreed this should be highlighted in bold text.</p>		
5/4.1	<p>Safeguarding issues – AS updated governors on recent safeguarding issues across the Federation. It was discussed that two pupils at Kenton were currently receiving support from the Devon Assessment Framework (DAF). AS also distributed the actions arising from level 3 update training conducted on the 15th of May 2017. AS talked about the major points from this training with regards to Safeguarding. LM asked about volunteers across the federation and whether there was a need for them to take level 2 Safeguarding training. AS explained that this depended on the frequency that volunteers attend school. DR and AS discussed, the need for all Governors to undertake level 2 Safeguarding training; DR also mentioned the need for Governors to sign a training log to say that this was completed and this would be circulated at the next FGB meeting. This could then be cross referenced with the Governors training log and would be important evidence for Ofsted inspections. AS talked about potential dates for this training and the need for all Governors to read Keeping Children Safe in Education copies of which will be provided to all Governors. JG discussed an upcoming visit regarding teaching assistants and how questioning any adult or pupil about Safeguarding was an important part of Governor visits. AS also talked about the importance of this and mentioned the Social Media Policy with regards to the use of phones as cameras and how Ofsted viewed this issue. JG talked about questioning with regards to Safeguarding and mentioned that Governors will take every opportunity to actively include questioning on this subject. AS discussed alert phrases for all staff and discussed how this was conducted so other member of staff know there is an issue. AS also mentioned that this includes the schools' administration staff; it was mentioned that Kenn unlike Kenton had no holding area. LM asked about the children's involvement if there was a safeguarding issue; LB commented that staff's response would be to ask the pupils to go and fetch another adult. AS talked about the difference in safety systems at both schools and the possibility of a latch or inner door being installed. WD asked about the funding for this and it was agreed that it would have to come from the school budget. The possibility of installing panic buttons was discussed and BC asked about phone links to the emergency services. AS mentioned that she will consider a link to the emergency services and will obtain quotes for panic buttons and an inner door at Kenn.</p>	AS	IP
5/5.1	<p>Discuss minutes from EGM meeting held 9th March 2017 - Further discussion on the Strategic Plan – AS talked about the use of the word "value" in the original mission statement; and what this referred to. WD also discussed the use of the term "to equip children" within the mission statement. It was also considered that this mission statement needed to be aligned with both School Improvement Plans and Governor Monitoring. AS talked about an upcoming Vision Day where Governors could network and meet with other school heads; the federations vision would be a key topic in these meetings. WD asked if the mission statement was fluid and if it could be changed at a future date; JC thought that this was the case and that it would be a useful statement for Ofsted purposes. It was agreed that the amended mission statement should be put on the Governors page of the schools' websites. These minutes were proposed by JC and seconded by WD.</p>	Clerk	IP
5/5.2	Academy update - a record of this conversation is being kept as part 2 minutes.		
5/5.3	Feedback from financial audit – JC mentioned that much of this subject had been discussed previously. It was considered by Governors that overall the financial audit looked good; there were some highlighted areas such as the need for a Business Continuity Plan that still needed work. The school mini bus was discussed as the lease is soon up for renewal. Due to the price increase and the number of miles the		

	mini bus has travelled it was considered by Governors a good time to look at alternative providers.		
5/5.4	Agree content for Summer Governor Newsletter – LM discussed communication, safeguarding issues, policy changes and strategic planning as possible subjects to be covered in the Governor Newsletter. JC mentioned that the Newsletter would be published after the half term holiday and LM suggested that it would be a good idea to publish before the school's sports days.		
5/6.1	Reports from recent visits – linked to SIP – LM talked about a recent visit to Kenn where pupil's topic books were reviewed with the intention of monitoring extended writing. It was noted that across the school there was evidence of development and progression in this subject. LM also discussed that evidence of sentence construction and development in extended writing was more apparent; it was also noted that although KS2 writing quality was good it didn't always demonstrate extended writing skills. LM also talked about the evidence of improved extended writing skills being apparent and in line with the federations school improvement plans. AS mentioned the heads of teaching and learning and the perception of this subject as well as what Ofsted would look for with regards to teaching and learning. DR talked about attendance and how overall it was good at both schools; it was noted that PPG pupil's attendance figures at Kenton had been affected because of recent school leavers. JC talked about the school sizes and how the absence of one or two pupils had a big impact on attendance figures. It was also mentioned that letters had been recently sent to parents with regards to pupil attendance.		
5/6.2	Governor Training Log & training opportunities – There were no requests from Governors for additional training. AS mentioned that all Governors who had not undertaken level 2 Safeguarding training now needed to do this. CS expressed an interest in conducting level 3 Safeguarding training in January 2018. No other business		
	Additional – All information distributed at the meeting.		
	Next FGB meeting: Thursday 13th July 2017, 6pm, Kenton		

Signed:  Chair

