

# The Kenn & Kenton Federation

## PART 1 MINUTES

<b>Meeting:</b>	6 - Full Governing Body	<b>Date:/Time:</b>	Thursday 13 <sup>th</sup> July 2017 – 6pm	<b>Venue:</b>	Kenton
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig (Chair)	JC
John Williams	JW
Carol Smith	CS
Linda Baker	LB

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

Present:	Initials:

Apologies:	Initials:
Jane Lewis	JL
Leigh Mansfield	LM
Barry Cripps	BC

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
6/1	<b>Governor prayer</b> – led by JW.		
6/2.1	<b>Welcome &amp; Apologies</b> – JC welcomed governors to the meeting. LM, JL and BC had all sent their apologies and were unable to attend. No other apologies were received by the board.		
6/2.2	<b>Register of business interests</b> - There were no business interests declared.		
6/2.3	<b>Chair's and Heads urgent business &amp; correspondence – Correspondence</b> – JC discussed a letter from the Diocese with regards to the future changes to the federation; it was noted that this contained 17 conditions most of which had already been worked on. JC also mentioned the need for Governors to have their own federation email address; however, it was considered that only the Clerk and Chair needed these at present. AS talked about a letter received regarding a recent permanent exclusion and that how a disability discrimination case had been brought against the federation. CS asked about who would be witnesses in this case; AS mentioned that the Schools Solicitor had already been contacted and that the case would be held in November. It was discussed by the Governing Body that the safety of other children had always been the most important issue regarding the permanent exclusion of this pupil.		
6/3.1	<b>Minutes of the meeting held 17<sup>th</sup> May 2017</b> - were agreed as a true record, proposed CS, seconded JG and signed by the Chair. <b>Matters arising:</b> JC asked about the actions from the minutes at Kenn and AS commented that these were being addressed. AS talked about the schools' newsletters and the number of parents who read these publications. AS talked about possible dates to communicate future changes to the federation to parents. It was agreed by Governors that a meeting should be held in both schools and a date of the 27 <sup>th</sup> of September was proposed. Governors then discussed the times for these meetings; LB also discussed updating staff and how this should be done on a non-pupil day.		
6/4.1	<b>Safeguarding issues</b> – AS updated governors on recent safeguarding issues across the Federation. It was noted that there has been a decrease in the number of disadvantaged children at Kenn. It was also mentioned that Ofsted had been happy with the attendance record at Kenton. It was also discussed that Teaching Staff had been asked about several Safeguarding issues by Ofsted. AS also reported that there		

	had been no ground recovery holds across the federation since the last FGB meeting.		
6/5.1	<b>Academy update</b> - a record of this conversation is being kept as part 2 minutes. It was agreed by Governors that all future discussions would be recorded as Part 1 minutes.		
6/5.2	<b>Headteacher's Report including update on SIP/ SIAMS update/review</b> – Both SIP and SIAMS data was reviewed by Governors; AS commented that there were some anomalies with Kenns' EAL data. JC talked about the SIAMS program and the need for Governors to conduct a twice-yearly monitor of this. AS also mentioned that the SIP needed to be linked to the SIAMS program. JC was happy with both reports and felt that both demonstrated signs of progress across the federation. Governors wished to express their congratulations to all the federations staff on the improvements that are appearing.		
6/5.3	<b>Reports from Committee Chairs –</b> <ul style="list-style-type: none"> <li> <b>Finance, Personnel &amp; Premises</b>  The minutes of the previous meeting had been distributed to Governors and DR had no issues with these. AS talked about the size of this year's financial carry forward. </li> <li> <b>Teaching &amp; Learning</b>  Again, the minutes for the previous meeting were reviewed by Governors; JG talked about the new assessment program and key objectives. Several issues with the schools' IT systems were discussed; the current Teaching and Learning Policy was mentioned and it was agreed by Governors to keep the current policy in place. JC felt that the T&amp;L minutes demonstrated that the federation was moving in the right direction with regards to this subject. </li> <li> <b>Review how Governing Body has functioned in the past year</b>  CS and JG felt that the Governing Body was going in the right direction and AS talked about the possibility of recruiting another staff member to the Governing Body. AS felt that Kenn did not have the same representation on the Governing Body. LB asked about the discussions that had been recorded as part 2 minutes and what she could discuss with her colleagues. The need to communicate any future changes to the federation to staff and parents was discussed. Dates and times for both schools for this communication was talked about and DR asked about the federations legal responsibilities to both groups. WD also talked about the schools' other stakeholders and the obligations the Governing Body had to them. </li> </ul>		
6/5.4	<b>Discussion around recent Ofsted visit</b> – It was considered that this subject had already been covered previously in the meeting. AS praised the pupils of Kenton primary with regards to their behaviour during the Ofsted visit. The opinion of the schools Governors has been recorded as Part 2 minutes.		
6/5.5	<b>Discussion about Pre-School for the federation</b> – Before this discussion JC declared a conflict of interest regarding this subject and took no further part in the conversation. Governors talked about the introduction of 30 hours of free preschool education for working parents and the ability of Kenton's Village Hall to provide this. WD mentioned that with these increased hours the Village Hall was not able to offer places to all pupils. AS talked about sending a letter of support; and the impact of preschool at Kenton closing was considered with regards to the village's Primary school. AS talked about the support the federation could give to the preschool; the school field, committee room or possibly a portacabin could be provided. WD asked about how short of places the preschool was but Governors did not know the exact figures. JG asked about the potential cash flow problem the preschool may have; Governors also discussed the legal requirements regarding space that the preschool faced. WD again asked about a solution to this issue; it was considered that the Powderham estate could be approached about this issue. CS talked about the preschools present arrangements and mentioned the competition for places at other local preschools. AS asked if the preschool was forced to close could the		

	primary school do anything to assist; CS thought that a hut could provide an inexpensive solution. LB mentioned that if the village's preschool is lost it would be hard to get back in the future. AS considered that a conversation was needed with the preschool committee to discuss their plans. DR talked about the Primary school assisting with the organisation of preschool; Governors discussed that at this time no conclusions could be made regarding this issue.		
6/5.6	<b>Approval of Equality-Cohesion action plan</b> – DR commented that the Dawlish Learning Partnership should be edited out of this document. DR also mentioned that Identity should be changed to Gender Identified; apart from these changes DR was happy with the content. <b>AS agreed to make these amendments to the action plan.</b>	AS	Complete
6/5.7	<b>Agree meeting dates for 2017/18</b> – The dates of the 3 <sup>rd</sup> of October for the first FGB, 2 <sup>nd</sup> November for the first FPP and P&P meetings and the 16 <sup>th</sup> November for the first T&L meeting were agreed by Governors. All other meeting dates will be decided at a later date by Governors.		
6/6.1	<b>Reports from recent visits</b> – JG discussed the second TA visit; Safeguarding issues were discussed and JG was happy with their responses. The amount of planning time TA's have for lessons was mentioned and having some time at the start of lessons for this planning was considered. A private space for some of the older girls was discussed and AS suggested that at Kenton Acorn room could be used. JG talked about the Safeguarding issues involved with this as pupils would be unsupervised. LB mentioned that a curtain may be one possible solution to this issue and it was agreed that would be something for Governors to think about. JG was happy with the quality of work the TA's were doing and it was considered that there was a good team across the federation. As well as Safeguarding TA's were asked about Whistleblowing; the TA's questioned were aware of this and commented that they would react if necessary.  JC and CS talked about their visit looking at the broader curriculum; the teaching of Art, Science and Geography discussed. It was considered that pupils gave good answers to questions on these subjects and enjoyed the way these subjects were taught. Behaviour and Safety were also discussed with attention being paid to computer safety; it was felt that although pupils had limited access they were aware of the dangers regarding the internet. It was mentioned that JC and LM will conduct the final Governor visit in the last week of term.		
6/6.2	<b>Governor Training Log &amp; training opportunities</b> – Distributed to all Governors at the meeting; no further requests for training at this current time.		
6/6.3	<b>Contents of Governors summer newsletter</b> – Briefly discussed and all Governors were happy with the content. No other business		
	<b>Additional</b> – All information distributed at the meeting.		
	<b>Next FGB meeting: Tuesday 03<sup>rd</sup> October 2017, 6pm, Kenn</b>		

Signed:  Chair