

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	1 - Full Governing Body	Date:/Time:	Thursday 03 rd October 2017 – 6pm	Venue	Kenn
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig (Chair)	JC
John Williams	JW
Leigh Mansfield	LM
Linda Baker	LB

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

Present:	Initials:

Apologies:	Initials:
Carol Smith	CS
Jane Lewis (who will be late)	JL

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
1/1	Governor prayer – led by JW.		
1/2.1	Welcome & Apologies – AS acting as chair welcomed governors to the meeting. CS and JL had all sent their apologies CS was unable to attend and JL would be late. No other apologies were received by the board.		
1/2.2	Register of business interests – LA distributed the declaration of business interests for Governors to sign; there were no business interests declared.		
1/2.3	Election of Chair & Vice Chair - As their terms as Governors had expired the Governing body were happy to co-opt JC, JG and CS. The meeting was then handed over to JC and stated that due to the federations proximity to academisation she was willing to stand again as chair. This was proposed by JG and seconded by LB. JC then asked if CS should continue as vice chair or if there were any other candidates. Governors were happy for CS to continue which was proposed by WD and seconded by DR. The Clerk was asked to send out Form H and the declaration of eligibility to Governors. AS commented that the process for re-electing parent Governors JL and LM needed to be sent out to parents through the school office. The Clerk was asked to send the Parent Governor Election process to AS, JL and LM. Governors held a discussion about co-opting LM and JL until elections could take place; this was agreed and proposed by LB and seconded by WD.	Clerk	Complete
1/2.4	Chair's and Heads urgent business & correspondence – Correspondence – AS discussed, a letter received from the local councillor regarding traffic orders in Kenn; these proposed a no waiting policy Monday to Friday between the hours of 08:15-09:30 and 15:00-16:15. It was noted that these restrictions were being proposed around many local schools. It was considered that the local council was looking for a positive response from Governors with regards to this issue. JL arrives at the meeting. The question of Taxi's waiting was asked, and the length of time allowed for traffic waiting was questioned. Currently there was no specific information on this and JC and JL felt this would be useful to know. DR discussed the improved safety of the children with regards to these traffic restrictions. LB talked about the impact these restrictions would have in front of the school but declared a conflict of interest and played no further part in the discussion. JC considered Governor visits and the problems these restrictions would present; AS felt that Governor visits could take place outside of these restricted	Clerk	Complete

	<p>times. LM talked about school trips and where pupils wait; AS discussed, the possibility of using the Kenn centre for pupils to assemble prior to school trips. JC then discussed where the limitations would be and AS commented that she would ask for more information so that the school can formulate a response. AS finds a brief description of where the restrictions would be and reads this to Governors; it appears that it applies to a large section of the road.</p> <p>The structure of the FPP, T&L and PPC committees was then discussed; it was agreed that no changes were to be made to their composition. JL requested a copy of the current Governors Handbook and the Clerk agreed to send this onto her. JC talks about the need for a Governor to report on PPG and that they should be a FPP Governor. AS and LB felt that this would be an important role that would need to report to every meeting. AS discusses the frequency that information on this subject should be reported and the information given at T&L meetings from JB and JT with regards to PPG pupils. DR felt that one Governor from each FPP and T&L committee should be responsible for looking at PPG pupils; JC considered how Governors visits should be tailored to look at the progress PPG pupils were making with regards to the federations curriculum.</p>		
1/3.1	<p>Minutes of the meeting held 13th July 2017 – One slight amendment was needed regarding the Governors TA visit however they were agreed as a true record, proposed DR, seconded JW and signed by the Chair. The part two minutes from this meeting were circulated to all Governors and a slight amendment was suggested these were then signed by the Chair.</p> <p>Matters arising: There were no matters arising from these minutes.</p>		
1/4.1	<p>Safeguarding issues – AS updated governors on recent safeguarding issues across the Federation. AS mentioned that representatives from the NSPCC had visited both schools talking in assembly and conducting workshops; the NSPCC had also offered workshops for the federations parents. AS then talked about the recent damage to the playing field at Kenn; a rope had been taken down from where it had been tied as it could have resulted in a pupil being injured, it was also mentioned that chairs had been put on the roof area of the shelter attached to the outdoor classroom. The risk this posed was discussed and the liability of the school in the event of an injury. JC asked if there were any warning notices in place; AS commented that there weren't any at present. AS discussed, the gate to the playing field being left open and that how this was the only play space in Kennford. LB talked about the school's legal responsibility and that it was not known when this damage occurred. BC talked about the advice given by the police and whether it was a possibility to shut the playing field. DR felt that if the playing field was shut parents would have to be informed why the school had made this decision. AS told Governors that a letter had been sent to the Parish Council expressing the school's concerns and JC asked if Governors should shut the playing field a vote was taken and this was agreed. The possibility of installing CCTV was considered and the lighting around the school premises discussed; AS mentioned that as no one overlooks the premises security lights would not be seen if they activated.</p> <p>It was mentioned that JG still needed to undergo level 2 safeguarding training.</p>		
1/5.1	<p>Academy update/discussion – and review succession planning for 2017/18 – AS talked about the minutes published by Cockwood's Clerk regarding the previous meeting were now available; the information contained was what the federation expected. AS mentioned that another meeting was planned for the 9th of November, but a venue or time had not yet been confirmed; Governors were asked to put this date in their diaries. The vision for the academy and its finance was mentioned and AS would request that finance would be on the next agenda. AS talked about the lease for Kenton school and that this could be an issue; a solicitor from Teignmouth MAT is to contact JW and the Diocese regarding this issue. JW talked about this and how it involved a charitable trust linked to Kenton church. JC asked who will have the deeds; the school has a copy of the lease but not the deeds. AS expressed concern about this matter and questioned if there was a way around this. LB talked</p>	AS	Complete

	<p>about the length of time left on the current lease and it was considered by Governors that a 100-year lease was needed to guarantee the continuation of a school on the site.</p> <p>DR asked about other schools and if they had experienced this issue; could they give the federation advice. AS asked if a solicitor was needed and DR mentioned contacting the Dfe regarding this issue. BC talked about extending the lease and AS mentioned that a copy of the deeds would be needed for this. The funding for the lease was discussed and AS mentioned that an academy would not have additional finances for schools with a lease. BC asked if this issue was a deal breaker could the federation walk away from academisation and AS thought this was the case. AS mentioned talking to Teignmouth MAT about this issue and JW agreed to look for the deeds. It was considered by Governors that the succession was going well, and that Parent and Staff meetings had been held. It was mentioned that the Staff meetings had been productive and AS mentioned that no restructure of the administration staff at either school was planned. JC had been given advice with regards to the structure of trustees and directors within a MAT and the churches involvement was considered. Governors felt that it would be good to have a representative from both schools at trustee and director levels. AS mentioned a letter she had received from the Dfe and that how she intended to respond by the end of the forthcoming weekend.</p>		
1/5.2	<p>School Improvement Plan / SIAMS – Governor approval of updated plans – AS requested that SIAMS should be placed on the next T&L meeting. AS talked about the new SIAMS inspection framework and that training was available on the 1st of December if JW or BC wished to attend. Governor vacancies were discussed, and JC mentioned that another co-opted Governor was needed. LB asked if there were any skills shortages within the Governing Body and JC felt that this was the case with regards to finance. JC talked about leadership for SEN pupils in both schools; DR asked about the numbers of SEN pupils there were in each school. AS mentioned that there were 4 at Kenn and 10 at Kenton. AS talked about how the progress of these pupils should be reported to Governors and how they should be compared to other pupils. DR talked about the class sizes and vulnerable groups; he also discussed the strategies being used within the federation. AS talked about Pupil Progress meetings and how different groups were monitored within these meetings. JC asked about Governors questions with regards to the different groups of pupils and AS felt that a strategy was needed with regards to reporting on the different pupil groups. LM considered that the T&L handbook and SIP gave Governors a line of questioning with regards to the different groups of pupils within the federation. AS talked about evaluating the SIP and the involvement JB and JT had with regards to this subject. The broader curriculum was discussed with regards to PPG pupils; JC mentioned that this had formed a line of questioning for Governors at their last visit.</p> <p>LB leaves the meeting at 7:45pm</p> <p>DR talks about the budget and the additional funding for PPG pupils; AS mentioned the recent exclusions at Kenton and the effect this had on the attendance figures. A similar situation had occurred at Kenn where one pupil with poor attendance had left the school. DR considered the attendance data and that how it should be reviewed at the end of the year to give a more accurate picture. JC discussed the reporting of data with regards to SEN and PPG pupils and how it was reported to different committees. The SIP was reviewed by Governors who were happy with the current plan and Excellence for all returns were also reviewed.</p>	Clerk	Complete
1/5.3	<p>Recent SEN Audits and Excellence for All returns – Governors felt that these subjects were discussed in the previous section 1/5.2.</p>		
1/5.4	<p>Governors’ Handbook - Reminder to Governors of Code of Practice and meetings protocol – The frequency for distributing minutes of Governors meetings was discussed. A section of this document needs to be amended to state that the end of year review needs to be forwarded to the Chair. The dates for the next FGB, T&L and FPP were discussed and agreed; It was noted that the day of the first T&L</p>		

	meeting needed to be changed to Thursday. The timing of the T&L meetings was considered; it was agreed that they should now start at 4pm and not 4:30pm as they had been previously.		
1/5.5	Follow up any remedial actions from SFVS return submitted March – A template from Devon County Council is still needed for the School Emergency Management Plan is still needed and the Clerk was given a contact name to obtain this information.		
1/5.6	Agree timetable/Governor to co-ordinate Governor Newsletter – It as agreed by Governors that LM would compile this newsletter and that it should be sent to parents at the start of this term. Its content should include the roles and responsibilities of Governors and should mention the lines of communication between Parents and Governors. The current co-opting of Governors and re-election of Parent Governors should also be mentioned in the next Governors Newsletter.		
1/6.1	Schedule of Governor visits for 2017/18 – It was discussed that Governors should continue to conduct one visit every half term; however, a list of visits had not been developed at this point. Governors felt that using the actions from the recent Ofsted inspection would be a useful exercise. JG talked about two Governors using the SIP as a basis for a visit and choosing a category of this plan to look at. AS felt that Governors could look at the work being done by temporary staff and the consistency of teaching styles. JG talked about the federations handwriting policy and Ofsted's expectations across different age groups. AS felt that this could be a good starting point for Governors as well as pupils reading. DR mentioned looking at the federations policy on these subjects and how staff were using these. A discussion was then held about potential dates for the first visit this term and which Governors were available.		
1/6.2	Governor Training Log, training opportunities and Governor Monitoring – There were no requests from Governors for any additional training at this meeting.		
1/7.1	Public participation at Meetings – This policy was reviewed by Governors who were happy with its content; it was mentioned by JC that a section of every FGB meeting should be made available for Public participation.		
1/7.2	Admissions statements Kenn and Kenton – AS requested that the Clerk obtain the last three years admissions statements from the school's websites and distribute copies to all Governors for review. No other business	Clerk	Complete
	Additional – All information distributed at the meeting.	-	
	Next FGB meeting: Monday 27th November 2017, 6pm, Kenn		

Signed:  Chair