

# The Kenn & Kenton Federation

## PART 1 MINUTES

<b>Meeting:</b>	2 - Full Governing Body	<b>Date:/Time:</b>	Thursday 27 <sup>th</sup> November 2017 – 6pm	<b>Venue:</b>	Kenn
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig (Chair)	JC
Leigh Mansfield	LM
Linda Baker	LB
Jane Lewis	JL

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

Present:	Initials:
A delegation of 8 parents, parish councillors and community members attended the meeting at 7pm	

Apologies:	Initials:
Carol Smith	CS
Barry Cripps	BC
John Williams	JW

<b>Minutes to:</b> Diocese/Websites
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Min. No	Actions & Decisions	Owner	Date:
	10 minutes prior to the meeting was assigned for Governors to view the Kenn's playing field if required due to the current issues with this facility.		
2/1	<b>Governor prayer</b> – led by DR.		
2/2.1	<b>Welcome &amp; Apologies</b> – JC acting as chair welcomed governors to the meeting. CS, BC and JW had all sent their apologies. No other apologies were received by the board.		
2/2.2	<b>Register of business interests</b> – There were no new business interests declared at the meeting.		
2/2.3	<p><b>Chair's and Heads Urgent business &amp; correspondence</b> – AS talked about the involvement of the 0-25 team and the construction of a EHC plan for one pupil at Kenn. AS felt that this approach was not suitable for all children and this pupil possibly needs a special school setting. JC talked about the national situation with regards to placements at special schools; WD asked about what the pupils parents wanted for their child's education. The rest of this conversation has been recorded as Part 2 minutes.</p> <p>At the last FPP meeting the purchase of new lap tops for Kenton was discussed. As the cost of this new equipment is above the delegation limit for this committee it was considered that this expenditure had to be brought to all Governors. LB declared a conflict of interest and took no further part in this discussion. This expenditure was proposed by LM and seconded by JG and agreed by all Governors.</p> <p>JC talked about the current situation regarding federation Governors. Both Parent Governors currently co-opted will revert to their original status; LB asked if the federation needed to co-opt another parent as Governor. AS mentioned that one staff member had expressed an interest in becoming a Staff Elected Governor.</p>		
2/3.1	<b>Minutes of the meeting held 3<sup>rd</sup> October 2017</b> – These were agreed as a true record, proposed DR, seconded LM and signed by the Chair.		

	<p><b>Matters arising:</b> It was noted that no Governors had put themselves forward to look at PPG pupils across the federation; DR and LB volunteered to look at this information. It was also mentioned that JG had now completed the Level 2 Safeguarding training.</p>		
2/4.1	<p><b>Update on safeguarding issues</b> – AS asked about the Safeguarding Audit that had been sent to Governors and if they had any questions; there were no issues arising from this. AS talked about the new Encompass system being introduced. The training required, and response needed from staff members was discussed with regards to this system. The numbers of PPG children in the federation’s schools was talked about; it was noted that poor attendance was an issue with the PPG pupils at Kenn.</p>		
2/5.4	<p><b>Discussion around closure of playing field at Kenn – Open to the Public</b> – JC welcome all to the meeting and outlines that there would be a 20-minute period to discuss this subject. It was agreed that one parent would present to the Board and one member of the parish council. Dominic Jinks (DJ) thanked Governors for the opportunity to discuss the current situation. DJ talked about the school playground and how it was considered an integral part of the local community. He talked about how this was a vital play space in the village and its importance to the social development of children. DJ also discussed the use of the school playing field by other activities such as football, netball and Play Box leading to a diversity of community interactions. DJ also mentioned that the closure of the field was a loss for the village; children were now riding their bikes on the road and at the Kenn community centre car park. It was considered that this was presenting a further safety issue for the children in the area. DJ talked about how this closure could be a kick start for the Parents, Parish Council and local community. He realised the concerns of the school and why this decision had been taken however it was felt that there was enough expertise within the group to find a community solution. The possibility of forming a steering group was discussed involving the school, Parish Council and community to look at a solution. DJ discussed how a discussion involving these groups could be initiated and what was the art of the possible. He also talked about his experience with the Plymouth community and how often solutions could be found for the residents of the city. It was considered that closing the school playing field only pushed the problem out into the community and that a better solution to this problem could be found.</p> <p>Ben Stretton (BS) thanked Governors for the opportunity to speak on behalf of the Parish Council. BS talked about the lack of recreational spaces within the village and discussed how they were important for other groups such as adults, dog walkers as well as children. BS felt that DJ had summed the situation up and considered if there was a way to generate finance for the facility. He talked about better communication with local children and if there was a way of imposing rules regarding the use of this land. He considered the possibility of adult supervision and how any future rules could be enforced. BS also discussed access to the school defibrillator and the need for a sign on the school gate for awareness. BS also talked about working with parents and the Parish to come up with a solution rather than shutting the playing field. DJ then mentioned talking to organisations such as ROSPA and using their expertise in these matters. It was also discussed that when traffic backed up on the A38 it caused problems for the children of the village with regards to increased traffic. Ayesha Lovell (AL) added that the lack of space within the village was a frustration. AL also talked about the identity of the village and how this space was important for performances and other activities. JC asked if the Parish Council had any additional funding for the playing field and it was considered that a proposal was needed. DJ talked about the need for a steering group involving all stakeholders involved in this issue. Public members thanked Governors and left the meeting.</p> <p>AS considered that the problems this closure had caused were like those experienced at Kenton in previous years. LM talked about the community forum and their input into this issue; JC also asked about the insurance of the field and the response from the Dioceses with regards to this matter.</p>		

2/6.3	<p><b>Academy update and discussion</b> – As mentioned that the federation was not currently in receipt of an Academy Order and how a future meeting was planned with other stakeholders. It was considered that any consultation meetings should now be held after Christmas. AS also discussed how the Governing Body needed further discussion with the Diocese with regards to academisation. JC talked about the need to send letters to Parents/Carers, Staff, Unions and Local Councillors. LB asked if this information could be sent before the consultation process started; AS felt that this should be done immediately. AS talked about how this information should be distributed and the perception of the federations parents. AS also mentioned informing staff of this decision; JC discussed when the letters should be sent and allowing enough time for written responses. AS felt that a sub-committee is needed to deal with this decision and <b>Governors agreed to hold an additional meeting on the 4<sup>th</sup> of December to discuss academisation.</b> AS then discussed the consultation meeting and how these would be planned and targeted. She felt that one meeting should be held at each school for parents and DR commented that these meetings should be open to all. DR also discussed the Governing Bodies response to letters and emails with regards to this subject; it was considered that all questions should be directed to the Governors. JC then talked about how the consultation meetings should be conducted; it was considered important that these should be a two-way discussion. The construction of a sub-committee was then discussed and initially it will consist of LB, JC, DR and WD. The submission of a scheme of delegation from another MAT to the Diocese was mentioned and it was considered a useful exercise to look at this in some detail. <b>The Clerk was asked to send out the Financial Skills Matrix to all non FPP Governors.</b></p>	Clerk	Complete
2/5.2	<p><b>Feedback from training attended</b> – No training had recently been attended by Governors. AS discussed, the new SIAMS training and which members of staff and Governors would need to attend this.</p>		
2/5.3	<p><b>Governor Training Log &amp; training opportunities</b> – It was mentioned that CS Level 3 Safeguarding training was currently out of date. <b>The Clerk was asked to email CS to remind her of this training requirement.</b></p>	Clerk	Complete
2/5.5	<p><b>Updated Governors' Handbook to be signed</b> – The table at the end of Appendix 3 "Governors code of conduct" has now been signed by all Governors. <b>The Clerk is to scan this document and add this to the school website.</b></p>	Clerk	IP
2/5.6	<p><b>Content of Governors Newsletter</b> – The content of next newsletter was discussed by Governors.</p>		
2/6.2	<p><b>Update from Committee meetings</b> –</p> <ul style="list-style-type: none"> <li>• FPP – to include approval of Finance Policy</li> <li>• T&amp;L</li> <li>• Pay Committee</li> </ul> <p><b>The Clerk was asked to forward copies of the FPP and T&amp;L minutes to all Governors via email.</b> It was considered that the minutes from the Pay Committee should be brought to the next FPP Meeting for review.</p>	Clerk	Complete
2/5.1	<p><b>Schedule of governor visits for 2017/18, and feedback from recent visits</b> – It was discussed by Governors that any questions arising from Governor visits should be brought to the T&amp;L Meetings. JC talked about behaviour having been a focus area for Governors in the Autumn term. She also mentioned that Mathematics would be the subject Governors would be looking at in the Spring term and how to narrow the gap between different pupil groups. Governors discussed focusing on pupil's topic books in the Summer term; focussing on specific subjects and looking at the quality of pupil's writing. It was also considered that during the summer term would be a good time to look at the progress of PPG pupils.</p>		
2/6.1	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>• To include update on SIP/SIAMS Action Plan and SIAMS SEF</li> <li>• 2 Governors to assist with Analyse School Performance – online analysis and SIP reviews for current year</li> </ul> <p>Governors reviewed the current SIP data and there were no questions regarding this</p>	JC/WD	IP

	<p>information. AS mentioned that the new version of SIAMS had recently been adopted by the T&amp;L Committee. AS mentioned in her report the possibility of 6 additional pupils at Kenton before the end of next term. Three families had approach the school with two children in each family. The options for placing these pupils in the different year groups was discussed by Governors. It was mentioned that the class 2 teacher at Kenn was starting a phased return to work starting the following week. AS talked about an upcoming interview to replace a February leaver; JC offered her assistance with this process. AS also mentioned that there would be SIAMS training for staff across the federation. JC asked about the plan for solar panels on the roof at Kenn; AS commented that a structural survey was needed before this work could progress. JC also asked about the decline in attendance rates for PPG pupils at Kenn; AS mentioned that this was down to a small number of pupils in reception. JC asked for two Governors to assist with ASP data; <b>JC offers her assistance and WD also offers to help with this data.</b></p>		
	<p><b>Additional</b> – All information distributed at the meeting.</p>		
	<p><b>Next FGB meeting: Thursday 25<sup>th</sup> January 2018, 6pm, Kenn</b></p>		

Signed:  ..... Chair