

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	3 - Full Governing Body	Date:/Time:	Thursday 25 th January 2018 – 6pm	Venue:	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


Apologies:	Initials:
Carol Smith	CS
John Williams	JW

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
3/1	Governor prayer – led by DR.		
3/2.1	Welcome & Apologies – JC welcomed governors to the meeting. CS and JW had sent their apologies. No other apologies were received by the board.		
3/2.2	Register of business interests – There were no new business interests declared at the meeting.		
3/2.3	Chair's and Heads Urgent business & correspondence – AS discussed, the recent letter of resignation received from SW; this would come into effect at the end of August by SW was still willing to do some finance work as the federation headed towards academisation. DR commented that on behalf of Governors and parents that SW would be sorely missed and thanked her for giving such notice. JC talked about the consultation meetings and questions that had been asked; it was noted that Kenn was a church school and there was a need for an additional Foundation Governor. WD commented that this would be important as the federation moved towards a MAT and AS questioned if JW could approach the Diocese with regards to this issue. AS felt that not all the options with regards to this issue had been explored and LB talked about approaching Kenn's church wardens with regards to this. AS felt that the next step would be to approach the congregation at Kenton with regards to recruiting a Foundation Governor. JC felt that this should be mentioned in the next Governor newsletter; JC considered that someone from the outside world would be a better candidate. Governors talked about this position and LB again mentioned approaching the church with regards to this position. JC talked about academisation and how current Governors would be needed at Trustee level in the future structure. The rest of this conversation has been recorded as part 2 minutes.		
3/3.1	Minutes of the meeting held 27th November 2017 – These were agreed as a true record, proposed LM, seconded LB and signed by the Chair. Part 2 minutes were proposed by DR, seconded by LB and signed by the Chair. Matters arising: 6.1 from these minutes was discussed and it was agreed that JC and WD would discuss this issue with JT and JB. A brief discussion was held with regards to the future of Governance as the federation headed towards MAT status. It was considered that a minimum of 7 Governors would be needed; Governors were unsure if CS would be able to continue in her current role. AS talked about		

	Governors legal responsibilities and how to make this role more attractive to people.		
3/4.1	<p>Update on safeguarding issues – AS and DR talked about the safeguarding audits and it was mentioned that AS now had the action plans for these. AS discussed, the need to update the induction for new staff and the need for the school to keep the records for pupils who have left the schools. DR talked about the number of years these records needed to be retained for. AS mentioned that all Governors needed to do level 2 safeguarding training on a 3-yearly basis. AS also talked about the need to have a more effective way to deal with physical handling situations. Also discussed was the recent discussion held with a representative from the Dawlish Learning Partnership with regards to Safeguarding as the federation moved towards academisation. Governors discussed who could be the lead and deputy in CS absence with regards to level 3 safeguarding; it was agreed that DR would lead this and LM would act as deputy. AS talked about the lost in transition training that she had recently attended and that a charitable trust would help with this subject. From this training ideas around how to address children was discussed; also, simple ideas like toilet cubicles for all children. AS considered that this needed thought but would not necessarily be difficult; adult toilets could be easily made unisex at Kenton by removing the signs. Governors talked about the DFC allocation due to the federation in April and DR questioned if any of this needed to be handed back to the local authority. JC talked about an observation at Kenn where girls and boys were asked to line up; she queried this, children should be asked to line up together. AS felt that gender should not be used to divide classes and discussed parent’s concerns about pupils expressing their gender. AS talked about the GDPR training that she and SW had recently attended. This will come into effect from the 1st of May and the Clerk was requested to add this subject to the next FGB. This new legislation involves how the federation is to store personal data and regulates the storage of this data online. Governors discussed the Egress system for the storage and encryption of data. AS mentioned that staff would have to minimize the data held on laptops and DR talked about looking at how the MAT would deal with this data and what systems they had in place.</p>	Clerk	Complete
3/5.1	<p>Academy update – JC mentioned that all the consultation meetings regarding academisation had now been held. Governors discussed how the minutes for these meetings should be made public; AS mentioned that they needed forwarding to the Parish Council Clerk and to the Unions involved. It was agreed by Governors that these needed to be added to the school’s websites and that reminders should be sent to all concerned. It was mentioned that questions around academisation had been asked by a Parish Councillor, 2 parents at Kenn and 3 at Kenton. AS talked about a working party would be needed to look at staff pay, teachers on UPS and the parity between these rolls across the two schools. DR and AS discussed, the teacher leadership roles across the federation and it was agreed that a strategic plan would be needed as the federation headed towards academisation.</p>		
3/5.2	<p>Schools Financial Value Standards – This completed document was reviewed by Governors; it was proposed by DR and seconded by LB and signed by the Chair.</p>		
3/5.3	<p>Review of Financial Competency Matrix returns and agree any specific training needs – Governors discussed the financial competency matrix for the FPP committee and it was mentioned that apart from CS the matrix was complete. It was discussed that the areas where Governors had rated themselves as 3 would be the areas that needed work. AS talked about the training that was available to Governors with regards to communicating performance to stakeholders and accountability sections of the matrix. WD questioned what changes would be needed as the federation moved towards academisation.</p>		
3/5.4	<p>Agree content for Spring Governor Newsletter – JC talked about the consultation period for academisation ending on the 2nd of February and LB questioned what the Federations next steps should be. JC felt that if the feedback from stakeholders was negative an EGM would be needed however if the response was positive the issue of academisation should continue on the FGB agenda. AS talked about the experience</p>		

	of a St. Leonards school in Exeter with regards to parent's reaction and the turnover of staff. JG commented that all federation's parents had now been consulted and their responses were now being looked at. JC asked when the final decision should be made; LM felt that the last week of this half term would be a good opportunity to make this decision. It was agreed by Governors that an additional EGM would be held after the T&L meeting on the 8 th of February. LB talked about posting the final decision on this subject on the front page of the school's websites. JG asked if there was anything else that needed to be added to the Governors newsletter such as the need for a Foundation Governor, Staff issues or Governor monitoring. LM felt that the issue of academisation was the most important issue for the newsletter but the need for a Foundation Governor could also be mentioned.		
3/5.5	Review School Performance Data. Monitor progress against the governance section of the SIP (self- evaluation and impact on school improvement) – It was noted that this subject was covered by the T&L Governors and that the Raise system for reporting data was no longer in use. JB and JT had run through the new reporting system with the T&L Governors and AS had reported the anomalies in the system such as figures in boy and girl groups and year groups the committee. JC talked about the usefulness of this data with regards to Governor monitoring and the federation SIP program.		
3/6.1	Schedule of governor visits for 2017/18 linked to SIP – The monitoring of accelerated reading and writing was discussed by JG. Also, it was noted that the next meeting would be held between AS and DR with the intention of monitoring attendance and safeguarding, central record keeping and safeguarding training. JC also talked about a Governor visit to monitor pupils behaviour and planned dates for the monitoring of Mathematics across the federation.		
3/6.2	Governor Training Log & training opportunities and Review of Skills Audit (completed annually) – It was discussed that JG had now completed her level 2 safeguarding training and that this needed to be added by the Clerk to the training log . JC mentioned that it was her intention to attend the Headteacher appraisal training on the 5 th of March. DR also mentioned that he had re-taken his level 3 safeguarding training on the 17 th of January.	Clerk	Complete
3/7.1	Managing Allegations – It was noted by Governors that the last line of this procedure should read the Kenn and Kenton Federation and not Kenton Primary school. Also, the review date should be removed, and the procedure should read – will be reviewed annually. The Clerk will amend this procedure accordingly.	Clerk	Complete
3/7.2	Schools Code of Conduct – Governors agreed that the word school should be replaced throughout the policy with the word Federation. It was also mentioned that the last line of the policy should be removed; the Clerk will amend this code.	Clerk	Complete
	Additional – All information distributed at the meeting.		
	Next FGB meeting: Thursday 22nd March 2018, 6pm, Kenton		

Signed:  Chair