

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	4 - Full Governing Body	Date:/Time:	Wednesday 28 th March 2018 – 6pm	Venue:	Kenton
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig (Chair)	JC
Linda Baker	LB
Jane Lewis	JL

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

Apologies:	Initials:
Leigh Mansfield	LM
John Williams	JW

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
4/1	Governor prayer – led by DR.		
4/2.1	Welcome & Apologies – JC welcomed governors to the meeting. LM and JW had sent their apologies. No other apologies were received by the board. Governors were informed that CS had passed away after a short illness; Governors paid tribute to her 20 years of service as a school Governor.		
4/2.2	Register of business interests – There were no new business interests declared at the meeting.		
4/2.3	Chair's and Heads Urgent business & correspondence – JC talked about a letter of complaint received with regards to the academisation process from a member of the Parish Council. LB discussed how the church had representation on the Governing body and JG commented that the Governing body had followed the correct procedure with regards to this transition. The scheme of delegation was discussed; once completed and when the federation is part of the MAT it was considered by Governors that this needed to be placed on the school's websites. The rest of this conversation has been recorded as part 2 minutes.		
4/3.1	<p>Minutes of the EGM meeting held on the 4th December 2017 – The minutes of meeting were agreed as a true record; proposed by JL seconded by JG and signed by the Chair.</p> <p>Minutes of the FGB meeting held on the 25th January 2018 - The minutes of meeting were agreed as a true record; proposed by DR seconded by LB and signed by the Chair.</p> <p>Part 2 minutes of the FGB meeting held on the 25th January 2018 - The minutes of meeting were agreed as a true record; proposed by JC seconded by WD and signed by the Chair.</p> <p>Part 2 minutes of the EGM meeting held on the 8th February 2018 - The minutes of meeting were agreed as a true record; proposed by DR seconded by JG and signed by the Chair.</p> <p>Matters arising: JC talked about point 3/5.1 in the FGB minutes; a working party would be needed to look at staff pay, teachers on UPS and the parity between these rolls across the two schools.</p>		
4/4.1	Update on safeguarding issues – AS distributed the safeguarding data collection sheet at the meeting which was reviewed by Governors. It was noted that one family at Kenton were on the child protection register. The numbers of social workers		

	involved in this case was discussed; it was mentioned that a meeting with social services was planned but no date had been proposed.		
4/5.1	Approval of 2018/19 budget – This had been approved at the last FPP meeting and all Governors were happy with the proposed budget. This was proposed by LB and seconded by JL.		
4/5.2	Academy update – After the meeting held on the 8 th of February 2018 Governors considered that following the consultation and having given consideration to all communication the Governing Board are proposing to continue to proceed with joining the Teignmouth Learning Trust. It was noted that Cockwood primary school had recently undergone an Ofsted inspection and no major issues had been reported. AS also talked about the recent resignation of the head of Exeter Road for personal reasons and the impact this could have on the federation joining the MAT. JC talked about the impact this had on the make up of trustees and the school. It was discussed that the Exeter Road school had just undergone its Ofsted inspection. JC talked about the date for joining now being postponed from the 1 st of May to the 1 st of September; however, the federation is still awaiting the academisation grant. The issues around the lease of land at Kenton from the Parish Council was discussed; also, the issues with the substation at Kenn and the land at the bottom of the playing field was talked about. JC felt that the change of dates needed to be communicated to parents; AS considered that staff should be informed after the Easter holiday. Governors felt that having Exeter Roads Ofsted results would be useful, but JC commented that the legal work needed could not be started due to the federations current financial situation.		
4/5.3	Headteacher's Report – update on SIAMS Action Plan and SIAMS SEF – JC discussed that DR was looking at attendance across the federation; AS mentioned that the follow up on attendance at Kenn was an issue that had now been resolved. DR felt that all the right support was in place to improve pupil's attendance. JC talked about the possibility of a foundation Governor joining from the Kenn area. JG asked about the admissions for the following academic year and if a lack of space would be an issue. AS commented that priority would be given to children from the villages were possible and how both schools would be reaching their capacity. JC talked about the PPG groups and the support needed for middle and less able children. AS discussed that the SIAMS action plan was not yet complete and how it was only populated up to the dates of 2019/20.		
4/5.4	Review of updated SEF's – Kenn & Kenton – AS commented that she was happy with the SEF for Kenn and that Kenton's was still work in progress. AS talked about tracking changes and DR asked about the colour coding used in the SEF. AS mentioned Kenton's last Ofsted and how this was reported to the school. LB discussed pupil figures at Kenton and how this needed to be amended from 95 to 98. The style used by the last Ofsted inspector was considered; AS also talked about difficulties in writing up last year's class 6 results. The impact of staff absence on pupils at Kenn was discussed; it was also noted that a positive letter had been received with regards to the new staff member at Kenn. JC talked about able writers across the federation and how this was an area that needed to be looked at. AS discussed restorative techniques used across the federation and how MTA's had been working on this and the improvements made. Pupils behaviour was also talked about and it was considered that the systems used were working well. It was considered that pupils at Kenton had a good understanding of bullying and some focus on cyberbullying was needed at Kenn. AS talked about the recent safeguarding questionnaires' and how pupils had questioned all aspects of this exercise.		
4/5.5	SIP - Review of Spring Tasks – It was considered by Governors that this was covered by the Governors monitoring and completed by both T&L and FPP committees.		
4/5.6	Update on closure of school field at Kenn – Minutes of meetings 29th January and 26th February 2018 – The minutes from the meeting on the 29 th of January were agreed as a true record, proposed JC, seconded LB and signed by the Chair. It was agreed by Governors to review the minutes from the meeting held on the 26 th of		

	<p>February at the next FGB meeting. The outcome of the inquiry to DCC with regards to the school's insurance policy was discussed. It was considered that the current policy had been sufficient with regards to casual use of the field until an incident had been reported. JC talked about recent email correspondence with ROSPA who would conduct an independent Health and Safety audit of the school playing field. This would be paid for by the Parish Council; Governors considered once this had been conducted any issues that needed mitigation could be addressed. It was discussed that ROSPA would be in the area in March, but no dates had been agreed. WD asked if the insurers would accept the results of this audit; JC felt that this was not a certainty. AS and JC discussed the types of barriers that could be used around the class 1 area and the decking issue outside of class 2. The type of gates or barriers that could be used around the class 1 area was talked about and DR felt that seeking advice from ROSPA about this would be useful. The securing of the rope in the play area was discussed and again it was considered seeking advice from ROSPA on this issue. DR talked about liability issues with DCC and JC discussed prompting issues and the response Governors would get from the local authority. It was considered mentioning in the school newsletter that the playing field was still open to use under the schools letting policy. JC talked about emailing the Parish Council to accept the ROSPA audit; this report would then be sent to the school and could be fed back to any future meetings about the use of the school field. WD asked if this would involve a visit after any mitigation had taken place; JC felt that this was not the case, but a second visit may be needed. AS talked obtaining quotes for any mitigation work identified in the audit.</p>		
4/5.7	<p>Review of new GDRP legislation – It was agreed by Governors that more work was needed on this subject. AS discussed; a recent breach at Kenn where the wrong report was sent out to parents. The GDPR book was used to send a report to the Information Commissioner and it was considered that the correct channels had been followed. It was noted that this was down to human error and mentioned that in future school reports would be sent to parents in a different way. DR asked if this incident had been shared with all staff across the federation and AS mentioned that some of the staff at Kenton still had to be informed. AS also talked about the procedure when there had been a data breach and where the federation currently stored confidential information. LB considered working through the best solutions for the storage of data and mentioned that in any future structure there would be an appointed officer for data protection. LA mentioned the information the Clerk held, and it was agreed to discuss this with AS and LB.</p>	Clerk	Complete
4/5.8	<p>Agree content for Summer Governor Newsletter – LB felt that the next Governors newsletter should contain an update with regards to academisation and the closure of Kenn's playing field. AS talked about the similarity with the closure of the school playing field at Kenton and how the school got over this issue by working with the Parish Council. WD considered adding a statement to the newsletter with regards to the KSPA's plans for the school playing field at Kenton. AS felt that the newsletter should mention the loss of CS from the Governing body.</p>		
4/5.9	<p>Reports from Committee chairs – Finance, Personnel & Premises and Teaching & Learning – A summary of the last meetings had been written by the Clerk who was asked to forward to all members of the FGB.</p>	Clerk	Complete
4/6.1	<p>Schedule of governor visits for 2016/17 linked to SIP – The next Governor visit was discussed where LB and LM would look at the PPG groups across the federation. WD and JC were also to look at the federations data with JB and JT and would also focus on this group and the teaching strategies being used. In the summer term JG and JC planned to look at pupil's science work in their topic books and development in this area. AS talked about the difficulty in monitoring progress in this area as science was not being assessed in the same way other subjects were. JG talked about the timing of this visit as it could clash with the federations SAT's. JC felt that PE and PE premiums and Forest School were areas that Governors needed to look at. AS mentioned that a review of the early years curriculum was due, and this would be an</p>		

	opportunity to look at the gap between the reception groups and year 1. JL also talked about the gap in ability between year 1 and year 2.		
4/6.2	Governor Training Log & training opportunities also reports from Governors who have attended training – JC discussed; the recent Headteacher Appraisal training she had attended and how this would be conducted in an academy. It was mentioned that the CEO and Chair would work together to conduct this. It was also discussed that JG would conduct the next review for AS. JG mentioned that it would be advantageous for the Clerk to attend additional training such as Formal Proceedings training. The Clerk will look at dates to attend this training. JC also discussed the federations intimate care policy and the need to look at this again at the next FPP meeting.	Clerk	IP
	Additional – All information distributed at the meeting.		
	Next FGB meeting: Thursday 17nd May 2018, 6pm, Kenn		

Signed:  Chair