

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	5 - Full Governing Body	Date:/Time:	Thursday 17 th May 2018 – 7pm	Venue:	Kenn
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig (Chair)	JC
Linda Baker	LB
Jane Lewis	JL
John Williams	JW

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

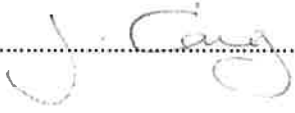
Apologies:	Initials:
Leigh Mansfield	LM

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
5/2.1	Welcome & Apologies - JC welcomed governors to the meeting. LM had sent her apologies. No other apologies were received by the board. JC welcomed JB as a new Governor; JB had previously attended the T&L committee meetings but would now become a full Governor. JG asked for a copy of the New Governor Induction to be forwarded to her so that JB could be trained.	Clerk	Complete
5/2.2	Register of business interests - There were no new business interests declared at the meeting.		
5/2.3	Chair's and Heads Urgent business & correspondence – JC mentioned that this would be JG's last meeting; JG would continue with her planned meetings until half term and then finish as a school Governor. Governors expressed their thanks and gratitude to JG for all her work in various roles on the Governing Body over many years. AS talked about the planned home/school visits for reception at both Kenn and Kenton. The new home school agreements were distributed at the meeting by AS and it was noted that this information needed to be on the school's websites. Governors were happy with the content of these documents and the statement on Christian Ethos was to be kept on the agreement for Kenn school. WD asked about the use of these documents and how these were a reminder to parents of the standards expected. JB asked about the new GDPR regulations and its impact on the schools; it was noted that this subject was on the meeting's agenda and would be discussed. LB discussed the current e-safety policy and the need for a statement regarding the use of social media. JL talked about parental responsibility with regards to this subject; WD asked about the frequency of review of this policy and it was noted that it was reviewed annually.		
5/3.1	Minutes of the FGB meeting held on the 28th March 2018 - The minutes of meeting were agreed as a true record; proposed by DR seconded by LB and signed by the Chair. Part 2 minutes of the FGB meeting held on the 28th March 2018 - The minutes of meeting were agreed as a true record; proposed by JC seconded by DR and signed by the Chair. Matters arising: The FGB minutes were discussed and section 4/5.4 was questioned; Governors discussed the focus on cyberbullying needed at Kenn. It was considered that this subject was something that needed work and the possibility of putting this on the school syllabus mentioned.		

5/4.1	<p>Update on safeguarding issues – AS talked about the family under child protection and the one child in need at Kenton. The high turnover of social workers was discussed with regards to these cases. DR asked if the school should make a complaint to the social workers team manager. AS commented that the cases had been reviewed but also mentioned that she had not met the family’s social workers. JC discussed the timeframe for making a complaint; DR mentioned that if the child protection issue needed a rapid response then the school should talk to the team manager. DR felt that the timeframe was sufficient to escalate these issues; AS mentioned that she was due to attend a meeting to discuss these cases. Governors felt that this course of action was appropriate to cover the school’s liability with regards to these pupils.</p>		
5/5.1	<p>New General Data Protection Regulations (GDPR) – AS mentioned that an audit was planned for the federation on Monday the 21st of May and that this legislation would come into effect on the 25th of this month. It was discussed that the federation was intending to use the assistant head at Mill Lane Primary as their data protection officer. AS talked about the new privacy notice that needed to be sent out to parents; the model policy on the Governments website was to be used. It was asked if a copy of this had been sent to the data protection officer for checking and AS confirmed that this was the case. LB discussed the bullet points raised in the last T&L meeting with regards to this subject and distributed a copy to all at the meeting. JB asked about the role of the data protection officer and the advice they would give. AS talked about the impact this legislation would have with regards to sending letters and emails home to parents. It as considered that information about money, clubs, school information, school milk and other issues would all be affected by this new legislation and that the federation needed to insure it was compliant. DR asked about the storage of data and discussed how confidential waste would be treated; DR also mentioned Governors part 1 minutes and it was considered that the Clerks back up encrypted memory stick should be held in the school safe. The federations use of the Cloud to store confidential information was also talked about; it was considered that this should still be used but could be reviewed later. DR mentioned that caution was needed with the information the federation kept as parents could request this under the new legislation. DR also asked LB about the current password protection and encryption that the federation used within it’s IT systems. JG questioned if this was a subject that Ofsted would ask about and it was considered by Governors that this would be the case. JC asked about the Audit which would be conducted on the 21st of May; AS felt that this would give the federation some answers and that the actions from this could then be worked on. The Clerk was asked to put this subject on the next FGB agenda.</p>	Clerk	Complete
5/5.2	<p>Academy update/Kenn School Field update – The recently commissioned report from ROSPA about the safety of the school playing field was discussed; it was noted by Governors that the climbing rope had not been mentioned in this report. AS discussed this and pointed out to Governors that once the fence had been erected this climbing rope would become part of the classroom environment. JL talked about the elimination of risks on the school playing field and mentioned that the rope may need to be tested twice a year for insurance purposes. AS asked if the rope needed to be removed and JC commented if the school should ask ROSPA’s opinion on this subject. DR and JL felt that this question should be put to ROSPA. AS commented that once the work in the report had been done the school should talk to the insurers to ensure the risks had been mitigated. JC also talked about the risks and if following this report would help with the insurance issues. The rest of this discussion has been recorded as part 2 minutes.</p>		
5/5.3	<p>Feedback from financial audit – AS mentioned that the staffing structure for the federation had been discussed at the last FPP meeting; AS told Governors that Kenn’s parents would be told of the changes the following day. The departure of SW was talked about and the increased responsibilities for the federations admin staff was discussed. AS commented that the finance role would be covered by a staff</p>		

	<p>member from Cockwood Primary. It was mentioned that one staff member would be leaving from Kenn and staff had already been asked about increasing their hours to cover this shortage. Also, a member of staff would be leaving Kenton at half term and it was considered that a new SENCO support would be needed at Kenton. LB discussed the employment of a new TA to assist with individual coaching and it was considered that this had a positive impact on PPG pupils. AS talked about how existing staff members could be used for individual coaching depending on the day of the week. AS also mentioned that the grades for the federations admin staff were to be increased to reflect their new responsibilities; AS also commented that an administrator from Mill Lane would assist with the federations personnel contracts. JC asked if new staff would be employed on federation contracts and AS confirmed that this was the case.</p>		
5/5.4	<p>Agree content for Summer Governor Newsletter – Governors talked about the content of the summer newsletter and how this had been covered previously in this meeting.</p>		
5/6.1	<p>Reports from recent visits – linked to SIP – It was discussed that LB and LM would conduct a visit at the end of June or beginning of July. JG and JC were to attend a visit the following Monday after this meeting.</p>		
5/6.2	<p>Governor Training Log & training opportunities – It was mentioned that JB should attend the Induction Training for new Governors. The Clerk will book JB onto this training on the 19th of June at the Old Deanery.</p>	Clerk	Complete
	<p>Additional – All information distributed at the meeting.</p>		
	<p>Next FGB meeting: Thursday 19th July 2018, 6pm, Kenton</p>		

Signed:  Chair

