

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	6 - Full Governing Body	Date/Time:	Thursday 19 th July 2018 – 6pm	Venue:	Kenton
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Present:	Initials:
Leigh Mansfield	LM
Jan Caig (Chair)	JC
Linda Baker	LB
Jane Lewis	JL
John Williams	JW

Present:	Initials:
Liz Rycroft	LR
Joe Baxter	JB
Laurence Adams (Clerk)	LA

Apologies:	Initials:
Will Dale	WD
Amanda Somerwill	AS
Dave Roberts	DR

Minutes to: Diocese/Websites

Min. No	Actions & Decisions	Owner	Date:
6/2.1	Welcome & Apologies - JC welcomed governors to the meeting. AS, DR and WD had sent their apologies. No other apologies were received by the board. JC welcomed LR as a new Foundation Governor; JC also discussed the possibility of a new co-opted Governor starting on the board in September and the need for a Governor to serve on the FPP committee. JC thanked DR for his service as Governor and mentioned that he would be difficult to replace.		
6/2.2	Register of business interests - There were no new business interests declared at the meeting.		
6/2.3	Chair's and Heads Urgent business & correspondence – JC commented that there was no urgent business; the Governor Mark evaluation project was discussed. The survey needed to be completed and returned to AS for review. This scheme was being run by the University of Nottingham and is an independent evaluation of Governance.		
6/3.1	Minutes of the FGB meeting held on the 17th May 2018 - The minutes of the meeting were agreed as a true record; proposed by JL seconded by JB and signed by the Chair. Part 2 minutes of the FGB meeting held on the 17th May 2018 - The minutes of the meeting were agreed as a true record; proposed by LB seconded by JB and signed by the Chair. Minutes of the EGM meeting held on the 17th May 2018 - The minutes of the meeting were agreed as a true record; proposed by AS (having previously been reviewed via email) seconded by JC and signed by the Chair. Minutes of the EGM meeting held on the 25th June 2018 - The minutes of the meeting were agreed as a true record; proposed by LB seconded by JC and signed by the Chair. Matters arising: The FGB minutes were discussed and it was noted that the SENCO support mentioned in section 5/5.3 was now being provided by LB. Governors also commented that the school playing field at Kenn was to be reopened on the 8 th of July until contractors started work on the installation of solar panels in the summer months.		
6/4.1	Update on safeguarding issues – It was considered by Governors that this subject had been covered by the T&L meeting held before this FGB.		

6/5.1	<p>Academy update/discussion – and review succession planning for 2018/19 – JC talked about the recent visit to Exeter Road, the scheme of delegation and the due diligence with solicitors. One issue had come to light which was the deficit in the budget at Exeter Road. It was noted that the budget runs from September to September and that VAT returns do not come back quickly to the school. WD although not present at the meeting had forwarded several questions for Governors to consider:</p> <ul style="list-style-type: none"> - Have we had adequate responses to the queries we raised at the end of the last meeting at Exeter Road? - Has a new head been appointed at the secondary school? - The other schools were concerned about Kenton's lease - has there been any follow up on this? Have we had an update from the lawyers? - Did many parents attend the recent meetings arranged in school to discuss the MAT? - Was the engagement positive, or were any new issues raised which we need to consider? <p>JC wished to express Governors thanks to DR for all the hard work he had done with regards to the subject of academisation. Governors asked if there was any update on Kenton's lease; JW commented that it had been requested but was not yet available. It was mentioned that the number of parents attending recent meetings to discuss the MAT was low. LB talked about the budget for a MAT being set monthly and the issues this could create with some monthly bills being bigger than others. The school's admissions and its impact on a MAT was also discussed with regards to setting the schools budget. JC talked about the budget with regards to setting teaching and non-teaching times. LB talked about the recent comments made to parents by the Diocesan Surveyor (Education) had been useful; he had stated that all schools in an academy were one group and equal partners. LB asked if advise could be sort as to how an academies budget worked; LM thought this was a good idea and AS would be asked if this was possible. JB asked about the funding for PPG pupils and if it would be the same and Governors thought that this was the case. JC talked about all funding going to the academy and how this would be distributed between schools.</p>		
6/5.2	<p>Headteacher's Report including update on SIP/ SIAMS update/review – recognise and celebrate the progress made in the last year. – It was considered by Governors that in the absence of AS these subjects would be looked at in the first FGB meeting in October. JC talked about the attendance of PPG pupils at Kenn and how a new attendance Governor would be needed. LR was asked if she would attend the Kenn Community Forum and was asked to contact AS with regards to possible dates. JC also discussed the logging of pupil's behaviour; it was considered that AS had to be asked about this logging at Kenton and the numbers, how this was broken down and the terminology used.</p>		
6/5.3	<p>Reports from Committee Chairs –</p> <ul style="list-style-type: none"> • Finance, Personnel & Premises – A summary of the last FPP meeting had been sent from DR; LB and JC talked about the finance roll in the federation and how this would be covered by an employee from Cockwood Primary School. The increased hours and salaries of the federations admin staff was discussed by Governors. Also mentioned was the installation of solar panels at Kenn and the possibility of a payback from the national grid. Governors asked about the due diligence report from the surveyors and the work needed on Kenton's boilers and electrical work at Kenn. Accessibility at both schools was discussed although there were no pupils with these needs. LB talked about the use of the visual timetable and it being standardised across the federation. JB commented that he had now completed the level 3 safeguarding training. Governors questioned the current staffing structure and pupil numbers; also mentioned was the physical space available for pupils with the expectation of increased numbers in the new academic year. 		

	<ul style="list-style-type: none"> • Teaching & Learning – LM summarised Kenn’s data and discussed splitting year groups at Kenn. JL and LM noted that the results at Kenn showed improvement over the academic year. JB then presented the Kenton data to Governors; the foundation year was discussed with 67% of pupils showing a good level of development. It was noted that boy’s attainment was lower than girls and this is discussed in the SIP. Year 1 results were generally positive although it was noted that maths needed work. Boys results were lower than girls although the results were good, and the progress of the SEN pupils was pleasing. JB talked about year 2; maths was at the regional and national level and all other subjects were above these. It was mentioned that boys writing and maths results was an issue. Year 3 and 4 had shown good progress throughout the year. JB talked about the year 5 group which had a high number of PPG and SEN pupils; also discussed was the impact of the new curriculum on this group. JL asked about the comparison between this year group at Kenn and Kenton; JB also commented that there was a jump for pupils from year 4 to years 5 and 6. Year 6 as predicted had good results higher than the national average; JC asked if something should be put in the village newsletter about the pupil’s results. • Review how Governing Body has functioned in the past year and changes needed for the next – It was discussed that Governors needed more advice with regards to the academisation process. LB asked Governors if it would be helpful to get an advisor to talk to the Governing body. JC talked about the online training that was available; and LR mentioned that she would be happy to do this training. Governors mentioned that with several Governors leaving the body in the last academic year and new Governors joining it would be worth reviewing the structure of the body in September. JC questioned if the Governing body was being strategic enough; LM felt that this was the case with the body looking at academisation and the future structure of the federation. 		
6/5.4	<p>Discuss and affirm the school vision statement, consider a visioning day at the start of next term involving staff, governors, parents, pupils and the wider community – LB talked about the recent academy meeting at the Langstone Cliff Hotel and the vision statement discussed. This involved all the academies stakeholders but was directed by a small team. LM talked about the possibility of a meeting to discuss this in the next term followed by an additional meeting involving the federations stakeholders. The EGM held on the 9th of March 2017 regarding the federations vision statement was discussed; JC and JB talked about the vision and ethos of the federation and if this should be reviewed before academisation. JC felt that this needed clarification and LB asked if another statement would be needed if the federation were to join an academy. LM felt that the federation needed its vision and JC mentioned that this could be taken to the academy. Governors considered that a vision day would not be needed but they needed to look at the federations strategic direction. The Executive Headteachers performance management was also discussed and how this would work if the federation was to join an academy.</p>		
6/5.5	<p>Review governance and policy areas of school website to ensure compliance – It was discussed that most of the policies on Kenn’s website were up to date and that the policies on Kenton’s website needed to be updated. The clerk will check and update the remaining policies on both websites.</p>	Clerk	IP
6/5.6	<p>Update on GDPR legislation – audit actions required – Governors felt that AS should be questioned on this subject and any outstanding audit actions at a later date.</p>		
6/5.7	<p>Agree meeting dates for 2018/19 – Proposed dates for the following academic year were circulated by the clerk. These dates were discussed by Governors and except for some minor alterations were agreed.</p>		
6/6.1	<p>Reports from recent visits – Were discussed by Governors at the meeting.</p>		
6/6.2	<p>Governor Training Log & training opportunities - Review impact of governor/clerk training activities on governing board effectiveness – JC mentioned that she would</p>	Clerk	Complete

	<p>like to do the Inset training for Governors and how WD had expressed an interest in the academy training for Governors being held early in 2019. It was discussed that JB and LR had attended the Diocese training for new Governors; the Babcock training for new Governors would be a useful training exercise for both. JC mentioned that a Governor mentor would be needed as JG had resigned from the body. The clerk was asked forward a copy of the Governors Handbook to LR.</p>		
	<p>Additional – All information distributed at the meeting.</p>		
	<p>Next FGB meeting: Thursday 1st October 2018, 6pm, Kenn</p>		

Signed:  Chair