

# The Kenn & Kenton Federation

## PART 1 MINUTES

<b>Meeting:</b>	1 - Full Governing Body	<b>Date:/Time:</b>	Thursday 1 <sup>st</sup> October 2018 – 6pm	<b>Venue:</b>	Kenn
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig	JC
Linda Baker	LB
Jane Lewis	JL
Will Dale	WD

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

Apologies:	Initials:
Leigh Mansfield	LM
John Williams	JW

Minutes to: Diocese/Websites

In Attendance:	Initials:
Sue Pimm from the Ted Wragg Trust	SP

Min. No	Actions & Decisions	Owner	Date:
1/2.1	<b>Welcome &amp; Apologies</b> - JC welcomed governors to the meeting. LM and JW had sent their apologies. No other apologies were received by the board. JC welcomed WW as a new co-opted Governor; JC also welcomed SP from the Ted Wragg Trust who had agreed to attend the meeting to discuss academy finances.		
1/2.2	<b>Explanation of Academy Finances</b> - SP talked about the systems and processes used in academy finances and the differences between LA funded schools. SP mentioned that as an academy was an exempt charity they must prepare statutory accounts; the federations accounts would be part of this reporting but would be kept separate. SP mentioned that academies would prepare these using their own software and Governors asked if they could get a copy of these possibly from Mill Lane Primary. SP talked about the academies financial handbook and how accounts are prepared monthly to report to each Governing body. The official rule is that these are reported at Trust level six times a year, but it is normal practice for these to be reported to the Governing body each time it meets. Governors questioned what is done centrally and locally and the possibility of looking at the TLT accounts. SP mentioned that the federations accounts would be closed on joining an academy and any remaining money would be transferred over. The academy conversion grant paid for the legal fees and £7000 per school was paid to DCC. Once any software licences were paid for the money left goes to the school. SP commented that for this reason the federation needed to be on top of any dept and that a bank account would needed to be set up with a new Dfe number. Funding would then directly from Government and AS mentioned that she had a figure for Kenn but not yet Kenton. It was discussed that April was key to funding as money allocated per pupil was based on the figures on this month.		

	<p>Staff contracts were discussed, and these would be TUPE'd across to the academy; AS asked if any surplus money in the budget would be ring fenced. SP did not know the answer to this and Governors felt that some reassurance would be needed on this subject. JC mentioned that some reserve would be needed in case of issues and Governors questioned what financial reserve the TLT currently held. SP commented that Trusts needed to comply with Company and Charity law and that it can take up to four months to tie up all the financial issues involved in academising. SP also talked about how the academic year formed the basis of the financial year and how a three to five-year financial plan was needed. With this being the case a balanced budget would be needed at the end of the academic year in July. Governors asked who would process invoices within the academy and mentioned that all existing contracts would be transferred over to the academy. SP mentioned that the school could set its own pay for individual staff members but had to follow national terms and conditions. SP discussed how academy finances were not that different and just needed getting used to; VAT was straight forward, paid monthly and normally returned within a few weeks.</p> <p>LB asked how funding would work if the federation joined an academy part way through the year; SP commented that as per the ESPA guidance the funding would be broken down into months. She mentioned that this was why the pupil numbers in April was important as it had an impact on funding. JC asked about how the funding would work if the federation joined an academy part way through a month; SP commented that the funding would then be based on days. JB mentioned that a worry was that the TLT was currently in deficit; AS discussed looking at their financial position at the end of last year and at the end of this would be a useful exercise. JL asked about the difference between primary and secondary schools with regards to finance; AS talked about the amount of leadership time in secondary schools being a drain on resources. JB questioned what safeguards were in place to protect the other schools in an academy if one school was overspending. SP mentioned that this depended on how the academy finances were reported and ultimately this would legally lie with the Trust. JC felt that it would be useful if the federation had a member on the Trust to know how other schools were performing. SP talked about how it was the norm for the school finances to be ring fenced; JC asked if it was normal for any budget surplus to be carried across. AS mentioned that all the money rested in one account, but any reserves stayed intact. Governors thanked SP and felt that this had been a useful exercise; WD asked for reassurance with regards to academy finances and JC mentioned asking the TLT for their draft financial report. SP left the meeting.</p>		
1/2.3	<p><b>Declaration of Business Interests &amp; update of register</b> – The register of Business Interests was distributed by the Clerk and signed and dated by all Governors present. There were no new business interested declared at the meeting.</p>		
1/2.4	<p><b>Election of Chair &amp; Vice Chair</b> – JC agreed to continue as Chair until the federation joined an academy; proposed by JL; seconded by WD and agreed unanimously by Governors. LB was asked to stand as Vice Chair; as she was currently out of office she had to decline. It was proposed by all that the position of Vice Chair should be raised at the next FGB meeting.</p>		
1/2.5	<p><b>Chair's and Heads urgent business &amp; correspondence</b> – AS talked about the new head of T&amp;L at Kenn; from January this role would be performed by JA. A staff member returning to work gave JA more time to pursue this role; WD talked about the pay grade for JA and it was mentioned that JT would be going onto reduced hours. LB on behalf of Governors extended her thanks to JT for all of the work she had performed in this role. JC talked about the need for another Governor to</p>	Clerk	Complete

	<p>monitor performance management; could this be JW and would he undergo the days training required. JC also discussed another Governor on the pay committee could this be WW; JC would conduct the role of mentor Governor but asked if LM could take this role. LB would now become the federations SEND Governor; it was suggested that WW could become safeguarding Governor but needed to undergo the level 3 safeguarding training. LM would conduct the role of PPG Governor; JC mentioned the structure of the first committee with WW and JW joining this group. The structure of the second committee was discussed consisting of JW, LM and LR. It was agreed by Governors to co-opt LB until her re-election and <b>AS asked the Clerk to forward the staff nomination papers to her.</b> The Governor for children in care would now be LB; it was discussed that there was no chair for the FPP committee and this would be discussed at the first meeting. JC mentioned that marketing, ICT, maths and literacy Governor roles should be removed from the Governors Handbook. LR agreed to represent the board at Kenn's community forum. It was agreed that JB would perform the roles of PE premium and performance data Governor with LM becoming attendance Governor.</p>		
1/2.6	<p><b>Agree Terms of Reference for FPP, T&amp;L, Pay &amp; Performance &amp; Appeals Committee and objectives for the academic year</b> – It was agreed by Governors to maintain the terms of reference for all committees as they currently stood.</p>		
1/3.1	<p><b>Agree as a correct record the minutes from the FGB meeting held 19<sup>th</sup> July 2018</b> - The minutes of the meeting were agreed as a true record; proposed by JB seconded by JL and signed by the Chair. <b>Matters arising:</b> There were no matters arising from these minutes.</p>		
1/4.1	<p><b>Update on safeguarding issues</b> – AS discussed the two families with links to social care; one family under child protection and one child in need both in Kenton. JB mentioned he had completed his level 3 safeguarding update and that JT and JA were to complete their updates later in the year. Again mentioned that WW should complete level 3 safeguarding training; AS commented that there was nothing to report with regards to CSE. Internet security and teen dating sites were discussed by Governors; it was considered that this should be mentioned in the next Governors newsletter. WD asked about the site for Forest School and the playing field at Kenn. AS mentioned that there had been some minor vandalism at the Forest School site at Kenton; a different site had been offered by the Powderham Estate. Evidence of possible drug dealing at sites in Kenton was discussed and AS commented that the Police had been contacted about this situation.</p>		
1/5.1	<p><b>Academy update/discussion – and review succession planning for 2018/19</b> – JC asked about the lease for Kenton; AS commented that the survey had been completed and that JW needed to be contacted about the lease. It was mentioned that staff and Governors were to look at the new Christian Vision for Kenn. JC mentioned that the FPP committee would be looking at academy finance and commented that the end of year results for Exeter Road had shown signs of improvement. JL asked about the situation regarding Kenn's playing field; it was noted that there had been some trespassing which had been posted on social media. Governors talked about the friends of the field monitoring the situation and the impact this could have on the schools insurance policy. It was mentioned that this message needed to be relayed to the wider community in Kenn.</p>		
1/5.2	<p><b>School Improvement Plan / SIAMS – Governor approval of updated plans</b> – JC outlined the Governor Monitoring plan for the next term; AS, LR and JW were to meet to discuss SIAMS at Kenn. It was mentioned that there were no formal dates set for Governor visits but these should be targeted around the priorities in the federations SIP. AS suggested that boys achievement needed to be looked at in all subjects; JC talked about the need to look at the EYFS groups. It was agreed that the enquiry based curriculum needed review as a key priority. JL asked about older children and the monitoring of foundation subjects; AS mentioned that the enquiry based curriculum would be a subject for JB, JT and JA to review. Also mentioned was the Maths Audit due to be conducted and how JB and LB would feed back any</p>		

	findings to Governors.		
1/5.3	<b>Introduction to School on a Page Reporting</b> – AS explains to Governors that report is an evaluation of the previous years data and talks about its use in Ofsted inspections. AS talks about this information coming from DCC and comments on the colour scheme used in this reporting. WD asks about the frequency that this information is reported to parents and AS mentions that it is to be published on the school websites once a year.		
1/5.4	<b>Governors' Handbook</b> – It was mentioned by Governors that the names and responsibilities in the Subject Monitoring Responsibilities/Lead Governor Roles section needed to be changed. Also, several dates in Appendix One (Meeting Dates for the Academic Year) needed to be amended.		
1/5.5	<b>Review of SEF report to Governors</b> – AS talked about the SEF for Kenn containing new data and the progress towards the federations SIP targets. After review there were no questions from Governors; AS mentioned the importance of accuracy and the focus needed on areas for improvement.		
1/5.6	<b>Agree timetable/Governor to co-ordinate Governor Newsletter</b> – It was agreed that in the absence of LM the content of the Governors newsletter should be discussed at a later date.		
1/5.7	<b>Kenn and Kenton Vision and Strategic Plan</b> – JC mentioned that the key issues in the Strategic Plan should be discussed as a starting point. AS talked about how this linked to the new Christian Vision for Kenn; JB asked if this needed review before the federation joined the academy. AS discussed how this fitted with other school policies such as the admissions statements; Governors considered that this needed review in the following term possibly in January.		
1/6.1	<b>Schedule of Governor visits for 2018/19</b> – It was considered by Governors that this had already been discussed in section 1/5.2.		
1/6.2	<b>Governor Training Log, training opportunities and Governor Monitoring</b> – Again Governor training needs had been discussed in section 1/2.5.		
1/7.1	<b>New Model Safeguarding Policy</b> – AS had made the amendments needed to this model policy and asks if it is to be adopted; Governors were asked if this policy was to be adopted. It was proposed by LB; seconded by JC and adopted unanimously by the Governing body. <b>AS to forward the amended policy to the Clerk.</b>	AS	Complete
1/7.2	<b>Admissions statements Kenn and Kenton</b> – It was agreed that Kenton's statement needed amendment however this was set by the local authority; it was noted that it could be taken back to admissions for amendment. The size of admissions to both schools was discussed by Governors. Governors mentioned that the new Christian Vision for Kenn needed to be added to the draft admissions statement and to be taken back to admissions. JC questioned whether a statement on Christian and Community Values was needed on each schools admission statement.		
	<b>Additional</b> – All information distributed at the meeting.		
	<b>Next FGB meeting: Thursday 29<sup>th</sup> November 2018, 6pm, Kenton</b>		

Signed:  ..... Chair