

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	2 - Full Governing Body	Date:/Time:	Thursday 29 th November 2018 – 6pm	Venue:	Kenton
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig	JC
Linda Baker	LB
Jane Lewis	JL
Will Dale	WD

Present:	Initials:
Leigh Mansfield	LM
Joe Baxter	JB
John Williams	JW
Laurence Adams (Clerk)	LA

Apologies:	Initials:
Liz Rycroft	LR
Warren Wood	WW

Minutes to: Diocese/Websites


In Attendance:	Initials:

Min. No	Actions & Decisions	Owner	Date:
2/1	Governor Prayer – led by JW		
2/2.1	Welcome & Apologies - JC welcomed governors to the meeting. LR and WW had sent their apologies. No other apologies were received by the board.		
2/2.2	Declaration of Business Interests - There were no new business interested declared at the meeting.		
2/2.3	Chair's and Heads Urgent business & correspondence and election of Vice Chair – The Chair commented that she had received no correspondence; AS discussed, the recent Ofsted inspection at Kenn. It was noted that this was a good report however there were some areas that needed work. Some issues had been identified in maths and vocabulary; there had been a misconception from Ofsted in pupils writing with regards to the SEND group of pupils. HR had been asked for advice on this subject, but it appears unlikely that Ofsted would change their report. The following conversation with regards to a staff member has been recorded as Part 2 minutes. AS talked about the areas identified by Ofsted to address and comments that the school needs to celebrate its achievements. The school's intention was to send this report to parents on the Monday before it is published on the Ofsted website. AS mentioned that the school had to be clear on the areas that needed to be addressed. WD asked if the standards required in English were to aspirational; the standards being achieved by year 2 pupils was reviewed and again looked at in year 3. Ofsted questioned if the standards had fallen in this year group for specific pupils. Governors would like to extend there thanks to all staff members for there hard work resulting in a good Ofsted inspection report for Kenn Primary School. Ofsted		

	<p>had mentioned that there was strong leadership and Governance and that there was a strong culture of safeguarding within the school. How Ofsted's findings were linked to the SIP was questioned by Governors; AS commented that an action plan was being developed to link these together. The parent's perception of this report was discussed, and Governors thought that overall this would be good. It was also discussed that Ofsted had looked at the vision and ethos of the school and had commented positively on the school's Christian values.</p> <p>A discussion was held as to who would stand as vice chair of the Governing Body; LB declined this position. AS mentioned that more Governors were needed, and it was felt that they could be recruited from the local community. AS asked if LR would stand as vice chair; LR felt that she could only take up this position after additional training. The Governing Body agreed to continue without a vice chair until further notice.</p>		
2/3.1	<p>Agree as a correct record minutes from the FGB meeting held 1st October 2018 – The minutes of the meeting were agreed as a true record; proposed by JL seconded by LB and signed by the Chair.</p> <p>Matters arising – There were no matters arising from these minutes.</p>		
2/4.1	<p>Update on safeguarding issues – AS distributed a draft safeguarding audit at the meeting which was to be completed by the 30th of November. It was mentioned that JB would now be acting as deputy with regards to safeguarding across the federation. This needed to be updated in all safeguarding policies by the Clerk. One audit would be completed for each school; JC asked about the help available for families where there were potential safeguarding issues. AS talked about the help available and WD discussed the support available for parents. AS discussed; the role of the safeguarding Governor and commented that they were not used on an individual pupil basis but would be asked to help with staffing issues. AS also discussed the issues that the federation had encountered with social services with regards to certain pupils. The Single Central Record was mentioned, and it was agreed that this would be updated by AS with help from JC and LM. JC questioned the attendance of the EAL group and AS explained that there had been issues with one family impacting these figures. WD talked about Kenton's PPG data and how this was not available for the audit; it was agreed that this data would be looked at by LM. JC asked about child protection training and AS commented that one staff member at Kenton still needed to undergo this. The federations new safeguarding policy was proposed by JC, seconded by LB and adopted unanimously.</p>	Clerk	IP
2/5.1	<p>Academy update and discussion – JC talked about a meeting with the TLT regarding common policies being cancelled and the possibility of this being held again before the end of term. The new headteacher at Exeter Road and Ofsted inspections at the school were discussed. It was considered that a joining date of the 1st of April would be good for the federation due to its impact of the schools' finances. AS asked JW about the Kenton rent survey conducted in September and the possibility of getting these conducted by other companies; once the results of this were known the Dfe could be contacted with regards to the rent difference. LM questioned if any of Kenn's pupils were going to Exeter Road this year; AS didn't know but mentioned the transport issues for families living in Kenn. JC asked if this was an issue that should be raised with parents and AS mentioned that it had been raised at the Community Forum.</p>		
2/5.2	<p>Feedback from training attended – JC discussed the safer recruitment training that she had currently attended; LA mentioned the quality of the free Dfe training that was currently available to Governors and Clerks that he had recently undertaken.</p>		
2/5.3	<p>Governor Training Log & training opportunities – It was mentioned that WW could attend the level 3 safeguarding training once his DBS check had been completed. JW had attended the new SIAMS framework training in January 2018 and it was mentioned that he should attend the Headteacher appraisal training in the summer term. JC expressed an interest in attending the Chairs update training in March and WD asked to be booked onto academy premises training. LB wanted to undergo the</p>	Clerk	IP

	SEND training for Governors being held at the end of January; the Clerk is to book all Governors onto these training courses.		
2/5.4	Updated Governors' Handbook to be signed – The current Handbook was reviewed by the board; JW was to be added as a performance management Governor and LM would conduct the role of PPG Governor. It was commented that LB had been co-opted as a Governor since the last FGB meeting and that WD would chair the pay and performance committee. The Second committee would now be chaired by LM and LR would become the personnel Governor. WD and JL would become the finance Governors however the subject of who would chair the FPP committee would be raised as an agenda item at the next meeting. AS discussed; the possibility of a new Governor joining the board and if they could meet with LM to discuss this position. The Clerk is to update the Governors Handbook with these amendments.	Clerk	Complete
2/5.5	Content of Governors Newsletter – No newsletter was planned by Governors at this meeting however the communication of the recent Ofsted inspection to the parents at Kenn Primary was discussed. It was considered that the parents of the pupils at Kenton should also be made aware of these results.		
2/5.6	Consider LA Admissions Arrangements for the next 2 years – The admissions arrangements for Kenn had been published by the LA but the arrangements for Kenton had not yet been received. It was agreed that the current arrangements had already been covered by Governors.		
2/6.1	Headteacher's Report – JC talked about the needs of the federations pupils and how this had recently been a subject discussed at Kenn's community forum. Also questioned was the uneven distribution of pupils at Kenton and how there were places in the years 4 and 5 groups; it was mentioned that the school was currently advertising for pupils to fill these places. Governors asked AS about the two recently reported racist incidents one reported in each school; a pupil at Kenton had used an abusive word without understanding its meaning. At Kenn some work had been conducted with the class enforcing the message that it was wrong to exclude someone due to the colour of their skin. AS felt that both these incidents did not have underlining issues and it was hoped that such incidents would not be repeated. JC asked about the staffing structure with regards to finance and teaching and learning. JB and LB are asked to leave the meeting; JA would now be taking the role of head of T&L with JT focusing on maths. The pay structure for both staff members was discussed; JB and LB are then asked to re-join the meeting. Finance staffing was still an issue with SW leaving at the end of term; PM would be conducting this role for two days each week starting in January. LB asked if SW would be able to mentor PM and AS thought this may be possible. Governors discussed the Analyse School Performance data and SIP; it was agreed that JC and JB would assist with the analysis of this data. AS talked about the SIAMS action plan and SEF and a meeting was planned with LR and JW to discuss the development plan. JC asked about the four-point structure for collective worship; AS felt that looking at pupil's ideas would help with this subject and the date of the 10 th of January was proposed as a date for this meeting. AS also mentioned that there was nothing to report with regards to the CSE Annual Report.		
2/6.2	Update from Committee meetings – It was considered by Governors that this subject had already been covered previously in the meeting.		
2/6.3	Schedule of governor visits for 2018/19, and feedback from recent visits – JC talked about the quest and the enquiry-based curriculum and conducting a book scrutiny around these subjects at the end of the year. JC also mentioned a Governor visits based around behaviour, safety and pupil's vocabulary; also considered was the federations vision and ethos. Governors agreed that this subject should be raised at the next FGB meeting with a view to what would be needed post academisation. Governors also discussed the impact of the new anti-bullying policy and it was agreed that a 15-minute walk around Kenn Primary would be conducted prior to the next FGB meeting to look for evidence of its implementation. A similar walk was planned at Kenton Primary prior to the next T&L meeting on the 31 st of January. The		

	recent maths book scrutiny conducted by Governors was discussed; AS mentioned the possibility of LR and LB conducting a visit to look at SEND pupil's writing at the end of the spring term. JC again mentioned the federations vision and ethos and how pupil's behaviour would be reflected in this subject.		
2/7.1	Teacher Pay Policy – It was agreed that the Clerk would send the updated policy to all Governors via email for them to review.	Clerk	Complete
	Additional – All information distributed at the meeting.		
	Next FGB meeting: Thursday 24th January 2018, 5:45pm, Kenn		

Signed:  Chair