

The Kenn & Kenton Federation

PART 1 MINUTES

Meeting:	3 - Full Governing Body	Date:/Time:	Thursday 24 th January 2019 – 5:45pm	Venue:	Kenn
-----------------	-------------------------	--------------------	---	---------------	------

Present:	Initials:
Amanda Somerwill	AS
Jan Caig	JC
Linda Baker	LB
Liz Rycroft	LR
Will Dale	WD

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

Apologies:	Initials:
Jane Lewis	JL

Minutes to: Diocese/Websites

In Attendance:	Initials:

Min. No	Actions & Decisions	Owner	Date:
	Prior to this FGB meeting Governors conducted a learning walk to monitor the use of extended vocabulary on classroom display boards and throughout the school.		
3/1	Governor Prayer – led by JW		
3/2.1	Welcome & Apologies - JC welcomed governors to the meeting. JL had sent her apologies. No other apologies were received by the board.		
3/2.2	Declaration of Business Interests - There were no new business interested declared at the meeting.		
3/2.3	Chair's and Heads Urgent business & correspondence – AS mentioned that the only correspondence received was the new admissions statement from the school admissions service. This statement had been sent to Governors for review prior to this meeting and there were no issues with this document. As talked about the statement for Kenton and questioned if it could be improved to sell the school; JC asked if a section of the text could be taken from Kenn's and used in this statement. It was noted that Kenton was a community school and AS and JB offered to review this document. JC mentioned a letter received from the Dawlish College which would be discussed later in this meeting. There was no other urgent business or correspondence.		
3/3.1	Agree as a correct record minutes from the FGB meeting held 29th November 2018 – The minutes of the meeting were agreed as a true record; proposed by LM seconded by JW and signed by the Chair. Part 2 minutes of the FGB meeting held on the 29th November 2018 - The minutes of the meeting were agreed as a true record; proposed by LM seconded by WD and signed by the Chair. Matters arising – Several minor amendments were made to the minutes however there were no matters arising.		
3/4.1	Update on safeguarding issues – AS discussed how there were now two families under child protection both at Kenton involving four pupils. AS mentioned that having the same social worker had giving the school some consistency when dealing		

	<p>with these cases; Governors also discussed the allocation of resources within social care. LB asked if the federations concerns regarding the high number of social workers was going to be escalated; AS mentioned that this subject had been brought up in the child protection review. JC asked Governors if they had any concerns regarding safeguarding and it was mentioned that there was currently no Governor in the deputy safeguarding role. It was considered if JB could cover this role; AS felt that as he was also a member of staff he could perform this role in the short term only. It was also mentioned that WW was booked on a level 3 safeguarding training course and that LM needed refresher training. JC asked if all Governors had conducted their level 2 safeguarding training and this was confirmed at the meeting. One incident was talked about involving a pupil at Kenn and their use of offensive language; AS felt that a judgement call had to be made as this was a first offense. It was also mentioned that a review of the federations single central record has now been conducted.</p>		
3/5.1	<p>Academy update and discussion – JC mentioned that the first issue for discussion should be the rent for the building at Kenton; JW mentioned that there had been some ambiguity around the use of the first floor of the building. This could involve an increase in the rent paid but no figure had been forthcoming yet; JW agreed to pursue this matter. AS talked about a possible joining date for the federation of the 1st of May and how this information would be needed as soon as possible. WD asked about the surveys conducted on the buildings; and again, JW said he would chase these. JC talked about the possible meetings needed with the Dfe and Regional Schools Commissioner and what information they would want to look at.</p> <p>JC then discussed the Headteacher leaving Exeter Road and the appointment of a new CEO for the Trust. JC and AS had met with representatives from Cockwood Primary School to discuss this situation; JC asked Governors how they felt about this situation and it was generally considered that this was not ideal. JC talked about the trustees appointing a new CEO and how this may be an issue with some of the federations parents. AS considered that due to these issues with the TLT the federation needed to proceed with caution; JC talked about the Ethos and Christian distinctiveness of Kenn and how guarantees would be needed from the MAT with regards to maintaining these. AS commented that the Diocese was aware of the situation at the TLT and had offered the federation help and support. LB and JB discussed the possibility of talking to the new CEO of the TLT once they had been appointed and JC felt that this would be useful. LR questioned the departure of the CEO and AS commented that there had also been a high turnover of leadership at Dawlish. JB asked about the possibility of finding out the reasons for the departure of the CEO; AS mentioned that this could be a strategic change for the MAT.</p> <p>JC talked about how with two senior leaders leaving in recent months this could indicate possible leadership issues within the MAT; LB asked about changes of Trustees and AS and JC mentioned that there had been few changes at this level. JC then mentioned several areas that needed to be scrutinised by the federation regarding the TLT; these included: continuity of ethos, holding a MAT review, academy finances, vision for the MAT, leadership issues and the impact of recent changes to the leadership structure.</p> <p>The rest of this conversation has been recorded as Part 2 Minutes.</p>		
3/5.2	<p>Schools Financial Value Standards – The SFVS submission for 2018-19 was presented to the board who adopted it unanimously. The assessment form was signed by the Chair ready for its submission to the LA.</p>		
3/5.3	<p>Review of Financial Competency Matrix returns and agree any specific training needs – The completed financial competency matrix had been reviewed by Governors and no additional training needs had been identified. It was agreed that this should again be reviewed if the federation were to join an academy.</p>		
3/5.4	<p>Agree content for Spring Governor Newsletter – Governors considered that there was new news or pressing issues that needed to be communicated to parents; it was agreed that a Spring Governor Newsletter would not be published.</p>		

3/5.5	Review School Performance Data. Monitor progress against the governance section of the SIP (self- evaluation and impact on school improvement) – It was mentioned that there would be a T&L meeting conducted on the 31 st of January 2019 and that this subject would be covered by the committee in this meeting. AS mentioned that after the recent Ofsted inspection at Kenn a dashboard with summary had been developed which would be reviewed at the meeting.		
3/5.6	Discussion around the Federations Vision and Ethos – JC asked if this currently needed review or if it should again be looked at post academisation; LB questioned if this subject needed to be on every FGB agenda. It was agreed by Governors that the vision and ethos should be reviewed if the federation joined an academy.		
3/6.1	Schedule of governor visits for 2018/19 linked to SIP – Governors discussed the possibility of a visit to monitor the anti-bullying policy and pupil safety and a future date would be decided to monitor these subjects. It was mentioned that extended vocabulary was currently being reviewed and that pupil’s maths books had been reviewed in October. JB asked about updating the files containing Governor visit reports and JC mentioned that this would be done once they had been distributed to all Governors. LM and WD talked about monitoring residential visits when years 5 and 6 attend Grenville House in the week after half term. AS mentioned that this visit could be tied to pupil behaviour and Governors could also review the PPG groups. JB again talked about the review of the anti-bullying policy and if this could be conducted with JW in the first half of the summer term. It was agreed that LR and LB would review the federations SEND groups and policy in the second spring half term; Governors also mentioned conducting a book scrutiny and looking at pupil’s writing outcomes within their work books.		
3/6.2	Governor Training Log & training opportunities and Review of Skills Audit (completed annually) – It was considered that this subject had already been covered in section 3/5.3 and no new training opportunities were identified by Governors.		
3/7.1	Managing Allegations – Governors were happy with the content of this LA policy. JC asked about the self-review tool for safeguarding and child protection in schools; AS mentioned that she would look at this. JC also talked about the NCSL guidance and how this could be used with regards to safer recruitment of staff. WD mentioned that a link was missing at the end of the policy and the review date needed to be updated. The Clerk will amend accordingly.	Clerk	Complete
3/7.2	Schools Code of Conduct – Governors were happy with the content of this document however it was suggested that the adoption date and the last review date should be added to the top of this document. The Clerk will add these dates.	Clerk	Complete
3/7.3	Teachers Pay Policy – This had been reviewed previously by AS and the FPP committee via email and was adopted unanimously by the Governing Body.		
	Additional – All information distributed at the meeting.		
	Next FGB meeting: Thursday 21st March 2019, 6:00pm, Kenton		

Signed:  Chair