

# The Kenn & Kenton Federation

<b>Meeting:</b>	4 - Full Governing Body	<b>Date:/Time:</b>	Thursday 21 <sup>st</sup> March 2019 – 6:00pm	<b>Venue:</b>	Kenton
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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
Warren Wood	WW
Laurence Adams (Clerk)	LA

Apologies:	Initials:
Jane Lewis	JL
John Williams	JW

Minutes to: Diocese/Websites

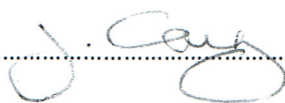
In Attendance:	Initials:

Min. No	Actions & Decisions	Owner	Date:
4/1	<b>Governor Prayer</b> – led by LA		
4/2.1	<b>Welcome &amp; Apologies</b> - JC welcomed governors to the meeting. JL and JW had sent their apologies. No other apologies were received by the board.		
4/2.2	<b>Declaration of Business Interests</b> - There were no new business interested declared at the meeting.		
4/2.3	<b>Chair's and Heads Urgent business &amp; correspondence</b> – JC stated that she had no correspondence to report to the board; AS said that she had some correspondence from parents at Kenn regarding the absence of a staff member. Parents had expressed a concern regarding the impact this could have on pupils and what steps the school was taking with respect to this absence. AS understood the concerns of parents and mentioned that the DCC policy, HR support and Occupational Health had been used in managing this absence. AS talked about the supply teacher currently in this role knowing the pupils and having some experience of the school; Governors also mentioned that this had been discussed by the FPP committee with a view to a temporary contract being put in place. LB asked if this would run to the end of the summer term and it was felt that this depended on the return of the staff member. LM asked if this would be a phased return and AS mentioned that this was not know at present. JC talked about sending a letter to the parents concerned referring to the absence policy and expressing the concerns of the school. LB felt that this should be from all Governors and not just the Chair; LB and LM felt that this correspondence should be focussed on the pupils and the management of their education by the federation.		
4/3.1	<b>Agree as a correct record minutes from the FGB meeting held 24<sup>th</sup> January 2019</b> – The minutes of the meeting were agreed as a true record; proposed by LB seconded by JB and signed by the Chair.		

	<p><b>Part 2 minutes of the FGB meeting held on the 24<sup>th</sup> January 2019</b> - These minutes were agreed as a true record; proposed by LM seconded by LB and signed by the Chair.</p> <p><b>Matters arising</b> – The admissions statement for Kenton school mentioned in 3/2.3 was discussed by Governors; there were no other matters arising.</p>		
4/4.1	<p><b>Update on safeguarding issues</b> – AS reported to the board that there were no new safeguarding issues for the federation and asked Governors if they had any questions. There were no questions from Governors; AS mentioned that one family at Kenton currently under child protection was likely to be de-escalated to child in need status.</p>		
4/5.1	<p><b>Approval of 2019/20 budget</b> – It was discussed that this budget had been scrutinised by the FPP committee; it was then proposed by LM seconded by JB and adopted unanimously by the board.</p>		
4/5.2	<p><b>Academy update</b> - The conversation regarding joining an academy has been recorded as Part 2 Minutes.</p>		
4/5.3	<p><b>Headteacher's Report – To include update on SIAMS Action Plan and SIAMS SEF</b> – Governors reviewed the current SIAMS and action plan; there were no issues with these raised by Governors. JC asked if there was any specific training run by the Diocese for foundation Governors; <b>the Clerk was asked to look for this.</b> LR felt that this training would be useful to the role and help with the monitoring of SIAMS. JC talked about Ofsted and how they would look at SIAMS and AS talked about Governors role in reviewing this. AS also discussed how collective worship, vision and ethos, RE and mental health were reflected in SIAMS. JC talked about the monitoring role played by LR and JW; LB mentioned that this could be conducted by other Governors and fed back to LR and JB. AS talked about the values in SIAMS being acted out and JC felt that this should be reflected in the federations vision and ethos.</p>	Clerk	Complete
4/5.4	<p><b>Review of updated SEF's – Kenn &amp; Kenton</b> – AS mentioned that the SEF for Kenton needed to be updated and talked about the possibility of an Ofsted inspection at this school. The new Ofsted framework was discussed; JC talked about how this had been discussed at the Chairs Update training; AS mentioned that Ofsted would be less focused on data and more attention would be paid to teaching and progress in pupil's workbooks. JC talked about Ofsted inspectors conducting book scrutiny, looking at teaching styles and spending longer in the classroom. AS mentioned that the Exeter Consortium was a good source of information with regards to the new Ofsted framework.</p>		
4/5.5	<p><b>SIP - Review of Spring Tasks</b> – The SIP had been reviewed by both Heads of Teaching and Learning who were aware of the areas which needed to be updated. JB talked about looking at other schools and their approach to certain subjects such as maths reasoning; JB mentioned that there were no serious issues with regards to the SIP.</p>		
4/5.6	<p><b>Review Checklist for Maintained Schools and SLA from the Diocese</b> – The checklist had been reviewed by Governors and it was noted that some useful advice was given with regards to PPG pupils. Governors discussed how this SLA was broken down and if it should be bought for Kenn only or the federation; it was mentioned that this agreement was more expensive for an academy.</p>		
4/5.7	<p><b>Update on GDPR legislation</b> – This legislation had been discussed at the previous FPP committee meeting; it was mentioned that an update on this subject should be conducted through this committee. A review of any breaches or actions should be brought to FGB meetings and this should be a regular item on all future FGB agendas.</p>		
4/5.8	<p><b>Agree content for Summer Governor Newsletter</b> – Governors talked about two areas that they felt needed to be addressed in the Summer Governor Newsletter. Firstly, it was discussed that parents needed up update on the move towards joining an academy; WD felt that mentioning the delay caused by the issues around the Kenton lease needed to be communicated. Secondly, Governors talked about their roles and responsibilities and how best to inform parents of these; it was noted that</p>		

	<p>the strategic and not operational role of Governors needed to be mentioned. WW asked about parents' responses to the idea of the federation joining an academy; Governors discussed the meetings held at both schools and parent's attendance at these. It was noted that results from the TLT published in the local press had raised parents concerns around this subject. LM mentioned that school forums and newsletters had helped keep parents informed about the federations intentions to join an academy. <b>LM will forward the newsletter to the Clerk who will update the school's websites.</b></p>	LM/ Clerk	IP
4/5.9	<p><b>Reports from Committee chairs –</b></p> <ul style="list-style-type: none"> <li>• <b>Finance, Personnel &amp; Premises</b> – WD discussed the budget for 2019/20 which the committee had looked at in some detail. It was noted that the figures for the afterschool club at Kenn were not good but were being offset by the federations breakfast club. WD also talked about the extension of contracts by 12 months due to the federations move towards academisation. Building maintenance and the rendering at Kenton was mentioned; WD also talked about the GDPR legislation and the meeting planned with the Data protection Officer on the 30<sup>th</sup> of April. Also discussed were the term dates for 2019/20 which had been agreed in line with local authority guidelines.</li> <li>• <b>Teaching &amp; Learning</b> – LM talked about the updates from the heads of teaching and learning and the trends in this data. The achievement of boy and girl groups was discussed as well as the achievement of PPG and SEN pupils. JC mentioned the monitoring of boy and girl groups by Governors and the monitoring of early years groups. LB talked about the recent residential visit to Grenville house and the activities available to pupils. It was noted that the staff at this establishment had a different approach to dealing with the school's pupils which contrasted the softer approach used by the staff at Kenton. <b>LM asked the Clerk to forward a current copy of the monitoring form to write up the visit conducted by Governors.</b></li> </ul>	Clerk	Complete
4/6.1	<p><b>Schedule of governor visits for 2018/19 linked to SIP</b> – JC mentioned that Governors still needed to conduct a visit to look at the impact of the federations anti-bullying policy. Governors also discussed the intention to re-visit pupil's numeracy and literacy work in the summer term. LM talked about meeting with AS, JB and JA to discuss the work of PPG pupils and to review this at the T&amp;L meeting at the end of the summer term. JC discussed conducting a book scrutiny of pupil's work focusing on the quest curriculum; it was mentioned that visits to look at writing scaffold and differentiation for SEND pupils and maths had been completed. LR and LB discussed dates for looking at extended writing and what needed to be looked at with regards to Ofsted expectations and SEND groups.</p>		
4/6.2	<p><b>Governor Training Log &amp; training opportunities also reports from Governors who have attended training</b> – WW mentioned that he was due to attend level 3 safeguarding training the week after this meeting; LM stated that she would let the Clerk know when she had done the level 3 update. JC talked about the Chairs Update training she had recently attended and mentioned that she was due to attend LLG training.</p>		
	<b>Additional</b> – All information distributed at the meeting.		
	<b>Next FGB meeting: Thursday 16<sup>th</sup> May 2019, 6:00pm, Kenn</b>		

Signed: .....



Chair