

The Kenn & Kenton Federation

Meeting: 6 - Local Governing Body	Date:/Time: Thursday 11 th July 2019 – 6:00pm	Venue: Kenton
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Present:	Initials:
Amanda Somerwill	AS
Jan Caig	JC
Linda Baker	LB
Liz Rycroft	LR
John Williams	JW

Present:	Initials:
Jane Lewis	JL
Joe Baxter	JB
Will Dale	WD
Laurence Adams (Clerk)	LA

Apologies:	Initials:
Leigh Mansfield	LM
Peter Jones	PJ

Minutes to: Diocese/Websites

In Attendance:	Initials:
James Moffat	JM
Alison Courteney	AC

Min. No	Actions & Decisions	Owner	Date:
6/1.1	<p>KSPA representative to discuss proposed developments at the school playing field – AC joined the meeting as a representative of the KSPA and was welcomed by the Chair of Governors. AJ talked about the development of the Kenton community and how this could run alongside the Powderham community development plan; also discussed were the values of the Powderham estate. It was considered that the Primary School and Pre-School were key elements within the local community and the need for space for sports events was discussed. Currently the lack of facilities; the maintenance of the sports field and travel time from the current school location were mentioned. AC talked about three steps needed to improve the facilities; the first step was to obtain quotes for grading the field with the intention of providing at least one pitch for sporting events. The local councillor had been approached and different methods of raising funds such as crowd funding considered. It was mentioned that DCC had owned the sports field and that the Osprey Learning Trust would now take over the 99 year lease; the Parish Council had also been approached regarding the state of the field. AC talked about the maintenance of the facility and how Powderham estate could potentially help with this issue. The second step could be the addition of a storage container for school sports equipment and the possibility of temporary toilet facilities was mentioned. Finally, the possibility of the field providing a future site for the school was mentioned; and DCC would be contacted to enquire about registering this land as a potential school site. It was considered that if a new school building was to be built on this site there were access issues which would need to be addressed.</p> <p>JB asked about the levelling of the field and how this would be conducted if the site was to be considered for the site of a new school building. Governors mentioned the need for outdoor learning areas, the possibility of space for a Pre School and the need for community facilities. AC discussed these issues and mentioned that the Parish Council also wanted these facilities if a new building was to be built. It was considered by AC that without the development of these facilities</p>	Clerk	IP

	<p>in the future the local community could be compromised. JC asked about car parking and AC discussed the possibility of providing these if the road was widened from the direction of the Saw Mills on the Powderham Estate. WD talked about the timescale for any future developments; AC talked about the intention to start the first phase of development in September. Governors also discussed the communication needed with the local community if this work was to go ahead; AC talked about community meetings being a platform for this and if a school Governor was able to attend these. Also considered was the use of a folder on Google Drive to contain information regarding the development of the school playing field. The Clerk was asked to add this subject to all future LGB meeting agendas.</p>		
6/1.2	Governor Prayer – led by JW		
6/2.1	Welcome & Apologies - JC welcomed governors to the meeting. LM and PJ had sent their apologies. No other apologies were received by the board. James Moffat was introduced to the board as a potential new Governor.		
6/2.2	Declaration of Business Interests - There were no new business interested declared at the meeting.		
6/2.3	<p>Chair's and Heads Urgent business & correspondence including Governing Body membership issues – AS discussed, a letter received from Dawlish College regarding their intention to join an academy. JC asked if Starcross Primary was included in this group of schools and it was confirmed that this was the case. JC mentioned an email received on how to follow the complaints procedure from a parent at Kenton. Advice had been given but no further communication had been received from this individual. The current structure of the Governing body was discussed; WD would stand as parent Governor and JM would be co-opted in September. AS intended to send out the nominations for this position the day after this LGB meeting. JC talked about the election procedure and questioned how the Governing body progressed with this process. AS asked the Clerk to forward the nomination form to her; the time issues involved were also discussed by Governors. It was the intention of the Governing body to run this process through the summer and hold the election in September. Also mentioned was the term of office for JL which would end in September; it was noted that with her intention to stand down the next LGB would be her last. Governors were asked by JC if they should co-opt PJ; this was proposed by JL, seconded by LB and voted for unanimously. The Clerk was asked to contact SD to enquire if the Osprey Learning Trust had an induction pack for new Governors.</p>	Clerk	IP
6/3.1	<p>Agree as a correct record minutes from the FGB meeting held 16th May 2019 – The minutes of the meeting were agreed as a true record; proposed by LB seconded by JL and signed by the Chair.</p> <p>Part 2 minutes of the FGB meeting held on the 16th May 2019 - These minutes were agreed as a true record; proposed by JB seconded by LR and signed by the Chair.</p> <p>Matters arising – LB noted that the visit report mentioned in 5/6.1 was now complete and filed in the Governor visit report folder.</p>		
6/4.1	Update on safeguarding issues – AS asked Governors if they had any questions regarding the safeguarding report which had been sent to all. Governors asked about the additional workload for staff regarding the child protection plans. JL asked if the federation still had the same social worker; it was confirmed that this was the case and JB commented that the relationship this worker had with the families helped in dealing with these cases. It was mentioned that LM was due to undergo level 3 safeguarding update training in November.		
6/5.1	Academy update/discussion – and review the Scheme of Delegation (SoD) – Governors reviewed the Scheme of Delegation; AS talked about the additional workload for administrative staff due to academisation. It was noted that the finance structure had now changed and not all personnel work had been taken over by the academy. Also mentioned was due to the transition financial year end		

	work had been conducted several times for the federation. Governors questioned the complaints procedure and the responsibilities held by the Local Governing Board. It was discussed that the Trust had responsibilities in legal and financial matters for the decisions made by the Local Governing Body around complaints. JC felt that there were no other issues regarding the SoD but felt that the handling of Complaints was a concern. JB talked about the complaints procedure and how matters could be forwarded to the Trust or ultimately escalated to the Regional Schools Commissionaire.		
6/5.2	Headteacher's Report including update on SIP/ SIAMS update/review – AS asked Governors if they had any questions regarding the Headteacher's Report. Governors discussed the attendance figures of the vulnerable groups at Kenn and how these could be improved. Also mentioned were the community forums and the attendance figures; it was considered that a low attendance may indicate that parents were satisfied with the performance of both schools. AS discussed, the feedback received at the forums regarding homework being useful; it was considered that some of the ideas raised were useful but sometimes lacked follow through. LB mentioned the working party organised by parents to help with the upkeep of the playing field at Kenn; AS felt that this could be a useful step in developing a closer relationship with the parents of pupils at Kenn. The pupil numbers expected at both schools was discussed with 19 leaving at Kenton and 10 joining the school. The figures at Kenn were also mentioned with 16 leaving and 10 joining and it was noted that this indicated a birth rate dip in both communities.		
6/5.3	Reports from Committee Chairs – <ul style="list-style-type: none"> • Finance, Personnel & Premises – WD discussed the state of the federations budget, staffing changes and how pupil numbers were impacting the budget across the federation. Also highlighted was the lease on the school mini bus and catering contracts being extended for a further year. WD also talked about the remedial work needed on the building at Kenton; AS informed Governors that this was due to be conducted over the summer months. Pupil attendance at both schools was mentioned with Kenton's figures being better than Kenn's. JC discussed trends in these absence figures and mentioned that periods of absence were most likely before and after half term holidays. • Teaching & Learning – Having just been covered in the meeting before this LGB; JC talked about the attainment figures for year 6 pupils and the number of pupils obtaining greater depth at both schools. The SIAMS inspection at Kenn was discussed at it was mentioned that a member of the federations teaching staff would be taking over the role of RE coordinator. The recent Ofsted inspection at Kenn was also mentioned by Governors and the feedback received from this inspection also discussed. • Review how Governing Body has functioned in the past year and changes needed for the next – It was noted that the Governing Body had been slimmer than in former years but had still managed to function at a strategic level. JC felt that there was likely to be changes in the following years with a possible change of chair and vice chair. LB talked about future proofing the body and how all Governors now had the sane term of office. It was considered that the recruitment of new Governors was key to this and a discussion was held on how these recruitments could be made from local and business communities. 		
6/5.4	Review of new budget – AS talked about some anomalies that had been noticed in the school budget; however, it was noted that they worked in the federations favour. The top slice of 4.5% was discussed by Governors also mentioned were the potential savings that could be made in areas such as insurance and other payments after joining the academy. The new budget for the federation was proposed by WD, seconded by JC and voted on by Governors unanimously.		
6/5.5	Discuss and affirm the school vision statement, consider a visioning day at the		

	<p>start of next term involving staff, governors, parents, pupils and the wider community – Governors discussed the federations current vision statement and talked about comparing it with the vision statement of the Osprey Learning Trust. It was considered that the federations vision statement may need to be changed to align it with the statement from the Trust. AS questioned if a day would be needed to review the current vision statement, SIAMS and new curriculum; it was considered that many of these areas could be linked to the current vision statement. JM talked about several exercises and workshops used by his current employer to help develop the school vision statement and offered these services to the Governing Body. AS discussed involving the community forums to develop the federations vision and LB talked about how all these strands could be brought together. AS felt that all the federations stakeholders should be involved in the development of the vision statement and JC talked about holding a half day meeting for stakeholders to look at the federations vision and values. AS also mentioned staff involvement in this development; WD questioned if this could be done during an inset day. JC asked AS to think about dates and times that these meetings could be held.</p>		
6/5.6	<p>Review governance and policy areas of school website to ensure compliance – It was noted that WW needed to be removed as a Governor and PJ needed to be added. The Clerk will review the policies over the summer holiday to ensure that they are all current. Governors discussed a letter addressed to parents regarding the federation joining an academy; JC felt that this should be published immediately. AS also discussed conducting a review of class teachers names on the website in September.</p>	Clerk	IP
6/5.7	<p>Update on GDPR legislation – Review of any Breaches or Actions – AS reported to Governors that there had been no breaches or actions with regards to the current GDPR legislation.</p>		
6/5.8	<p>Analyse use and impact of additional funding (Pupil Premium, PE funding, catch-up funding etc.) – It was noted that the impact of this additional funding had been reported to the T&L committee. JC mentioned that there was currently no PE Governor and no report on PE had been conducted recently and questioned if one was needed. It was decided that the PE premium Governor would now be JB.</p>		
6/5.9	<p>Agree meeting dates for 2019/20 as per Trusts guidance – The schedule of meeting dates published by the Osprey Learning Trust was reviewed and used as guidance to set the dates for the federations meetings for the next term. It was agreed to set the dates for the T&L, FPP and LGB meetings for this term only and to review the dates for the spring and summer terms at these meetings. Governors discussed the days that these meetings should fall on; it was agreed that LGB meetings should be held on a Tuesday, FPP meetings should be held on a Wednesday and T&L meetings held on a Thursday. With these days in mind Governors agreed that the first T&L meeting should be held on Thursday the 5th of September at Kenn with the first LGB meeting being held on Tuesday the 17th of September also at Kenn. The first FPP meeting was agreed for Wednesday the 20th of November at Kenton with the second LGB meeting being held on Tuesday the 3rd of December also at Kenton.</p>		
6/6.1	<p>Reports from recent visits – Governors discussed how this subject had been covered in the T&L meeting held before this LGB and how all recent reports had been distributed to all present. An issue regarding fire doors at Kenton highlighted in the Health and Safety visit was discussed and it was considered that no action should be taken unless it was highlighted in any future H&S audit.</p>		
6/6.2	<p>Governor Training Log & training opportunities - Review impact of governor/clerk training activities on governing board effectiveness – LB reported that she had attended the SEND training for Governors in June. AS mentioned that level 2 safeguarding update training was due to be held for all staff and Governors in the Autumn term. Also discussed was the induction training that JM would have to undertake if he agreed to become a Governor. The Clerk was asked to forward</p>	Clerk	Complete

	copies of the SoD and New Governors Handbook to JM for review.		
6/7.1	New Complaints Policy – JC commented that there were a few issues with the New Complaints Policy which needed clarification. The policy referred to the data protection act and it was questioned if this should read GDPR legislation. JC also discussed the appeals committee and the extra tear mentioned in the policy. It was agreed that JC would contact the CEO of the Trust regarding the levels at which complaints were dealt with within the academy. The Clerk was asked to add this policy to the next LGB meeting.	JC/Clerk	IP
6/7.2	New Governors Handbook – The New Governors Handbook published by the Osprey Learning Trust was distributed to all at the meeting for review over the summer holiday. It was agreed that this would be an item on the next LGB meeting.	Clerk	IP
	Additional – All information distributed at the meeting.		
	Next FGB meeting: Tuesday 17th September 2019, 6:00pm, Kenn		

Signed:  Chair