

# The Kenn & Kenton Federation

<b>Meeting:</b>	5 - Full Governing Body	<b>Date:/Time:</b>	Thursday 16 <sup>th</sup> May 2019 – 6:00pm	<b>Venue:</b>	Kenn
-----------------	-------------------------	--------------------	---	---------------	------

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

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

Apologies:	Initials:
Leigh Mansfield	LM
John Williams	JW
Will Dale	WD

Minutes to: Diocese/Websites

In Attendance:	Initials:

Min. No	Actions & Decisions	Owner	Date:
5/1	<b>Governor Prayer</b> – led by LA		
5/2.1	<b>Welcome &amp; Apologies</b> - JC welcomed governors to the meeting. LM, JW and WD had sent their apologies. No other apologies were received by the board. JC talked about receiving a letter of resignation from WW and JL mentioned that she would be standing down as a Governor at the end of the school year. AS mentioned that there was another potential parent Governor at Kenn and possibly two other parent Governors at Kenton. LB questioned if there were any volunteers who could act as a non-parent Governor; JC felt an independent person would be good for issues such as grievances. JC also discussed the DBS checks for any potential new Governor; AS said she would talk to the individuals about the vacant Governor positions on the board.		
5/2.2	<b>Declaration of Business Interests</b> - There were no new business interested declared at the meeting.		
5/2.3	<b>Chair's and Heads Urgent business &amp; correspondence</b> – JC and AS both declared that they had no urgent business to report to the board. AS discussed, an accident linked to the Forest School at Kenn. A pupil was injured an ambulance and air ambulance was called. The child had to be kept in hospital overnight so that doctors could operate; it was noted that the parents were understanding. It was mentioned that the staff at Forest School were excellent and responded appropriately to the accident. AS commented that a full report would be needed as the pupil was taken to hospital and the child's parents would be asked to help fill in this report. The pupil's parents had not blamed staff for the accident and it was mentioned that this could have happened anywhere. A review of the Forest School risk assessment was discussed, and it was noted that a procedure was in place for such events. The pupil was taken to the RD and E and only spent 10 minutes in the ambulance; it was mentioned that no vehicle could get up the track where the accident happened. AS noted that no inoculation records were available for this pupil; JB asked if the		

	paramedics had asked for this information and it was confirmed that they had not. Governors then discussed if these records could be kept for pupils; it was agreed that they could be kept confidentially but the information could not be insisted on.		
5/3.1	<p><b>Agree as a correct record minutes from the FGB meeting held 21<sup>st</sup> March 2019 –</b> The minutes of the meeting were agreed as a true record; proposed by LB seconded by JB and signed by the Chair. A discussion was held regarding several issues relating to this meeting which has been recorded as Part 2 minutes.</p> <p><b>Part 2 minutes of the FGB meeting held on the 21<sup>st</sup> March 2019 -</b> These minutes were agreed as a true record; proposed by LB seconded by LR and signed by the Chair.</p> <p><b>Matters arising –</b> There were no other matters arising from these minutes; however, a further discussion was held with regards to the vacant position of vice chair. LB agreed to take up this position but stated that due to time restrictions would find it difficult to take on any further responsibilities. LB taking this position was proposed by JC, seconded by JL and agreed unanimously by all present. Governors then discussed the recruitment of additional members to the board; it was considered that organisations such as banks, local businesses, government agencies and supermarkets could be approached. JC asked if the Governing body could contact such organisations and AS confirmed that she had contact details for many of these.</p>		
5/4.1	<p><b>Update on safeguarding issues –</b> AS told Governors that she was due to undergo level 3 update training at the end of April. LB talked about the child assault prevention training (CAP) that was due in both schools. Also discussed was the level 2 update training due for all staff, parent volunteers and Governors, it was agreed that this could be conducted in the Autumn term. It was mentioned that WW had taken the level 3 safeguarding training but had subsequently stood down as a Governor; AS mentioned that JB should now be named on the child protection and safeguarding policy as safeguarding Governor. <b>The Clerk will check this policy to ensure JB is the named safeguarding Governor.</b> AS discussed, the safeguarding training available through the Exeter Consortium and confirmed that there were no other safeguarding issue to report since the last full Governors meeting.</p>	Clerk	Complete
5/5.1	<p><b>General Data Protection Regulations (GDPR) - Review of any breaches or actions –</b> It was reported to Governors that there had been no data breaches since the last FGB meeting. A discussion was held with regards to pupil's common transfer files (CTF's) and how this data should be forwarded to secondary schools. AS talked about seeking advice from the academies data protection officer about how the federation should proceed with this information. It was considered that the academy would have a procedure for this transfer of data which was compliant with the general data protection regulations.</p>		
5/5.2	<p><b>Academy update –</b> AS informed Governors that the federation was on track to join the TLT academy on the 1<sup>st</sup> of June. The lease on Kenton Primary was resolved and it was mentioned that the Dfe would help pay this expense. The financial agreement with the Trust was discussed by Governors; it was mentioned that the general annual grant would be received on the 1<sup>st</sup> of June and would be based on the figures for the federation reported in the October census. LB asked about the support received from Babcock; AS told Governors that this will remain in place as the Trust paid into this service. The support received from county was discussed with this involving HR, pay roll and legal services. Governors noted that some aspects of the budget will change with the top slice received from the trust not yet known. LB asked about the information that is to be communicated to parents and staff; JC informed Governors that this information will be published to all stakeholders after the half term holiday.</p> <p>JB leaves the meeting.</p> <p>AS talked about the upcoming training to be conducted in conjunction with the academy and the possibility of aligning the school improvement plans across all the schools within the Trust. JC asked about what else Governors needed to know with regards to this transition; AS mentioned that this would be contained within the</p>	Clerk	Complete

	scheme of delegation. <b>The Clerk was asked to add this scheme to the next FGB agenda.</b> AS informed Governors that although joining an academy the federation and Governing body would continue to run as normal until the end of the summer term.		
5/5.3	<b>Feedback from any financial audit</b> – Although no recent financial audit had been conducted Governors discussed an issue with regards to the federations budget. This conversation has been recorded as Part 2 minutes.		
5/5.4	<b>SLA from the Diocese</b> – AS mentioned that this had been paid and would run for the next 12 months (April to April). It was considered that both schools in the federation as well as the academy would benefit from this agreement.		
5/5.5	<b>SIAMS SEF and Theological Underpinning</b> – It was discussed that all staff were now aware of the new SIAMS SEF and it's underpinning in theological Christian teaching. AS discussed Governor's awareness of this document and how it would be used to underpin Christian values in school.		
5/5.6	<b>Agree content for Summer Governor Newsletter</b> – It was considered by Governors that the content of the newsletter was covered at the last Governors meeting. Due to recent developments Governors questioned if the content needed amendment; AS felt that the this was not the case and it should be published in the following week. It was also considered that the Governors newsletter could form a part of the main school newsletters. It was felt that this would help to clarify the situation for parents with regards to certain issues such as uniforms, school badges and sign changes.		
5/6.1	<b>Reports from recent visits – linked to SIP</b> – It was mentioned that the recent report conducted looking at the SEND pupil groups across the federation will be forwarded to all Governors for review. The scrutiny of pupil's work books was discussed with regards to the monitoring of scaffolding in writing. It was considered that this apparent in the work of the KS2 pupil groups but not always evident for years 2 and below. Although this structure was not always evident in numeracy it was mentioned that this could be seen in other subjects. AS talked about the levels of adult support pupils received in this subject and Ofsted's expectations when looking at the use of scaffolding in pupils work books. LB questioned if there should be something in the marking of pupil's work to reflect this; such as "I" for independent or "G" for group work. AS discussed, the importance of monitoring this scaffolding for the SEN pupils; JC asked if the academy would assist with SENCO, AS felt that this would be the case but the funding for this would be provided by individual schools.		
5/6.2	<b>Governor Training Log &amp; training opportunities</b> – No new training opportunities were identified by the board; <b>LB asked the Clerk to forward the details of the SEND training for Governors she was due to attend in June.</b>	Clerk	Complete
5/7.1	<b>New Complaints Policy</b> – The current complaints procedure and the policy used by the TLT were compared by Governors. It was considered that the TLT policy was succinct and clearly defined the roles and responsibilities needed when dealing with complaints. JC asked about complaints from the community; LB felt that this needed to be reflected in the policy due to the location of the federations schools. JC and AS discussed, the stages within the TLT policy and it was considered that some clarity was needed between these. JC felt that the complaints form was good and mentioned the role for Governors when a complaint went to the appeals process. Governors discussed parents understanding of this process and how awareness of the stages within this policy could be communicated. JL asked if the federation currently held a register of complaints; AS confirmed that this was conducted for written complaints only. JL questioned if this should be extended to include verbal complaints; AS felt that this could be done but questioned how it would be constructed. Governors preferred the TLT complaints policy however it was considered that some amendments were needed. It was agreed that this policy needed further review and should be added as an agenda item to the next full Governors meeting. <b>The Clerk was asked to add this policy to the next FGB agenda and to include the TLT policy regarding separated parents to the next FPP agenda.</b>	Clerk	Complete

	<b>Additional</b> – All information distributed at the meeting.		
	<b>Next FGB meeting: Thursday 11<sup>th</sup> July 2019, 6:00pm, Kenton</b>		

Signed:  ..... Chair