

The Kenn & Kenton Federation

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| Meeting: 1 - Local Governing Body | Date:/Time: Tuesday 17 th September 2019 – 6:00pm | Venue: Kenn |
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| Present: | Initials: |
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| Amanda Somerwill | AS |
| Jan Caig | JC |
| Leigh Mansfield | LM |
| Liz Rycroft | LR |
| Peter Jones | PJ |

| Present: | Initials: |
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| Joe Baxter | JB |
| Will Dale | WD |
| Laurence Adams (Clerk) | LA |
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| Apologies: | Initials: |
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| Linda Baker | LB |
| John Williams | JW |
| Jane Lewis | JL |

| Minutes to: Diocese/Websites |
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| In Attendance: | Initials: |
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| James Moffat | JM |
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| Min. No | Actions & Decisions | Owner | Date: |
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| | Before the meeting AS informed Governors that Paul Newman (PM) would be attending the next FPP meeting to discuss any issues regarding academy finances. WD and LA enquired about the dates for the level 2 safeguarding training at Kenn; AS confirmed that this would be held on October the 15 th . | | |
| 1/1 | Governor Prayer – led by LA | | |
| 1/2.1 | Welcome & Apologies - JC welcomed governors to the meeting. LB, JW and JL had sent their apologies. No other apologies were received by the board. | | |
| 1/2.2 | Declaration of Business Interests – The register of Business Interests was signed by all present and there were no new business interests declared at the meeting. | | |
| 1/2.3 | Election of Chair & Vice Chair – JC talked about the structure of Governance within the Trust and the need for a Chair to be represented at Trust Board meetings (as mentioned in the Governors Handbook and Scheme of Delegation). It was mentioned that this could be shared with Cockwood in the early stages. JC talked about a meeting of Chairs across the Trust and how she had proposed the idea of co-chairs within the federation. JC wished to continue as Chair but wanted another Governor to stand as a co-chair; a discussion was held as to how this would affect the complaints process and it was noted that the role could not be filled by a staff Governor. The structure of the Governing Body at Cockwood was discussed and WD asked about the frequency of meetings with the Trust. LM agreed to stand as co-chair but wishes to review this at the end of the Autumn term; it was decided that with this new role the position of Chair of the T&L committee should be revisited. LM was proposed as co-chair by WD, seconded by JB and voted for by Governors unanimously. JC was proposed as co-chair by LM, seconded by WD and voted for by Governors unanimously. LA asked if a Vice Chair was needed and it was confirmed that with two co-chairs this position was no longer necessary. | | |
| 1/2.4 | Chair's and Heads urgent business & correspondence | | |

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| | <ul style="list-style-type: none"> • Membership – JC asked Governors if JM should be co-opted; this was proposed by JC, seconded by LM and agreed unanimously. It was noted that WD had been elected unopposed as parent Governor. JC asked AS about a parent Governor from Kenn and she mentioned that there were potentially two candidates for this role. • Committee structure – It was agreed that the structure of the T&L committee would be JC, JB, JM, LR, JW and AS. The structure of the FPP committee would be WD, LM, PJ, LB and AS with a potential new parent Governor from Kenn. AS talked about appeals and the level of support given from the Trust with regards to these issues as well as staff pay and the complaints process. The structure of the 1st committee was discussed, and it was agreed that LM, JW, WD and PJ should form this group. WD asked about the PPC meeting and if this could be held on the 6th of November and be followed by the FPP meeting which was agreed by Governors. LM asked about 2nd committees and the level of support given by other schools within the Trust. JC asked about the committees and if they carried on as before; AS confirmed that this was the case but emphasised that all areas of business had to be covered. • Governor Lead roles – JC mentioned that a new H&S Governor would be needed; AS felt that this should be decided at the next FPP meeting. AS also mentioned that named Governor would be needed for looked after children. JC informed Governors that once LM had completed her level 3 safeguarding training in October she would become the federations Safeguarding Governor. | | |
| 1/2.5 | <p>Agree Terms of Reference for FPP, T&L, Pay & Performance & Appeals Committee and objectives for the academic year – It was agreed that the terms of reference for the committees had been decided in the previous section of this meeting. LM asked the Clerk to update the Governors Handbook with new committee structures. AS mentioned that the Trusts finance policy was being audited and this could impact the current scheme of delegation. JC asked if LM should continue as attendance Governor and it was agreed that she should continue in this role.</p> | | |
| 1/3.1 | <p>Agree as a correct record minutes from the LGB meeting held 11th July 2019 – Some minor amendments were made to these minutes; the minutes of the meeting were agreed as a true record, proposed by LR seconded by WD and signed by the Chair.</p> <p>Matters arising – There were no matters arising from these minutes.</p> | | |
| 1/4.1 | <p>Update on safeguarding issues – AS talked about the Child Assault Prevention (CAP) training planned for the 15th of October at Kenn; also mentioned was a request from two Governors from Cockwood to attend this training between 4 and 6pm. LM asked if parents would also be invited to attend this training; AS confirmed that an overview was available for parents between 2:15 and 3:15pm. It was considered that this would be a useful exercise for parents as it dealt with pupil’s potential questions regarding safeguarding. AS informed Governors that one family on child protection at Kenton was due to be deescalated and talked about the team around the family. AS also discussed another family at Kenton who were due to be placed under child protection.</p> | | |
| 1/5.1 | <p>Academy update/discussion – and review succession planning for 2019/20 – Governors considered that succession planning had already been covered in section 1/2.4 of this meeting. The vision for the academy was discussed by Governors and it was considered that some clarity was needed. AS talked about an audit being conducted by the Trust linked to the premises at both schools and how some action relating to flood risk was needed. The building work at Kenton was discussed and it was mentioned that funding for this had been applied for through the academy. The refurbishment of the toilets and the removal of asbestos at Kenn was discussed; it was noted that there had been no degradation of the asbestos</p> | Clerk | IP |

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| | within the structure and the building was safe. Governors discussed the CIF bid that had been applied for and it was considered that this would cover the cost of this remedial work. Additionally, the Clerk was asked to talk to SD at a forthcoming meeting about the publication of LGB minutes on the Trusts portal. | | |
| 1/5.2 | School Improvement Plan / SIAMS – Governor approval of updated plans also review progress of PPG and SEN pupils – The new SIP and SIAMS plans had been reviewed by the T&L committee and recommended to the LGB who adopted both plans unanimously. | | |
| 1/5.3 | Agree timetable/governor to co-ordinate Governor Newsletter – LM did not want to continue writing the Governor Newsletter and JM agreed to take up this role. AS considered that the structure of the Governing Body should be communicated in the newsletter which should be published termly. It was considered that the boards new members and the departure of JL should be communicated as well as the vacant position of parent Governor at Kenn. Governors also discussed mentioning the renewal of level 2 safeguarding training through the CAP team event being mentioned in the newsletter. | | |
| 1/5.4 | Governors’ Handbook and Scheme of Delegation - JC reminded Governors of Code of Practice and meetings protocol; it was considered that the Governor Handbook and Scheme of Delegation had already been covered previously in the meeting. | | |
| 1/5.5 | Review of SEF report to Governors – AS discussed how a meeting had been held regarding this document and the recent changes to the Ofsted inspection framework. It was mentioned that an Ofsted inspection was not due for the next two years; AS talked about Governors reviewing the updated SEF at the next LGB meeting. | | |
| 1/5.6 | Agree dates for future meetings including PPC – The Clerk was asked to send the Trusts schedule of meetings to all Governors, so a decision could be made regarding the dates and times of next terms meetings. A discussion was held regarding the numbers of FPP and T&L meetings; it was concluded that although four T&L meetings were needed throughout the year it may only be necessary to hold three FPP meetings. | Clerk | Complete |
| 1/5.7 | Discuss and agree response to Excellence for All – AS mentioned that this was an old document and there was no need for Governors review the document at this meeting. | | |
| 1/5.8 | Confirm the arrangements for the HT performance management process – It was confirmed that the Headteachers performance would be reviewed by Governors on the 20 th of September at Kenn. | | |
| 1/5.9 | Review the School Risk Register – AS mentioned that the federation currently did not have a School Risk Register as this had not been a statutory requirement in the past. However, since joining the Trust it has now become a requirement. The Clerk was asked to ask SD about this register at a meeting to be held on the 26th at Exeter Road. | Clerk | IP |
| 1/5.10 | Receive a report on the School’s financial position from the CFO – AS talked about JN attending the FPP meeting on Wednesday the 20 th of November at Kenn. It was considered that this would be the best time to review the federations financial position and this subject would be covered by this committee. | | |
| 1/5.11 | Kenn and Kenton Vision and Strategic Plan – JC talked about revisiting the federations vision and how this linked with the current SIP. It was considered that the starting point should be the schools’ pupils followed by input from staff and then input from parents. AS questioned how the federations values could feed into the vision; JC felt that reviewing the current vision and building on this would be a valuable exercise. AS discussed how any vision needed to be shared; LM talked about taking this to the community forum and using these meetings as a platform to canvas parents views. LM also mentioned that several parents who attended the community forum were also involved in the PTA’s, so this exercise would tick both boxes. AS talked about the first community forum being held on the 11 th of | | |

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| | <p>October at Kenn and mentioned that the date of the first forum at Kenton had yet to be decided. JB and WD both leave the meeting.</p> | | |
| 1/5.12 | <p>Report from Chair of T&L committee regarding recent meeting – LM discussed becoming a Co-Chair and how she would no longer Chair the T&L committee. The safeguarding issues across the federation were discussed and LM talked about the new SIP. It was mentioned that Governor monitoring visits had been mapped against the current SIP and how pupil progress could be monitored. LM discussed the adoption of the new SIAMS plan and how pupil attendance figures had been set. The system for parents requesting pupil absence was discussed; LM also talked about the policies reviewed by the T&L committee.</p> | | |
| 1/6.1 | <p>Schedule of Governor visits for 2019/20 – Governors discussed the monitoring of SEN and PPG groups and looking at best practice used in the teaching of these pupils. Also considered was the monitoring of boy’s writing and girl’s maths both being highlighted in the new SIP. JC talked about conducting a book review at the end of the year giving priority to the quest curriculum. AS discussed, a review of year 2 topic books and JM and LM were asked to conduct this; a morning and afternoon time was set for both schools to be conducted on the 1st of November. The moderation of KS1 English was considered and JC and another Governor were asked to attend the staff meeting relating to this subject. A visit to look at behaviour and safety conducted by JC and LR has been planned for the 31st of October; the times of which would be arranged with JB and JA. The spring term Governor visits would be discussed at the next LGB with the topics for review being set by the T&L committee.</p> | | |
| 1/6.2 | <p>Governor Training Log, training opportunities and Governor Monitoring – The Clerk was asked to book PJ and JM onto the Induction for new Governors at the Passage House Hotel on the 13th of November. AS mentioned the data training available for members of the T&L committee run by the Exeter Consortium; also discussed was the Governor visit planned for the 8th of October to look at H&S across the federation. It was considered that after the departure of JL another Governor would have to conduct the H&S visits and a discussion was held as to who would take over this role.</p> | | |
| | <p>Additional – All information distributed at the meeting.</p> | | |
| | <p>Next FGB meeting: Tuesday the 3rd of December 2019, 6:00pm at Kenton</p> | | |

Signed: Chair