

The Kenn & Kenton Federation

Meeting: 2 – Local Governing Body	Date:/Time: Tuesday 1 December 2020 – 6 pm	Venue: MS Teams
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Present:	Title:	Type	Initials:
Linda Baker	Governor for SEND	Staff (elected)	LB
Joe Baxter	Governor & Head of T&L, Kenton	Staff (non-elected)	JB
Jan Caig	Chair of Governors	Co-opted	JC
James Moffat	Governor	Parent (Governor appointed)	JM
Liz Rycroft	Governor	Foundation	LR
Amanda Somerwill	Executive Head Teacher	Staff/Head/Ex-officio	AS
William Dale	Governor	Parent (Governor appointed)	WD
Mark Gilchrist	Governor	Co-opted (Parent)	MC
Gaby Willis	Clerk		GW
John Williams	Governor	Foundation/Ex-officio	JW
Katy Quinn (item 3)	CEO, OLT		KQ
Jon Newman (item 3)	CFO, OLT		JN
Apologies:	Title:		Initials:
None received			
Absent:	Title:		Initials:
Leigh Mansfield	Governor – Safeguarding	Co-Opted	LM
Minutes to:	Notes/Comments		
All Governors			

Min. No	Actions & Decisions	Owner
2/1	Due to technical issues JC was absent at 6.10 pm so it was agreed that the meeting should begin and LR Chair until JC could join. LR welcomed everyone to the meeting. Governor Prayer – led by JW	
2/2.1	Apologies: JM had emailed to say he would be a little late. LM not present at the start of the meeting.	
2/2.2	Declarations of Interest: None declared.	
2/3.3	OLT: LR thanked KQ and JN for attending to answer some questions that had arisen at the last LGB meeting. With regard to some questions around the top slice, it was noted that GW has circulated a paper that JN pulled together ahead of the meeting to give an idea of the support the Trust is giving, which is not exhaustive as some things are not required all the time. Questions on this were invited. None at that time so JN confirmed that in terms of the top slice the main areas of spend this year are the same as last year and outlined on the paperwork with the other element being the work of the executive team and finance team. WD informed governors that JN very kindly attended the FPP meeting and covered the top slice and one question asked was whether that percentage was fixed and the answer was technically it could be increased by the Trustees but the intention was to remain around that level. The other question raised was how much of the Kenn and Kenton carry forward was owed from the secondary school (on comms document). JN stated figures had been reported today to the Trust Finance, Audit & Risk Committee and the reserves that sit with KK will be very clearly identified. When accounts come to the Trust Board on 15 December JN will circulate a summary of where the reserves are and anticipates that KK has spent slightly less than has come in with capital money still there. Q: In terms of the c/f itself. What about element borrowed by the secondary?	

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	<p>JN: Accounts will show a deficit for TCS ER and surpluses that sit with the other schools so overall the Trust position is a small surplus because of the position of the primaries at this moment in time. <i>JC joined the meeting.</i></p> <p>JN confirmed that TCS ER has set a budget to move the funds back so that it is also in a surplus position. The figures show there is a c/f for KK and the Trust is still in a surplus position but ER is carrying a deficit that needs to be paid off. KQ stated the budget line shows it is in the ER budget to repay the deficit over the next 3 years. Reassured by accountants today and deficit is in line with our predictions. Figure that we have being paid from ER is in line to do that and looking at ER figures this morning they are on track to do that. Would like to have more reserves but that was the decision to go ahead with restructure last year and that will hopefully have a positive impact for ER for their school improvement journey but no worse than anticipating.</p> <p>Q: That report will be coming to us when?</p> <p>JN: Within a fortnight. The final board meeting is on 15 December and the accountants make adjustments right to the last minute.</p> <p>Action: JN/KQ to circulate audit completion report when accepted by the Trustees. KQ stated that there are some points for KK to pick up in terms of improvements for next year around compliance and accuracy.</p> <p>It was noted that the accounts themselves go on website and to Companies House but the audit completion report and management letter has specific information that would be good for governors to see showing more clearly how the funds have been spent.</p> <p>Q: In terms of the overall finances, it has been a very challenging year all round, do we think the future is looking less choppy and there is nothing you want to bring to everyone's attention as key risks?</p> <p>JN: Period of school closure meant costs were reduced but that has also brought pressures around lack of income for catering service and our sports centre. There are also pressures around managing staff absences and the ongoing additional costs with Covid. Some is consumable but a significant concern is cleaning costs. Biggest cost will be additional supply staff and keeping children safe in terms of the number of staff in school.</p> <p>Q: Is the ER restructuring complete?</p> <p>JN: Yes, and all costs sit in year 2019-20 and it has meant things are much leaner at ER and staff costs are lower than they otherwise would have been.</p> <p>JC asked if she should carry on with other items on comms document with apologies for being late due to a technical issue.</p> <p>Q: The question about the strategic vision. The correct answer is we simply do our own as long as follows the 3 main principles?</p> <p>KQ: The feedback from the Board is we will pick this up again in the spring to reduce additional pressure on Heads and LGBs when the important things at the moment are staff wellbeing, keeping children safe, and the Covid risk assessments. Happy for schools to carry on providing this ties in with the 3 Cs of the Trust vision (Community, Collaboration and Curriculum)</p> <p>Q: Covid risk assessments was completely accepted that it was done how we felt best.</p> <p>KQ: Yes. The Board just asked for governor notes to be forwarded through to the Trust clerk to ensure they are looked at. Board won't ask for updated risk assessments each time just notes of visit and what was covered.</p> <p>Q: Trust safeguarding policy – are we still doing our own?</p> <p>KQ: The Heads had a meeting planned to discuss this the week schools closed. All the Trust schools have Devon safeguarding polices and are following format and have Covid addendum. This is a significant policy and it doesn't not make sense to change it in the middle of a pandemic. The schools currently have ownership of that document and bringing those together will be reviewed in the next academic year.</p> <p>Q: Can we give preferential consideration to our pre-schools? Kenn was a private</p>	<p>JN/KQ/ GW</p>

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	<p>enterprise but Kenton now comes under the school or is it standalone treated as any other preschool?</p> <p>KQ: It is still a standalone so parents will still have to apply through admissions. Have looked in previous years in terms of within your oversubscription criteria whether you can give preference to Trust family provisions. Would need to look at your admissions policy for Kenton.</p> <p>Action: KQ/AS to get guidance from admissions team.</p> <p>JN confirmed this would go to legal framework first and then inform us if we could put it on as one of the criteria which appears down the list. CIC etc come first. Depends how oversubscribed you are for your reception classes. JC thanked JN and KQ who offered to come any time to the first part of the LGB meeting to clarify or discuss anything. <i>JN and KQ left the meeting.</i></p>	AS
3/4.1	<p>Approval of Revised Terms of Reference for Pay & Performance Committee: JM joined the meeting. WD explained that the TOR for Pay & Performance Committee have been updated and are recommended to the LGB. They are now shorter, easier to read, and reflect the recent review of and change in SOD that allows FPP to make recommendations directly to Trust FAR without going through LGB. It was noted that following that meeting the Pay & Performance Committee will report to the LGB in connection with that process. Other change to TOR is Pay & Performance Committee is no longer the first committee so the only appeal that will be dealt with will relate solely to pay. That was unanimously agreed at the last meeting and is brought to the LGB today for ratification.</p> <p>Unanimously APPROVED.</p> <p>WD confirmed that the TOR of FPP are still being revised. Last set very out of date and progress being made with overhauling this. Will come to next LGB for approval.</p> <p>Action: TOR for FPP to come to next LGB meeting for approval.</p>	WD/GW
2/4.1	<p>Governors' Handbook and Scheme of Delegation: JC informed governors that the handbook is currently under review. SoD is still under review but KQ sent out a summary of the questions and responses to each LGB which arose from the feedback forms.</p> <p>Action: GW to forward to governors the questions and responses from KQ.</p> <p>JC stated that most of what was suggested has been accepted or there is an explanation. Our points were accepted and valid. Not many changes are being made, just adjustments to reflect wording or lack of clarity as time has gone on. GW confirmed that the revised SOD will go to the Trustees for approval on 15 December.</p>	GW
2/4.2	<p>Heads and Chairs Urgent Business: GW confirmed no nominations had been received from parent governors from Kenn. Today was the deadline.</p>	
2/5.1	<p>Minutes of Previous Meeting: JC asked if anyone had any questions or issues on the minutes. None being received they were proposed by MG and LR seconded. Minutes ACCEPTED as true and accurate record.</p>	
2/5.2	<p>Matters Arising: JC ran through the actions.</p> <p>T&L minutes were sent.</p> <p>AS and MG discussion in progress.</p> <p>AS awaiting response from LM regarding Egress.</p> <p>Action: AS to contact LM again and GW to add to next meeting as c/f action.</p> <p>Teams and portal items are complete.</p> <p>FPP TOR to come to LGB.</p> <p>Action: GW to c/f to next meeting.</p> <p>LR updating JW by email about the SIAMS discussion is still to be done.</p> <p>Action: LR to action this asap.</p> <p>JC has looked at code of practice and meetings protocol and realised it is better to wait for new handbook. Length of meetings is referenced and all need to bear this in mind.</p> <p>Heads performance management was completed and JC confirmed it is definite that Chairs of LGBs are no longer permitted to be part of that process to ensure they are available in case of a Heads appeal so this will need to be considered for the mid-year review in March.</p> <p>Action: Contact GW if you would like to be part of that process.</p>	<p>AS/LM/ GW</p> <p>GW</p> <p>LR</p> <p>All</p>

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	<p>Action: JM to send out parent survey for KK Federation and Vision and Strategic Plan. (Later in meeting agreed to send to GW for distribution.) Admissions document was done. Pre-school query has been dealt with. T&L policy with changes was done. Attendance policy done. It was noted that AS and GW are to meet next week to look at the website and policies. Item 1/6.3 - KK Volunteers handbook 1/6.3 LR to include Covid risk assessments in the volunteer's handbook. c/f to next meeting.</p> <p>Action: AS to send volunteers handbook to LR for addition of documents as above. CP & SG policy done. SEND policy and info reports on the website. New governor induction training. JC informed governors that the Trust are upping requirements for training and some will be compulsory. A close eye will need to be kept that these have been done and new governors will have to agree. MG and JM apologised that they had not been able to attend the induction training that GW had arranged.</p> <p>Action: GW to check and re-book MG on new governor induction training. JM is already booked on for January. Discussion around parent elections and how various governors were appointed.</p> <p>Action: GW and AS to discuss on Monday.</p>	<p>JM</p> <p>AS/LR</p> <p>GW/MG/ JM</p> <p>GW/AS</p>
2/6.1	<p>Safeguarding: AS confirmed that this data was reviewed at the FPP meeting and all documents are on the portal with the paperwork for tonight. AS had nothing to add and questions were invited. No questions.</p>	
2/7.1	<p>Headteachers Report: AS wished to point out that a few children have left Kenn recently for a variety of reasons. Need to bear in mind from point of view of pupil numbers one class will potentially go from 28 to 23. JC had submitted a question in advance to AS about Kenn attendance figures appearing to be on a downward trend and asked if that has reversed itself yet and what the picture is now. AS responded although Kenn figures are showing a slight decrease, on balance figures, given the situation, are high and extremely pleasing. AS confirmed managing to keep bubbles together very well and doing a lot of the handwashing etc and as a result a lot of the other traditional illnesses for this time of year are also being kept at bay. There is a requirement for a PP link governor to monitor outcome and progress of PP students, SEND, and CIC.</p>	
2/7.2	<p>FPP Committee: The minutes of this meeting are on the portal. WD confirmed JN kindly attended the recent FPP meeting on behalf of the Trust as covered at the beginning of this meeting.</p> <p>Finance is ok. Some risks on staff costs increasing because of absences although some mutual fund claims have been made (insurance recovery). Second issue was additional spend on Covid lunchtime cleaning and supplies and the decision was taken it is the right thing to continue at the moment but that it will be monitored closely.</p> <p>Kenton Rent Review has been settled with agreement of a stepped increase over 5 years but the additional cost will be recovered by DCC so there is no impact on budget.</p> <p>Additional funding is being made of about £8k for catch up curriculum and we are buying into national tutoring programme with priority KS2 catch up on maths. 75% of this cost is subsidised by the Government and remaining 25% for school from additional funding.</p> <p>Health and Safety – Trust policy awaiting review by Trustees and if approved will be rolled out later this month.</p> <p>Kenton Fire Risk Assessment - issue over one fire door at Kenton which is being looked at.</p> <p>Premises Action Plan - about £9k left in budget following repairs to gable end at Kenton and that money will be put towards repair at front of building and render.</p> <p>GDPR - complaint received by a parent for what they consider to be a breach of GDPR policy. Scott Deeming, as DPO, is taking advice from legal on this. AS confirmed a resolution has been reached and was dealt with by SD at the Trust with no further action. Things will be looked at internally as a Trust as a result.</p>	

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	Challenging year for personnel with additional costs and risks through sickness, and self-isolation.	
2/7.3	Pay & Performance: WD confirmed the Committee approved the recommendations made by the Executive HT.	
2/7.4	<p>Risk Register: AS stated this has come from the Trustees and asked if anyone was aware of anything that raised concern. This was to be referred to FPP but was missed. AS explained it is about all risks not just financial and suggested it should be on both committees' agendas and concerns to come back to LGB.</p> <p>Action: Chairs of Committees to look at risk registers for next meetings. T&L need to look at this for their next meeting and feedback to LGB.</p>	LR/WD
2/8.1	Policies: None for this meeting	
2/9.1	<p>Governor Visits and Training: JC attended a Chair's update which was very useful.</p> <p>LR and JC carried out Covid visits in November and the visit forms are on the portal. LR commented that it was good to see the school working so well and the children being so Covid-aware.</p> <p>JC felt for scrutiny as to what has been done during this period of time there was probably a need to start having written reports.</p> <p>Action: Rather than visits to schools, JC to select topics looking at upcoming things in SIP and focussing in each meeting. Someone from within that meeting will be responsible for writing up the discussion and conclusions at that meeting. JC to draw up monitoring rota and send to GW to send out to everyone. At the start of each meeting governors will decide who will be responsible for completing that sheet.</p> <p>AS suggested governors at governor Q cards on the portal and whether those would be useful to have particular focus in governor meetings using the Q cards. Useful prompts if focusing on particular area in meeting.</p> <p>Action: Governors to use Q cards in future for discussion and questions in meeting.</p> <p>A Zoom walk around the classes with a tablet was suggested if there is a need to do in-school monitoring.</p> <p>AS reported that linked to the Covid monitoring LR also attended community forum today where the focus was on parents' opinions about what has happened; what is happening; likely to happen; and obtaining a view of how things are for families at the moment. It is clear there is a high level of anxiety for some parents. AS has mentioned this to teachers and staff are already aware. LB reported heightened level of noise in classes and ability to concentrate in the afternoon has dipped during lockdown. AS felt it was useful for governors to be aware of parent feeling and monitor this as part of the supportive work that needed to be done in school at the moment.</p>	<p>JC</p> <p>JC/GW</p> <p>All</p> <p>All</p>
2/10.1	<p>PPG Link: JC stated there is a need to appoint PPG link governor. Due to the low league position of the South West for improving catch up for children in the PP group and the widening gap, the RSC is having a focus and setting up a working party. Usually look at staff data but needs to be monitored by a link governor and this will improve communication on it at meetings. JC asked if anyone would be interested to do PPG monitoring and include PE monitoring. There is guidance on Q card sheets that can be used. Particularly with the catch-up curriculum, governors have a responsibility to look at where this is going funding wise and how that is going. Some of the PPG children will be further disadvantaged by lockdown.</p> <p>Q: What commitment would that involve?</p> <p>JC: That would depend on your capacity.</p> <p>Q: Interpretation of data, school visits, a range of different things required?</p> <p>JC: More what happens with the PP and where and on what the money is being spent, and what evidence there is for impact of those various decisions taken on how to spend it. AS confirmed it is more of a paper exercise or talking to staff than coming into school to preserve anonymity of students concerned.</p> <p>It was confirmed the the parameters should be set with AS first and then the Heads of T&L will be the contact point for each school.</p>	

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	<p>JM kindly agreed to take on this role if meetings and timings can be set in the diary in good time to meet with the two Heads of T&L and catch up with AS and prepare some notes for full governors meeting. WD proposed, MG seconded. Unanimously appointed and thanks given to JM for taking on this important role.</p> <p>JC confirmed a PE grant comes in and should be monitored by governors as to where it is being spent and the progress and if this is being positive.</p> <p>Action: JM to contact AS and discuss further.</p>	JM/AS
2/11.1	<p>Resignation of a Staff Governor: AS informed governors with sadness that LB has offered her resignation from the LGB as a staff governor. AS has already offered thanks to LB for everything she has done. It has been great as an insight into the day to day working of the school and having someone in school with insight into working of governing board. JC stated LB is incredibly thorough and always makes contribution with insiders' hat and detachment from job and that she couldn't thank LB enough for all she has done. LB has mentioned to school staff that she was aiming to step down from the LGB at Christmas and that this would mean a vacancy for a new staff governor and has urged them to think about it. LB thanked all for very kind comments and offered help within her school role to governors, including with the induction of the new staff governor when appointed.</p> <p>JM proposed, WD seconded. Resignation ACCEPTED.</p> <p>Governor Recruitment: JC voiced concern in light of this resignation that numbers are tight and LB was the SEND Governor which is crucial and which will require thought and a new appointment. Discussion around people who had previously been interested in being a school governor and whether they may still be interested.</p> <p>Action: LB to contact the person who wrote to her and expressed interest a while ago and report back if the person would still be interested.</p> <p>Q: <i>Is there anything specific we are seeking for parent governor role?</i></p> <p>JC: Looking for FPP due to balance of numbers. Already have 2 parents at Kenton so need one from Kenn.</p> <p>Action: JM to follow up with a suggested parent and see if happy to meet with AS.</p> <p>Action: GW and AS to add to Monday meeting agenda to discuss recruitment and potential avenues available.</p> <p>Action: JM to email vision statement to GW to upload on the portal.</p> <p>Meeting closed at 8.10 pm.</p>	<p>GW</p> <p>LB</p> <p>JM</p> <p>GW/AS</p> <p>JM/GW</p>

Signed: Chair