

The Kenn & Kenton Federation

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| Meeting: 1 – Local Governing Body | Date:/Time: Tuesday 22 September 2020 – 6 pm | Venue: Zoom |
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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 | LA | JC |
| James Moffat | Governor | Co-opted Parent | JM |
| Liz Rycroft | Governor | Foundation | LR |
| Amanda Somerwill | Executive Head Teacher | Staff/Head/Ex-officio | AS |
| William Dale | Governor | Parent (elected) | WD |
| Mark Gilchrist | Governor | Parent (elected) | MC |
| Leigh Mansfield | Governor - Safeguarding | Co-opted | LM |
| Gaby Willis | Clerk | | GW |
| John Williams | Governor | Foundation/Ex-officio | JW |
| Apologies: | Title: | | Initials: |
| None received | | | |
| Absent: | Title: | | Initials: |
| None | | | |
| Minutes to: | Notes/Comments | | |
| All Governors Diocese | | | |

| Min. No | Actions & Decisions | Owner |
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| 1/1 | Governor Prayer – led by LR | |
| 1/2.1 | JC welcomed everyone to the meeting. Apologies: None received. Absent: JW and LM had advised they would be slightly late joining due to other commitments. | |
| 1/2.2 | Declarations of Interest: None declared. It was agreed that due to the nature of the meeting with Governors not able to meet in person, the Clerk would note there are no changes to anyone's business interests for this year and the forms will be signed when possible. | |
| 1/2.3 | Election of Chair: JC kindly agreed to continue as Chair as long as there was a Co-Chair or Vice Chair who took an active role. Someone is needed there in name and to be called on periodically for support in whatever area it may be; such as to take a meeting; carry out governor induction, etc. <i>LM joined the meeting at 6.14 pm</i> and confirmed she has nothing to add to her register of business interests. WD proposed appointment of JC as Chair of Governors for 2020-2021, LB seconded. DULY APPOINTED. | |
| 1/2.4 | Election of Vice Chair: LR offered to help out for this year but confirmed that she would not be looking to step up to the role of Chair in the future. Discussion around committees and LM offered to take back the Chair of T&L to help LR. JC said need to reassign committees and need Kenn governor. Action: JC to consider the kind offer of LM and respond. MG proposed the appointment of LR as Vice Chair of Governors for the year 2020-2021, LM seconded. DULY APPOINTED. | JC |
| 1/2.5 | Chair's and Head's Urgent Business and Correspondence: AS confirmed she had no urgent correspondence. Membership of the two committees was discussed. Consideration is needed of whether to move LB to T&L as she is the SEND Governor, although this does sit across both committees in terms of the finance strand. The membership is not equal at the moment but this would be solved by the recruitment of a new Governor for | |

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| | <p>Kenn. If LB were to move, the new governor would ideally sit on FPP and someone would be recruited with those skills.</p> <p>JC stated she would like to leave things as they are at the moment to consider FPP and whether LB should be on T&L as SEND Governor. AS suggested if LB needs to be aware of something happening at T&L or there is something she needs to read about, or there is an action to go to LB, the T&L minutes need to be sent to her. Now there is a new SENCO across 2 schools she will be doing reports to T&L.</p> <p>Q: What is the issue with the committee memberships?</p> <p>JC stated there are more governors on T&L than on FPP. Numbers will be equal once a new governor for Kenn is appointed and added to FPP so need to ask for this when recruiting. FPP will then be equal in numbers but not experience. JC suggested T&L minutes be sent to LB every time.</p> <p>Action: GW to send T&L minutes to LB going forward. Agreed if there is anything LB needs to know from the meetings or before, this is to be communicated.</p> <p>AGREED T&L and FPP committees to remain as they are for now.</p> <p>Pay and Performance – AS commented that this was agreed as FPP non-staff governors previously. AGREED to remain as before.</p> <p>Appeals – GW stated that some appeals such as disciplinaries would now go to the Trust and appeals for permanent exclusions would go to DCC as an Independent Review Panel. Likely to be pay that would come to LGB. AGREED this committee would be drawn from T&L members.</p> <p>Governor lead roles – LB to continue as SEND Governor. LM to be Safeguarding. Level 3 training was cancelled and then it was determined it was not necessary as from a school point of view level 2 is fine. AS confirmed at a recent safeguarding review this was discussed with the person from County and they confirmed it is not necessary to have someone level 3 trained as Safeguarding Governor.</p> <p>Health & Safety Governor required, which would include risk assessments. AS stated the key things would be overview of what we are currently doing for COVID as key priority. MG volunteered to take on this role.</p> <p>Action: AS to inform MG of what is needed and when.</p> <p>JC queried if an attendance person is needed. LM can't get into school but can do this electronically.</p> <p>Action: AS to send Egress email to LM to test the secure platform can be used.</p> <p>Children in Care Governor – LM to take this alongside Safeguarding Governor.</p> <p>Chairs of Committees: LR to continue as Chair of T&L and FPP could be done at the next Committee meeting. GW confirmed LGB appoints chairs of committees so LB proposed WD. LM seconded. WD was DULY APPOINTED.</p> <p>MS Teams/Zoom discussion – MS Teams is more secure and more efficient than Zoom with better functionality. AS highlighted an issue with the school firewall which prevents use of Teams. LB is about to do an assessment of a child in liaison with TCS ML via Teams so will be able to test it. JB has an imac at home and there can be issues with Microsoft and Apple incompatibility.</p> <p>Action: GW to ask Christian Norman (Trust Systems Officer) to contact JB and WD regarding assistance with Teams on Apple.</p> <p>Agreed security is superior on MS Teams. LB confirmed Christian is coming in on Friday.</p> <p>Action: Once set up of Teams is confirmed please let GW know and she will do a brief trial run to ensure all have access.</p> <p>Governor portal – a discussion took place around the use of the Trust governor portal where documents will be uploaded and a password issued to allow access to the relevant parties. Agreed to begin use of this but need to be sure that LB, JB and WD and LR can access it and have use of the Trust Systems Officer if needed.</p> <p>Action: GW to set up passwords for all governors and upload some documents to trial usage and address any issues.</p> | <p>GW/All</p> <p>MG AS</p> <p>AS LM</p> <p>GW/JB/WD</p> <p>All/GW</p> <p>GW</p> |
| 1/2.6 | Terms of Reference for 2020-2021: | |

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| | <p>JC reviewed OLT handbook as discussed in T&L meeting and confirmed that it still says draft and has not been filled in with information or details. JC read through T&L TOR and found easy to pick up. AS also did a comparison between the two and it was virtually identical except for terminology. JC queried whether there was a difference in last year's TOR in the handbook and what we had previously.</p> <p>Action: Add to agenda to FPP meeting TOR in November.</p> <p>Action: GW to send out AS amended document and governors to email back agreement or comments.</p> <p>T&L TOR APPROVED subject to agreement of AS amendments.</p> <p>Action: WD to try and find old TOR for FPP and send to GW. AS to send 2015 versions to GW.</p> | <p>GW/WD GW/All</p> <p>WD/AS/ GW</p> |
| 1/3.1 | <p>Minutes of Previous Meeting: These minutes were produced by JB and WD. No inaccuracies raised so WD proposed, LR seconded. AGREED true and accurate record.</p> <p>Matters Arising – JC asked AS and JB for updates on things discussed as part of a moving picture.</p> <p>5.1 JC asked GW to give a brief overview of her roles at TCS and OLT. Noted this would give consistency and a link across the Trust.</p> <p>Staffing – Apprentice interviews and staff welfare (which was covered at T&L). AS confirmed 2 apprentices had been appointed; one for each school. All employment checks done and went well. Unfortunately, one apprentice has resigned today from Kenton so currently in discussion with Exeter College about appointing someone in their place as this is still possible at the moment. Also potential of a member of staff being interested so that is being pursued internally.</p> <p>Q: How long does college think might take to find another one.</p> <p>AS: Everyone on the course must have a placement. Everyone there already as one. Exeter College will contact AS if anyone still looking. JB due to have a conversation with member of staff as expressions of interest there.</p> <p>JB confirmed both members of staff approached are interested; one still to come back and confirm. No changes to admin team which is really positive. All other changes were actioned. AS reported that lunchtime is proving difficult in both schools. Children are not mixing and Kenn is short on adults with an extra MTA needed. Staff are not taking breaks which is not good. Advertised and had 2 responses so this is in progress. AS confirmed there would be a financial consideration.</p> <p>5.4 Breakfast and after-school clubs – AS confirmed these are OK. Children are being kept apart on tables. At Kenn the number of children going to after school club is low. Considering canvassing parents again about it to see whether the numbers are there to warrant an after-school club. Both are still running well but demand is not as anticipated at the moment, particularly from Kenn.</p> <p>Q: Should it be under review if we are losing money on it?</p> <p>Discussion around the pros and cons of this. Not at tipping point yet. It is an offer for the school and makes a difference to parents when choosing a school. Consider what provision should look like next year as with COVID a lot of people are still working from home.</p> <p>5.6 outdoor maintenance services at Kenn going into administration.</p> <p>6.2 Top slice query was brought up at a Board meeting and response was JN (CFO) reiterated it will be staying at 5.5% and KQ (CEO) was quite clear once the schools had agreed to that, what happened to it and how it was spent was at the discretion of the Trust. Free to have explanation about what this is spent on.</p> <p>Action: Reference this to Comms document if necessary.</p> | <p>JC/GW</p> |
| 1/4.1 | <p>Safeguarding: Not much to report currently. Booked Lorraine Bestwick onto Level 3 safeguarding training in October as new SENCO. Nothing to report on the Child Sexual Exploitation report. AS reported on current status of CIN and CP. Large turnover of social workers recently. Meetings online which some families are finding difficult.</p> | |

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| 1/5.1 | <p data-bbox="240 185 1305 215">All governors confirmed they had received 2020 KCSIE document from GW.</p> <p data-bbox="240 219 1337 248">Academy Update/Discussion and Review Succession Planning for 2020-2021:</p> <p data-bbox="240 253 1337 383">This was postponed from the last meeting. JC requested ideas as to whether this was working and the main issues that may need to be addressed or have been affected as being part of a Trust. Is more or less needed from the Trust, etc. Any noticeable differences in the way we operate? Governor feedback points:</p> <ul data-bbox="240 387 1337 2114" style="list-style-type: none"> <li data-bbox="240 387 1337 454">• Sports events; sharing resources; and having visits from other schools – missing these now we are restricted by COVID. <li data-bbox="240 459 1337 526">• Meetings being timed to link in with the layer above has changed. Have stepped down a level administratively. <li data-bbox="240 530 1337 696">• Very positive and feel we have not reaped all the benefits due to the current situation. Think back to processes that would have had to be dealt with at local level that we wouldn't have to deal with now. Removed micro level things for an individual school and more of a sign off than write from scratch so that has made meetings different and focus in a good way. <li data-bbox="240 701 1337 831">• From FPP side the request to borrow funds from the c/f seemed quick but from last update it seems COVID has helped school finances so has put us back onto a more even keel. Strange first year to be part of the Trust. Won't get a feel for where we are until things settle down. <li data-bbox="240 835 1337 925">• No longer have to deal with policies. Good to have CFO talking through how they had set out the budget and that was something the offices benefited from: the contact with the Trust office on the admin side. <li data-bbox="240 929 1337 996">• Now have a teacher in Kenton which has come directly because of being part of the Trust. <li data-bbox="240 1001 1337 1099">• As an LGB, have you felt the benefit of some extra support that might not have got from County, and back up? Think support would have been there, but feel there is a more friendly face as part of the Trust. <li data-bbox="240 1104 911 1133">• Feel like part of a team which is really positive. <li data-bbox="240 1137 1337 1267">• Concerns were being expressed about will Kenn be less of a church school and we had assurances this would not be the case, and it is good that the Trust are embracing the support of the Diocese so warmly and very little has changed. Looking positive. <li data-bbox="240 1272 1337 1572">• Risk of when you become part of a group to hear words like streamline and efficiency and there are lots of positive things there. Sounds like the Trust is committed to keeping individuality and autonomy but worth keeping an eye on this as financial pressure to drive efficiencies will always be there. Some talk about input into the values and the Trust level of input was not necessarily desired. Our vision and strategic plan were changed by the Trust and definitions of what those were was something that had a good pedigree and the Trust have come with completely different emphases so this needs to be addressed and taken up again with the Trust. Balance needs to be maintained. <li data-bbox="240 1576 1241 1606">• Noted the senior leadership team of the Trust has changed significantly. <li data-bbox="240 1610 1337 2018">• Lots of positives. Known face rather than unknown face when asking for support is big. Heads meet once per half term or more often. Risk assessments are shared and there is a lot of openness between the schools. Know people personally now and who to go to for questions. No hierarchy from the point of view that the larger school has more say than the small. Feel we have as much say as the secondary. CEO considers everyone's thoughts and discussions are collaborative. Very strong. Slight negative is that a few things are not in place as they are still forming the Trust and it takes time to evolve. Can be frustrating not knowing whether to use old or new system as the new system is still being developed. Admin staff particularly have found this challenging. Personnel person leaving was found difficult in terms of support with new contracts etc. Can see things being made easier. Positive to recruiting internally. <li data-bbox="240 2022 1337 2114">• Unsure of how much c/f we have and where it sits. Should have quite a significant amount of c/f in capital budget. Budget for year hasn't got what has been saved in previous years on the budget line. Used to feel we knew what | |

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| | <p>we have to spend but it is not clear how much the Trust took when money was borrowed for the secondary, and how much c/f was left from previous years in budget. It is not there on the budget paperwork. We are not using resources efficiently as we don't know.</p> <p>Action: GW to add this to comms document. How much is owing from secondary?</p> <p>JC confirmed what was put in is not there until the end of a 3-year period. Board is going through changes and JC is not as confident at Board level as previously. Chair there resigned from TCS and was staying on the Trust board, but now has resigned all together. Chair of the Board announced at the last meeting he will be standing down at the meeting next month as he wants to stay on at Cockwood as their Chair. The Chair of Directors is a big job with lots of demands on it from all directions. Risk assessment was all very open. Sometimes feel link is not there on the Board. Not enough experience yet in feeling totally secure. Need to be very careful in watching how things go and ask the right questions.</p> | GW |
| 1/5.2 | <p>SIP – AS has changed key priorities to revolve around mental health and wellbeing of all, and where to arrive at by Easter. Monitoring has been written in as this can be done online. At T&L some decisions on that were made and won't involve anyone doing anything extra or writing reports at the moment. This will spread across to full governors from T&L.</p> <p>LR recommended approval by LGB of SIP and SIAMS. AGREED.</p> <p>Action: LR to update JW by email about SIAMS discussion.</p> | LR/JW |
| 1/5.3 | <p>T&L Report: LR stated this focused on SIP and SIAMS. Focus on this year of English and Maths. New reading programme being introduced for Early Years which is very phonic and schools are on a recovery programme until at least Easter. Agreed who would monitor different parts and the meeting was mainly housekeeping. National curriculum comes in at Easter. Discussion at the end about Kenn school field and AS confirmed following that meeting a letter has been sent out to parents to close Kenn to the public due to COVID so that it can be used by the children during school time. This letter was emailed to governors by AS for their information. AS reported no feedback was received from parents and the children have started using the equipment this week and are really enjoying it.</p> | |
| 1/5.4 | <p>Governors Handbook: Already discussed.</p> <p>Action: GW to populate with information and this to become our handbook after FPP meeting in November when TOR can be confirmed.</p> <p>Nothing has changed with code of practice and meetings protocol.</p> <p>Action: JC to look at these for the next meeting.</p> | GW JC |
| 1/5.5 | <p>Review of SEF: AS needs some advice about what other schools are putting on regarding progress. Will approach other Heads in the Trust.</p> <p>Action: AS to report back.</p> | AS |
| 1/5.6 | <p>Heads Performance Management: AS confirmed format of information collection was reviewed at the recent Heads Trust meeting. Process will remain the same. Nothing specific about Heads there. AS performance review is due. AS has been told the performance management process can't start until the documentation we have done goes to Trust board on 6 October.</p> <p>Action: JC and JW to have discussion with KQ</p> <p>Normally start performance management end of September. Feels like pushing it quite late which delays teachers' pay awards. Normally would link it in with FPP meeting to give backpay in December.</p> | JC/JW |
| 1/5.7 | <p>Risk register: This will go to FPP.</p> <p>Action: WD to action.</p> | WD |
| 1/5.8 | <p>Kenn and Kenton Federation Vision and Strategic Plan – This is complicated with changes with the Trust. A Trust one was worked on last year. Discussion around this. A survey was carried out with staff governors and parents before joining the Trust so all that data is there with about 50-60 responses.</p> <p>Action: JM to share this.</p> | JM |

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| | Action: Want to work on vision and strategic plan but need to be sure following same pattern as Trust and see what comes back. GW to add to comms sheet. Timescale for Trust to finish pattern that can be followed. | GW |
| 1/5.9 | <p>Admission Arrangements for 2022-2023: Forwarded by GW as part of paperwork. AS attended Diocese training for admissions online today and this has given a good level of understanding of process. Kenn in particular is more time limited than Kenton. Need to have initial overview of Kenn's admissions arrangements and agree the draft at this meeting as this has to be agreed by 1 October (GW confirmed 29 September as per email from KQ). Has to be sent back to the Diocese. Then put to consultation if there are a lot of changes decided. Then sent back and between 31 January and 28 February it must go to the Trust and they have to agree it within that timescale. Christina Mabin of the Diocese has said there has to be a Trust board meeting within that time. GW confirmed admissions is on the OLT board agenda for 9 February. Then has to go back to LA and Diocese by Trust, Kenton's goes back to LA, and have to publish these admissions arrangements on the website by 15 March 2021.</p> <p>AS asked for ideas of what was wanted on the front page, bearing in mind the documents will sit on the website for 3 years. Not much can be changed further in as that is legal information.</p> <p><i>LM gave apologies to have to leave the meeting at 8.08 pm.</i></p> <p>AS read out the front page of Kenn and Kenton's admissions policy.</p> <p>Query over wording of joint budget. Doesn't say part of Federation. Reads as if identical schools. Nothing on Kenn's about being a church school.</p> <p>Kenn – needs to read our Christian values are ...</p> <p>Amalgamate aims – where learning is fun</p> <p>First page needs to have something about being part of The Kenn and Kenton Federation and OLT. LB suggested using the pen portrait of the schools from the websites. This is a marketing tool and should be immediately there for parents – could be as a stand-alone item on the website near the top of the bar.</p> <p>MG structure proposed for each school sounded very appropriate approach.</p> <p>Action: AS to add Kenn's values on the front page and amend Kenton's to look the same as Kenn. Adjust and circulate for comments and approval.</p> <p>GW to add new front pages to comms document for OLT.</p> <p>Q: The oversubscription criteria – straight line distance from home to school isn't very wise and doesn't work.</p> <p>AS: This is set by Devon. We have very little say on what comes after the first page as Devon is the admitting authority, not the Trust.</p> <p>Action: AS to put this in email to Devon as a concern. Can be misleading for people who are moving into the area.</p> <p>Q: Can we add priority for children from another setting for the 2 pre-schools. AS: We have never been able to give preferential consideration to children who attend particular pre-schools for when admitting to the school because they are not run in the same way. It is a voluntary service and they are not linked to state education in any way. Could be something around Kenton as that is now part of our school.</p> <p>Action: Add query about Kenton Pre-School to OLT comms sheet.</p> | <p>AS/All</p> <p>GW</p> <p>AS</p> <p>GW/JC</p> |
| 1/6.8 | <p>T&L Policy (brought forward): JB apologised that he needed to leave. Stated the T&L policy already had a lot of recent updates done by AS. Personally, happy with it and also curriculum intent statements attached to the email which AS again had worked on a lot with lots of additions in yellow. Clarified DW is Deb Wring who is a school improvement partner used by the Trust.</p> <p>JB recommend for approval. All AGREED.</p> <p>Action: GW to forward T&L policy with JB changes to AS.</p> <p><i>JB left the meeting at 8.30 pm.</i></p> | GW/AS |
| 1/5.10 | <p>Governor Newsletter: JM happy to continue with this.</p> <p>Action: JM to produce and issue newsletter with community COVID support theme quite soon.</p> | JM |
| 1/6.1 | <p>Admissions Statement: Already discussed at T&L and amendments by AS and JB approved.</p> | |

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| 1/6.2 | <p>Attendance Policy: AS sent this out with highlighted updates which were mainly terminology and a few current practice updates like certificates. Very minor tweaks. All happy to accept. APPROVED.</p> <p>Action: Updated version to be uploaded to the website with yellow highlighting removed.</p> | GW |
| 1/6.3 | <p>Kenn and Kenton Volunteers Handbook: LR stated there were mainly name changes. AS confirmed people are still allowed to volunteer in school under COVID guidance. LR just highlighted with change of staff at the moment. Need COVID appendix.</p> <p>Action: AS suggested include COVID risk assessments. LR to do this.</p> | LR |
| 1/6.4 | <p>Preventing Radicalisation Policy: JM had reviewed the policy and said it doesn't refer to Trust or Trust policies. JM had emailed a list of questions and amended some typos.</p> <ol style="list-style-type: none"> 1. The policy does not refer to the trust or any trust policies. Do we need to align with those? 2. Is the legislation listed still correct and up to date? 3. Can we confirm what Internet filters are in place? 4. Is the training mentioned still correct? 5. Is Amanda still the SPOC? 6. Is the Devon Assessment framework still in place - as far as I could tell it was. <p>AS asked if there was to be a Trust Safeguarding policy. Could link to this policy be under that. LB confirmed SWGL is the filtering system and it is robust and if there is a breach they will let us know. JM suggested referencing that in there.</p> <p>Action: GW to ask is there a Trust Safeguarding policy that it needs to align with. Add to comms sheet for OLT.</p> <p>Policy to be distributed electronically for approval once these queries are answered and necessary amendments made.</p> <p><i>LR left the meeting at 8.40 pm.</i></p> | GW GW/AS |
| 1/6.5 | <p>Child Protection and Safeguarding Policy: JC thinks agencies, regulations, laws and change of names need checking. Information in it no different from now.</p> <p>Action: AS as DSL to check and come back asap. Policy to be circulated for comments once checked and then for approval when finalised.</p> | AS/GW |
| 1/6.6 | <p>SEND Policy: Mainly name changes. APPROVED (subject to LB reviewing electronically as SEND Governor).</p> <p>Action: GW to email to LB for a final check and then updated version to be uploaded to the website with yellow highlighting removed.</p> | LB GW |
| 1/6.7 | <p>SEND Information Reports for Kenn and Kenton 2020-2021 – updated to reflect current practice and removal of things no longer done. Also has Lorraine's name on it as SENCO and next year she will do these. APPROVED.</p> <p>Action: To be uploaded to the website.</p> | AS/GW |
| 7/7.1 | <p>Governor Visits and Training: Training will have to be online for the foreseeable future.</p> <p>Action: GW to look into new governor induction training online. GW to send around any training offers found. MG and JM to attend as a priority. Chairs update requested for JC.</p> <p><i>Meeting ended 8.48 pm.</i></p> | GW/All MG/JM JC |

Signed: Chair