

The Kenn & Kenton Federation

Part 1 Minutes

Meeting:	6 – Local Governing Body	Date:/Time:	Tuesday 6 July 2021 at 6 pm	Venue:	MS Teams
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Present:	Title:	Type	Initials:
Bob Baker	Governor	Co-opted	BB
Joe Baxter	Governor & Head of T&L, Kenton	Staff (non-elected)	JB
Jan Caig	Chair of Governors	Co-opted	JC
James Moffat	Governor responsible for PPG and PE	Co-opted Parent	JM
Liz Rycroft	Vice Chair of Governors and Chair of Teaching & Learning Committee	Foundation	LR
Amanda Somerwill	Executive Head Teacher	Staff/Head/Ex-officio	AS
William Dale	Governor and Chair of Finance, Personnel & Premises Committee	Co-opted	WD
Mark Gilchrist	Governor responsible for Health & Safety	Co-opted	MC
John Williams	Governor	Foundation/Ex-Officio	JW
Gaby Willis	Clerk	Clerk	GW
Apologies:	Title:		Initials:
None received			
Absent:	Title:		Initials:
None			
Minutes to:	Notes/Comments		
All Governors			

Min. No	Actions & Decisions	Owner
6/1	Governor Prayer –	
6/2.1	Apologies: None received. JW absent at this time.	
6/2.2	Declarations of Interest: None declared.	
6/3.1	<p>Agree topic and governor responsible for completing the monitoring sheet for this meeting: Agreed this would be a repeat of catch up curriculum data to see how things have moved on. Issue with this is would normally go to T&L and data has been produced for end of this year but discussion about whether T&L meeting next week is useful. Suggested instead of the T&L meeting whoever agrees to do this monitoring meets with JB and LW and writes report on it and at first meeting in September it will go to T&L and circulated. JC asked if better for JB and LW to do an online meeting at 4 pm on 13 July instead of the T&L Committee meeting.</p> <p>Action: JB to liaise with Luke Williams to meet with JM at 4.30 pm on 13 July on Teams. Agreed that T&L Committee meeting will not be held and this will be instead.</p> <p><i>JW joined the meeting.</i></p>	JB/JM
6/3.2	<p>Recruitment of staff and parent governors: AS went back to the parent who is also a member of staff to gauge interest in standing as a staff governor instead. Confirmed this should go to staff again, which it has and no one else has come forward.</p> <p>Action: AS to discuss again with the person concerned and JB to discuss staff governor role with her. GW to send JB The Key role description of staff governor.</p>	AS/JB/ GW
6/4.1	Chairs and Heads Urgent Business and Correspondence: AS shared a letter from a member of staff regarding a request for unpaid leave. It was confirmed this sits with the Headteacher under the Trust Leave of Absence policy and no action is required by the Governors.	
6/5.1	Minutes of Previous Meeting 11 May 2021 – Matters Arising: WD action about the risk register which is still outstanding. GW advised the Trust risk register is being	

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	revised for September so makes sense to wait until then. Nothing urgent to report as a concern.	
6/5.2	Accept Minutes as a True and Accurate Record: Proposed: WD Seconded: MG Unanimously ACCEPTED . Part II minutes to be discussed at the end so that staff governors can leave.	
6/6.1	Update on any Safeguarding Issues or Concerns (Data sheet for Safeguarding/Behaviour/Attendance/Pupil Numbers: Q: In connection with behaviour seems to be difference between Kenn and Kenton in terms of numbers and wondered whether difficult to be consistent in what constitutes something to be reported. AS very aware for a long time there are children with greater needs at Kenton. Q: Disappointed with the Trust that they turned down request for more information on acronyms. DP FSM and non-DP is not FSM. Attendance is going the right way for Kenn. Slightly down for Kenton. Had some absence requests for legitimate reasons. Action: Agreed JC to bring this up at Chair's meeting next week regarding tightening up of acronyms/abbreviations in safeguarding document. Q: Noticed that some of the incidents were physical. What level? AS not really serious. Long conversation as Heads about what is put in as a behaviour incident. Agreed things that go in are things that are escalated beyond the class teacher. AS stated she had to make a number of MASH contacts (Multi-Agency Safeguarding Hub) and a formal complaint will be lodged by AS about a social worker.	JC
6/7.1	FPP Committee Report for the meeting held on 29 June 2021: WD gave a verbal report as the minutes of the meeting were not yet available. JN attended to talk about budget. Will finish year with small surplus. Additional funding for covid catch up offsets additional spending on staff. Not much saving on running costs as schools open throughout for key workers. Teachers costs have gone up due to pension but consistent across the Trust. One concern raised by Heads was the date at which census was done might impact FSM given the timing on lockdown and pupil numbers and information on this is awaited. One query to raise on comms document linked to cost of training linked to SENDCo and whether there should be a return of service linked to this training. It needs to be done but need to consider if costs should be recovered if the member of staff was to leave. Action: WD and JC to discuss and then advise GW re comms document. Ground maintenance tender closes at the end of this week. Looking potentially to take catering and cleaning in-house and summer holiday club has been funded for vulnerable children x20 to be held at Kenn.	WD/JC
6/7.2	Development of School Vision: JC advised carried over from previous meeting. Bulk of work will be done in the new year and do the LGB as a whole wish to revisit the vision, aims and objectives at the moment? Suggested wait until January – Governors to think and let JC know.	
6/7.3	Governing Body Structure: JC suggested it might be better going forward to not have committees but have a link governor that reports to the LGB. Or have LGB meetings to focus on T&L one half term and the second on finance to avoid duplication. Q: Where is this coming from? JC this is the DAG Chairs' Forum that attended and these were suggestions made that were being trialled by other LGBs to allow for lower number of governors. Q: Suggestions were having a point governor that deals directly and reports back; or section in LGB where talk about that topic alternating. JC yes. Suggested this be discussed in September after thought over the summer. Action: Add to agenda for September.	GW
6/8.1	Safeguarding policy: GW advised governors new Trust safeguarding policy will be rolled out in September in line with re-write of KCSiE from 1 September. Will be ok to use current one when back. Appendices for each school.	

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6/9.1	<p>Governor Monitoring Update: SEND report from JC. Suggestion to include the SENDCo more at T&L Committee meetings or a meeting with a SEND focus alongside JB.</p> <p>Q: <i>Would she consider being a staff governor?</i></p> <p>AS Has been approached but not at the moment.</p> <p>Action: JC to email SENDCo and invite to first T&L meeting next term.</p>	JC
6/9.2	<p>Feedback on Governor Training: Recent Trust-wide Ofsted training attended by JC. BB did first of Diocese new governor induction and have second one this week. JM also attended this and MG. Agreed delivery makes a big difference.</p> <p>WD did responsibilities of safeguarding lead with Babcock. Jackie Jackson trust sg trustee was also participating.</p> <p>BB is booked on to the Induction for New Governors training with Babcock on 29 June.</p>	
6/10.1	<p>Acceptance of the resignation of Liz Rycroft: Tendered with effect from end of the school year. JW reported no progress as yet on new Foundation Governor and there is quite a lengthy process to go through but it is in hand.</p> <p>JC proposed, WD seconded. Regrettably accepted and thanks given to Liz for her contribution.</p> <p><i>JB left the meeting. Moved to Part II.</i></p>	