

The Kenn & Kenton Federation Minutes

Meeting:	5 – Local Governing Body	Date:/Time:	Tuesday 11 May 2021 at 6 pm	Venue:	MS Teams
-----------------	--------------------------	--------------------	--------------------------------	---------------	----------

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
5/1	Governor Prayer – JW led the prayer.	
5/2.1	Apologies: None received.	
5/2.2	Declarations of Interest: None declared. Action: MG to complete and return Register of Interests form to GW asap. For compliance this needs to be on the school website.	MG/GW
5/3.1	Newly appointed Governor Bob Baker – Welcome and agree Committee membership: JC welcomed BB to his first meeting as an appointed governor and stated that he had expressed interest in joining the FPP Committee, which BB confirmed. As BB is unable to attend meetings on Wednesdays, it was proposed that the FPP meetings from September be held on a Tuesday evening, and that the next meeting be moved to 22 June. AGREED. JC proposed that BB be appointed to the FPP Committee. Seconded by WD. Unanimously APPROVED and duly appointed. Action: GW to confirm new date of meeting and ensure meetings for 2021-2022 are on a Tuesday.	GW
5/3.2	Recruitment of staff and parent governors: A letter was sent to staff at Kenn asking for nominations and none have been forthcoming. The position remains vacant. GW thought that the vacancy was for a staff governor from Kenn so could not be filled by a staff member from Kenton as that role was already fulfilled by JB. Action: GW to check whether a staff member from Kenton can be nominated and advise AS and JC. A potential parent governor from Kenn has been nominated, but there is a possible conflict of interest in that they are also employed as a supply teacher across both schools and wish to continue to do this. GW advised that the Trust had taken the view with a previous situation such as this that anyone working as a supply teacher in the school could not sit as a governor.	GW

Min. No	Actions & Decisions	Owner
	<p>Action: GW to check whether the person would be eligible to stand as a staff governor for Kenn as they are on a contract rather than through an agency.</p> <p>JC confirmed that James McMurray, a guest at the previous LGB meeting, had decided not to pursue an appointment as a governor for Kenn and Kenton at this time.</p>	GW
5/3.3	<p>Topic for monitoring sheet for this meeting: JC suggested that she contact Lorraine Bestwick and liaise to complete a monitoring sheet from a SEND perspective. AGREED.</p> <p>Action: JC to contact Lorraine Bestwick</p>	JC
5/4.1	<p>Chairs and Heads Urgent Business and Correspondence: None for this meeting.</p>	
5/5.1	<p>Minutes of Previous Meeting 16 March 2021 – Matters Arising:</p> <p>Amendment required to wording in 4/4.4 “version is on the website”</p> <p>4/7.3 Mental Health and Wellbeing Policies – AS confirmed that these do link to both children and staff. The buy-in from the Trust has not yet been completed so will be added to the policy when finalised.</p> <p>4/7.5 GW to amend wording to be “Risk assessment Governor monitoring for re-opening of schools on 8 March 2021”</p> <p>4/7.4 Equality objectives are now on the website and were on the portal for information.</p>	<p>GW</p> <p>AS</p> <p>GW</p>
5/5.2	<p>Accept Minutes as a True and Accurate Record: Proposed: LR Seconded: JW Unanimously ACCEPTED.</p>	
5/6.1	<p>Update on any Safeguarding Issues or Concerns (Data sheet for Safeguarding/Behaviour/Attendance/Pupil Numbers: Questions invited on the safeguarding data sheets which were uploaded to the portal in advance. It was noted that the Trust have requested more information on which behaviour incidents came under behaviour types and AS had highlighted in yellow the newly added information.</p> <p>As mentioned in the recent T&L Committee, attendance is really good in both schools. Behaviour incidents are low and Governors were updated on a Fixed Term Exclusion and the support that has been put in place. Both schools are below PAN for the September intake, but this is a picture across most local schools.</p> <p>It was suggested that it would be useful to have either a key to acronyms, or the word in full.</p> <p>Action: Add to OLT comms sheet to ask which Trustees would prefer.</p> <p>A query was raised with regard to the Trust Equality Objectives and clarification is to be sought from the Trust as to whether “boys” and “girls” should be the only gender grouping to appear on the Trust-wide data document.</p> <p>Q: Is there an area on the admission form where parents/carers have to say the gender of the child?</p> <p>AS confirmed this is, in addition to a box if people prefer not to say.</p> <p>Action: Add query to OLT comms sheet</p> <p>WD, as Safeguarding Governor, confirmed that he carried out a check of the Single Central Record with Scott Deeming from the Trust, and Pam Moseley, School Administrator, on 29 March 2021. WD also attended safeguarding training on 6 May.</p>	<p>GW</p> <p>GW</p>
5/7.1	<p>FPP Committee Report from the meeting held on 17 March 2021: Minutes of meeting circulated in advance on the portal and questions on these were invited.</p> <p>WD reported the budget is OK and challenges were support staff absences. The new Forest School contract has started and tendering for cleaning and catering is underway. AS met with Scott Deeming and confirmed an outside contract for ground maintenance is being sought. The rendering and painting at Kenton has been completed and looks good. The access ramp has been completed at Kenn and a stairlift is also going in which will be funded by Devon County Council.</p>	

Min. No	Actions & Decisions	Owner
5/7.2	<p>T&L Committee Report from meeting held on 27 April 2021: Minutes of the meeting were circulated in advance on the portal and questions invited.</p> <p>LR informed Governors that the data collected was done the first week the children returned to school from lockdown so the committee will look at the catch-up curriculum data at the end of the summer term which will give a better picture.</p>	
5/7.3	<p>Risk Register: AS has highlighted the sections which need to be looked at and will forward to Chairs of Committees before the end of term.</p>	AS/WD/LR
5/8.1	<p>Parent Code of Conduct: Operational document shared with governors for information and awareness which has been created to address some recent difficult incidents with parents/carers and to highlight what is acceptable. This will be sent to all parents/carers and placed on the school websites to ensure there is no question if action has to be taken in response to unacceptable behaviour.</p> <p>Action: AS to add an expectation of parents to respect the parking restrictions at school entrances for the safety of the children.</p> <p>Query raised regarding the Kenton 3 entry door which is fine in the mornings but difficult at the end of the day. Different options have been considered and JB and AS have discussed the possibility of having parents back in the playground and the need to ensure this is safe and within Covid rules. Opinions in school are to be sought and this is a work in progress. AS voiced concern with parent/carer expectations following changes from 17 May outside of school, but that things in primary schools have changed very little.</p>	AS
5/9.1	<p>Governor Monitoring Update: None for this meeting.</p>	
5/9.2	<p>Governor Training: Recent Trust-wide training on understanding performance data was very good.</p> <p>JC also attended the DAG Chairs Forum on 10 May which involved break-out groups from different schools and settings. There was collaboration across the Trust with 3 of the 4 Chairs attending. JC had been able to explain the different levels of meeting at OLT and respond to comments from other Chairs about Trusts being inward looking.</p> <p>BB is booked on to the Induction for New Governors training with Babcock on 29 June and attended safeguarding training yesterday.</p> <p>JC attended a Governors for Schools course on Development of a School Vision. JC asked that this be added to the agenda for the last meeting of the year to plan how to revisit this properly in September.</p> <p>Action: GW to add Development of School Vision to the LGB agenda for July.</p>	GW
	<p>Q: Is there anything back from the last comms form?</p> <p>GW stated that the Trust Board meet 5 times per year and the previous meeting was held in February. The next meeting is on 25 May so the LGB comms sheets from March and May will go forward then.</p> <p>It was agreed that the next LGB meeting would be in person at Kenton (subject to no government changes in the meantime) and that the next T&L Committee meeting would be on MS Teams.</p> <p>Meeting closed at 7.15 pm.</p>	All