

# The Kenn & Kenton Federation Minutes

<b>Meeting:</b>	4 – Local Governing Body	<b>Date:/Time:</b>	Tuesday 16 March 2021 at 6 pm	<b>Venue:</b>	MS Teams
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<b>Present:</b>	<b>Title:</b>	<b>Type</b>	<b>Initials:</b>
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
<b>Apologies:</b>	<b>Title:</b>		<b>Initials:</b>
Amanda Somerwill (running late)	Executive Headteacher	Staff/Head/Ex-officio	AS
James Moffat (running late)	Governor responsible for PPG and PE	Co-Opted Parent	JM
<b>Absent:</b>	<b>Title:</b>		<b>Initials:</b>
None			
<b>Minutes to:</b>	<b>Notes/Comments</b>		
All Governors			

<b>Min. No</b>	<b>Actions &amp; Decisions</b>	<b>Owner</b>
4/1	<b>Governor Prayer</b> – JW led the prayer.	
4/2.1	<b>Apologies:</b> JM and AS running late.	
4/2.2	<b>Declarations of Interest:</b> None declared.	
4/2.3	<b>Topic for monitoring sheet for this meeting:</b> Agreed overview of catch-up curriculum following re-opening of schools. Gather together info and put onto standard form about how catch up curriculum is going at the moment. JB to do this. <b>Action: JB to do form and circulate.</b>	<b>JB</b>
4/3.1	<b>Chairs and Heads Urgent Business and Correspondence:</b> JC has received a request from the CEO to arrange a catch-up phone call with her. <b>Action: GW to email a summary of TGO role and governors to email JC with feedback. Note: JC clarified this with the CEO and this is not required.</b>	<b>GW/JC</b>
4/4.1	<b>Potential New Governors:</b> James McMurray and Robert Baker were in attendance as guests, their applications having been circulated in advance via the portal. Governor discussion and decision at the end of this meeting, if James and Robert wish to seek appointment.	
4/4.2	<b>Recruitment of Parent Governor – Kenn:</b> No news on this at the moment. AS to confirm when she joins the meeting. <b>Action: AS to send out letter to parents.</b>	<b>AS</b>
4/4.3	<b>TOR for FPP Committee:</b> Reviewed and recommended for approval by the FPP Committee. Unanimously <b>AGREED.</b>	
4/4.4	<b>Procedure for Future Policy Reviews:</b> GW circulated Babcock recommendations on which policies need to come to governors. Operational policies are not for governors to be involved with but are there to use if needed. Discussed statutory policies which must be approved by LGB and that an individual or Committee can take responsibility for some others.	

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	<p>Unanimously agreed to adopt this procedure and dramatically reduce the number of policies being reviewed and approved by Governors. Noted Clerk and Head are responsible for ensuring website is compliant in terms of governance.  <i>AS joined the meeting. Returned to 4.2 parent governor at Kenn.</i></p>	
4/4.5	<p><b>Trust Scheme of Delegation:</b> Slight amendments have been made following consultation with the Diocese and a revised.</p>	
4/4.6	<p><b>LGB Handbook:</b> GW and JC met and discussed.  <b>Action: GW to send out to governors before Easter holidays.</b></p>	GW
4/5.1	<p><b>Minutes of Previous Meeting 26 January 2021 – Matters Arising:</b>  <b>Action: GW to send out role descriptions for SEND and Safeguarding governors.</b>  <b>Action: LR to look at risk register from T&amp;L – on portal and GW to send to LR.</b>  <i>JM joined the meeting.</i></p>	GW LR
4/5.2	<p><b>Accept Minutes as a True and Accurate Record:</b> Proposed: LR Seconded: WD Unanimously <b>ACCEPTED.</b></p>	
4/6.1	<p><b>Update on any Safeguarding Issues or Concerns:</b> Questions invited on the safeguarding data sheets which were uploaded to the portal in advance.  <b>Q: CPOMS safeguarding incidents for Kenn have risen since September? Is that anything to worry about?</b>  <b>AS:</b> All in hand and no action required.</p> <p>Noted that attendance data on the Trustees' Report for the Trust primaries was previously being logged in different ways and it has been agreed to continue with the KK model.</p> <p>AS completed Level 3 refresher training 2 weeks ago and Luke Williams, Acting Head of T&amp;L at Kenn, completed Level 3 safeguarding training last week.</p> <p>Noted social services are signing children off quite quickly at the moment. Schools are keeping an eye on this.  <b>Q: The recent Trust comms sheet mentioned the Trust are looking at potentially recruiting a parent welfare officer. Is there any more on that?</b>  <b>AS:</b> No information on this at present.  <b>Action: GW to add to comms sheet to OLT governors would like more information on this as would welcome this in schools.</b></p>	GW
4/6.2	<p><b>Update on meeting with Trust Vulnerable Children Committee member, Pat Henchie:</b> Report circulated in advance by JC. More strategic meetings between safeguarding governor and Executive Head, with governor monitoring in a formalised way and to look at impact with a regular report from the safeguarding link governor to the LGB.  <b>Action: WD to follow up with AS.</b></p>	WD/AS
4/7.1	<p><b>Executive Head Teacher's Report:</b> AS flagged the impact that people working from home are having on the school and staff absence. The Trust is supporting by sending a member of admin staff from Mill Lane to Kenn 2 days a week next week to cover the office to help reduce the workload on AS, LW and JB. For further discussion tomorrow at FPP.</p> <p>Websites went down 2 weeks ago which have caused huge amount of additional work. Sites were cancelled without consultation and lost all content from last 12 months. Domain registration has been located and back on line now. GW working to put governor information back on and work is being done in school but with no admin team it is falling to teachers and SLT.  <b>Q: Is the Trust able to move the site hosting?</b>  <b>AS:</b> Moved already. Scott Deeming (COO) has been kept up to date and is aware. Biggest issue is ensuring we are compliant and the legal side of the website is currently the main priority.</p>	

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	<p>AS was unsure why a more recent back up didn't happen but expressed a lot of faith in the new company with whom she is in direct contact. They are the company which hosts the sites for the Trust, and the portal. JM offered support on this if needed.</p> <p><b>Action: GW to add this to comms sheet to OLT. How often are the sites backed up and where are they backed up? Is a version stored on a local machine somewhere?</b></p> <p>Q: Is there any comeback on the company or the person who instructed them to cancel?</p> <p>AS: The site was accessed and set up via Dawlish Learning Partnership before KK was part of the Trust so no as the person concerned is not a Trust employee.</p> <p>Discussion around timescale of admin staff returning. Shielding for all finishes on 31 March.</p> <p>Following a Headteachers briefing last Thursday and discussion around mental health support, AS stated that the Trust is going to purchase this offer for all staff in the Trust. AS will then send information out and thinks it will be really beneficial. Features a 24/7 confidential helpline, cognitive behaviour therapy sessions, etc.</p> <p>Q: How long will the support bought by the Trust be in place for?</p> <p>AS: Annual buy-in from the Trust budget as Trust want to do this for all staff equally. Hope this will be bought into for as long as possible. Being heavily subsidised by Government Covid Relief Fund so will depend on how long this is available from the Local Authority.</p> <p>Q: Is there flexibility with staff to allow for people to attend the sessions?</p> <p>AS: At the moment, no. SLT are covering lunchtime duty. Would struggle to release staff at the moment. It is possible to access it after school hours.</p> <p>Q: Are you having to use any supply teachers in a regular way?</p> <p>AS: It is support staff who are off. Hard to get supply admin, hence Trust is supporting where possible.</p> <p>Q: Kenn teachers?</p> <p>AS: All teachers are in at Kenn.</p> <p>Q: Under catch-up, a regular supply teacher is noted. What does this mean?</p> <p>JB: This was someone employed to cover teachers to release them to do targeted interventions with particular groups. This is not happening at the moment but potentially could.</p> <p><b>Action: JB to include this as part of the catch-up report. Agreed it would cover from 8 March and what the projections are going forward in terms of how the catch-up curriculum will develop.</b></p> <p><b>Agreed Executive Head report will now be combined with safeguarding report to remove duplications and sections about staff wellbeing and children's wellbeing will be added into the report. This will be reviewed in due course following COVID.</b></p>	<p>GW</p> <p>JB</p> <p>AS</p>
4/7.2	<p><b>FPP Committee Report:</b> This meeting had to be rescheduled to tomorrow so will report to the next LGB.</p>	
4/7.3	<p><b>Risk Register:</b> Discussed earlier and there is an action for LR. AS stated this needs to be looked at carefully by both committees to see if there are any additional things that need to be added and are pertinent to Kenn and Kenton.</p> <p><b>Action: GW to add to both committee agendas T&amp;L and then FPP.</b></p>	GW
	<p><b>Policies and Procedures:</b> Confirmed electronic approval of all policies from previous meeting was done via the portal and all are on the website.</p>	
3/7.3	<p><b>Mental Health and Wellbeing Policies for Kenn and Kenton:</b> Kenn has had this in place for a while as this is a SIAMS requirement. Recently amended very slightly to also use for Kenton. Do not require governor approval but are there for governors' information.</p> <p>Q: Should there be a line in there as to where staff go if they have any issues?</p> <p><b>Action: AS to double check this to ensure it is clear for both children and staff. New Trust buy-in organisation can also be included.</b></p>	AS

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3/7.4	<p><b>Equality Policy:</b> Following meeting of AS and GW this policy required complete renewal. AS has used the model from Devon and looked at other Trust sites to confirm this is the one used. Now have a new Equality Policy for both schools. Still need to do the Equality Objectives (action plan) and that will come forward to governors for their required involvement.</p> <p><b>Action: AS to produce draft Equality Objectives and email to GW for circulation and comments.</b></p>	AS/GW
3/7.5	<p><b>Governor Monitoring – re-opening of schools on 8 March 2021:</b> Same process as JC and LR did before after the previous re-opening. Guidance from the NGA on the form sent out by GW and it is clear what information is required for the Trust. Suggested these documents be reviewed by who agrees to conduct these visits and they get in touch with the two Heads of T&amp;L to get information and then visit to look at how things are working in school.</p> <p><b>Action: Agreed WD to visit Kenton and JM to visit Kenn and return completed forms by email to the TGO by 31 March.</b></p>	WD/JM
3/7.6	<p><b>Governor Training:</b> JC has attended SEND training and also a leaders of governance meeting on Friday with some PPG things that have been sent to JM.</p> <p>GW stated there are still no safeguarding webinars scheduled for Babcock but this will continue to be monitored. In the meantime, WD to access the Safeguarding training modules on the NGA Learning Link.</p> <p>MG attended health and safety governor training today and both JM and MG have now attended Babcock induction training.</p> <p>JM attending Babcock webinar tomorrow for developing your governor skills, the next step.</p>	
3/7.7	<p><b>Appointment of New Governors:</b> James McMurray was no longer present at the meeting so JC will contact and follow up with him by email.</p> <p>Bob Baker confirmed that he would be interested in joining the LGB and that finance would be an area of interest but unfortunately, he can't do Wednesday evenings. Agreed this could be rearranged to a Monday or Tuesday if necessary. Bob has attended a level 2 safeguarding City and Guilds during furlough and has also done health and safety, HR management, and project management over the last 12 months. JC thanked Bob for attending and expressing interest and hoped he will join the LGB in the future.</p> <p>Discussion around potential governors and appointments proposed and voted upon. JC proposed JM seconded. Unanimously <b>APPOINTED</b>.</p> <p><b>Action: JC to contact both to confirm they still wish to become governors and cc GW on emails so that she may follow up with DBS checks etc.</b></p>	JC/GW
3/7.8	Meeting closed at 8.01 pm.	