**Kenn CofE Primary and Kenton Primary**

**Minutes**

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| **Meeting:** | 3 – Local Governing Body | **Date:/Time:** | Tuesday 1 February 2022 – 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 |
| James Moffat | Governor | Co-opted Parent | JM |
| Lorraine Curry | Executive Head Teacher | Staff/Head/Ex-officio | LC |
| William Dale | Governor | Parent (elected) | WD |
| Mark Gilchrist | Governor | Parent (elected) | MC |
| Gaby Willis | Clerk |  | GW |
| Michelle Addyman | Governor | Staff (non-elected) | MA |
| **Apologies:** | **Title:** |  | **Initials:** |
| John Williams | Governor | Foundation/Ex-officio | JW |
| **Absent:** | **Title:** |  | **Initials:** |
| None |  |  |  |
| **Minutes to:** | **Notes/Comments** |  |  |
| All Governors |  |  |  |

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| **Min. No** | **Actions & Decisions** | **Owner** |
| 21/3/1 | BB welcomed everyone to the meeting. Welcomed LC and GS.  **Governor Prayer** – led by BB |  |
| 21/3//2.1 | **Apologies:** JW. *MG absent at this time.* |  |
| 21/3/2.2 | **Declarations of Interest:** None declared. WD declared new interests Clinton Devon Estates as new job – wef 24.1.22.  **Action: GW to update register of interests and website.** |  |
| 21/3/3.1 | **Appoint a Chair for this meeting:** BB kindly agreed to Chair this meeting. All **AGREED**. |  |
| 21/3/3.2 | **Chairs and Heads Urgent business:** SEND Governor role is vacant. To be discussed later. |  |
| 21/3/4.1 | **Matters Arising:** Still some vacancies. *MG joined the meeting.* Administrator role at Kenn still vacant as appointment was not taken up on the day. Working hard to resolve. Update requested on ground maintenance contract. LC not yet discussed with SD. JB confirmed there is a company that were allocated days to each primary school and understand linked to cutting the grass on field and trimming the hedges and some bits on playgrounds. BB minutes say contract not yet in place.  **Action: LC to follow up with SD at the Trust.**  Catering going very well and the food is lovely. Cleaning needs to be tightened up as per needs.  **Flood damage at Kenton:** LC asked GS following meeting on Monday to look at work. Will send report to loss adjustor. New cubicles and toilets being discussed with children this week for colours etc. Suggested starting work at Easter but can’t guarantee being done in time so looking at doing it over the summer to give full 6 weeks. Replacing floor in kitchen that are rising has been discussed. Carpet in downstairs classroom and redecorating throughout.  Q: Toilets are particularly bad. They don’t think sufficient time in Easter?  GS said could start it but if not finished due to bank holidays or delay on materials we then risk not being finished. Could do in stages but depends on what loss adjustor is prepared to pay for. Can’t get a lot of workmen in the space so that is a restriction.  It was felt it was a long time until summer and surprise expressed that work could not be finished.  GS have made the job bigger to rip whole lot out and do at the same time. Element of wanting new cubicles and sinks so that may have impacted on their ability to do it. If limited to just doing the children’s toilets –  **Action: GS to go back and ask those questions.** LC suggested an option was to provisionally book the boys toilets as that leaks the most and tell the contractors they can’t start unless have all the tools to do it.  Wireless connection at Kenn following approval of grant is going ahead.  Newsletter was to be done by JM – to be done this week.  AS was going to give safeguarding training information to governors. LC advised the Trust is looking at putting together some safer recruitment training.  **Action: GW to look at this for KK and Lorraine and Gemma and Joe.** | **LC**  **GS**  **GW** |
| 21/3/4.2 | **Accept as true and accurate record: AGREED**. |  |
| 21/3/5.1 | **Executive Headteacher update on first few weeks:** A lot has been done around admin systems and personnel with some changes leading up to Christmas which are still ongoing to ensure all linked systems within the school are right. Tackled some areas around behaviour and rewards with some issues that have led to difficulties around behaviour and expectation. GS has worked very hard on this at Kenton. Accept challenging for staff with lots of changes from September to Christmas being moved from Kenn to Kenton. Tried to support staff quite quickly and ensuring staffing has been adequate at least across the schools to ensure children well supported. Lots of staff have been off and inherited Covid which has had significant impact on the management of the schools, particularly Kenton. Every day looking at how vulnerable children in particular are looked after properly to enable them and the other children to learn. Huge amount has been achieved in that time. Taken on board parent comments about lack of communication. There was a week of no internet at Kenton which compounded all the start of school issues in terms of trying to learn the processes and pupils. On a positive note children and staff have been brilliant across both schools. Staff are supportive of new structures and willing to go above and beyond to improve and have been ensuring they have the tools such as new laptops and desktops as some of the IT wasn’t good enough. This has been financed without taking money from the school budget through pockets of money and grants. Joint training has taken place around target tracker and assessment and had some good appointments with an administrator for HR working on personnel and safeguarding. Incredibly busy but positive start and lots still to do.  Governors sought reassurance that LC was OK and whether there is anything governors can do to help, or anything that is needed but not forthcoming.  LC stated there had been a raft of initial problems and they had to support each other in this. Recognition was given to how hard GS and JB have been working.  JB has been easier as know school and parents and children already at Kenn. GS really enjoying the challenge with somewhere new and learning what learnt in previous schools. Knitted together as a team, with HOS at Cockwood as well.  WD expressed how impressed he was on Kenton covid visit and changes that can be seen with impact already.  **Action: LC to convey governors’ thanks to all staff for their hard work.** |  |
| 21/3/5.2 | **SIP:** LC has reshaped this school improvement plan to make it more concise and targeted in terms of what EHT feels needs to be done. Has been shared on the portal and will need to look at going forward to make governors’ aware of what is needed. Aligns to the Trust and the other schools within the Trust to ensure the things that are there are the really important things that need to be done. Structured in Ofsted framework format with clear targets for leadership and management and behaviour and attitude. Working on this quite hard and quickly. Governors need to look at these priorities and be questioning leadership as go through for costs, impact, help required, etc. Had to put in some things on improving pupil numbers and upskilling subject leaders after a period of change across both schools to ensure deliver good quality progressive curriculum. This was not in the last SIP.  **Action: Governors to read through this and prepare for discussion in governor meetings.**  It was felt it was easier to follow and see costs aligned against what is aimed for. LC will be working more on the costings and align with what is in the budget already. From governor perspective is had to invest in very expensive phonics programme as in April all schools had to have accredited phonic programme but didn’t have one that is recognised by the DfE as one they are happy with so this has had to be addressed quickly. This will not have been costed in the original budgeting. Had some grant funding to cover some purchasing of reading books before Christmas. GS has worked really hard on trying to get matched funding and costs reduced. Will cost around £10k across both schools to put the programme in fully. Have linked with other schools in the Trust who use the same programme which will support the development of it at Kenn and Kenton. All researched and ordered, action plan in place and ready to go soon.  Q: Do the governors need to authorise expenditure there?  LC no single item has cost a lot but building programme including training. It is a necessary spend. GW clarified all schools adhere to the Trust Finance Policy which has levels of spend and how they are authorised.  **SIAMS Development Plan:** JB is now subject leader to ensure all actions in the SIAMS improvement plan are followed. LC and JB to work on this and it will need to change due to change of personnel.  **Action: To bring this back to the next meeting.** | **All**  **JB** |
| 21/3/5.3 | **Safeguarding:** LC lots of things that require knowledge. Section 175 audits completed prior to Christmas and meeting will be held after school tomorrow to look at action plans and things that need to be put in place quickly. Ensured all staff know process now with new members on the team and who to go to with concerns. Website now contains more information and conversation had with Babcock for external staff training so date will be finalised. Safeguarding concerns for LC around behaviour and supporting staff at Kenton.  **Action: LC and WD to speak as safeguarding governor in lieu of appointed Chair of Governors.**  Lot in place and looking very good and working with outside agencies and Head of School as appropriate.  Looking at end of day routines to tighten this up and ensure system in place for collection of children. Spoke to parent association today about events in light of Covid and spending some time working with the school to ensure the events are risk assessed and thorough DBS checks linked to that role for core group.  Staff lanyards are being produced. Work is being done to quickly understand needs of the vulnerable families in both schools.  Q: Do you know in terms of safeguarding training would be useful to know if everyone is up to date that needs to be including governors?  LC this will be looked at and there will have been a check on this for the 175 audit and any action points will be checked there.  **Action: LC to let WD know if there are any gaps and fill those.**  WD next safeguarding cycle item is behaviour.  **Action: WD to liaise with GS about visit to Kenton.**  Discussed reports for both schools which have been shared on the portal in advance. CPOMS system now adopted at KK which LC can access wherever she is. Need to ensure things that are put in place are having impact and this will be easier to see from HT3 figures. LC and GS discussing this and looking at staff training currently. Data is subjective as different people are making CPOMS entries and element around training in terms of what is being logged and ensuring consistency across both schools.  **Action: Dates to be amended as still showing October.** Always done just before end of term as goes to the Trust as well. Will be submitting something else in next few weeks to the end of term.  Attendance is something from governance point of view.  Q: Is the tail off on second half of term due to covid?  **Action: Overall attendance is required for the Kenton sheet – GS to do this.**  Attendance has dipped and will still see this as a lot of children away. Attendance is on SLT meeting tomorrow agenda. Have to track to see where the children are and need to have system of reporting this to governors and internally. Governors need to ensure work is being provided for children at home even if not covid related absence. This appears to be happening and children can access work at home. | **LC/WD**  **LC/WD**  **WD/GS**  **GS** |
| 21/3/5.4 | **Pupil Numbers:** LC reported final first choice figures a week ago with 5 children at Kenton as first choice for reception for September 2022 which is very low, and 7 at Kenn. PAN of 15 so this is significant and now is a risk. Looking at significant financial implication on both schools if numbers remain like this so working on how can increase pupil numbers, collectively. Websites need to be in a better position and are more informative and clearer which is being looked at. Had conversation today with parents about their connections to publicise places are available. Banners will be put at both schools. Need to do some things in the press and share some fantastic things via new Facebook pages and social media. Professional video is being done at both schools which is being funded by the Trust and will sit on the website.  Q: Numbers are a lot lower than we were anticipating. Has that been driven by anything in particular?  LC parents choose by November so all of this was set before the changes. Another school in the Trust is also very low so may be low birthrate this year. Some investigative work done around the pre-school at Kenn and weren’t many that didn’t choose Kenn. Not sustainable to have classes of this size. |  |
| 21/3/5.5 | **Risk Registers:** Reflect significant changes with new leaders in plan and new SIP, and also pupil numbers. Governance is a risk as haven’t had all meetings and there is no elected Chair or Vice Chair. Also, IT as staff didn’t have right facilities to do job as well as could have. Made the registers now look more realistic and can all be targeted and tackled. More work to be done on this.  **Action: All review and look in more detail at the next meeting – for next FPP meeting.** | **All** |
| 21/3/6.1 | **Admissions 2023-2024:** The consultation period for this has ended and the final versions of the policies received from Devon and circulated to governors for information. They will go to the Trust Board for final sign off on 15 February 2022. |  |
| 21/3/6.2 | **Equality:** **Action: to look at this for next meeting LC and GW.** In line with Trust policy. Annual publishing. | **LC** |
| 21/3/7.1 | **Governor monitoring visits:** Thanks given to MG and WD for their Covid monitoring visits.  Q: Updating of parents regarding positive lateral flow test results is happening but wasn’t on the original risk assessment. Has that been amended now?  LC trying to be very clear and transparent with parents and looking at risk and reducing this. Have to amend RA so frequently will go on at the next round.  Action: WD to monitor this next time.  Q: Ensure latest version of the risk assessments are on the website.  **Action: GS and JB**  MG noted children keeping tabs on air quality monitor and explained how they were being used and what the numbers meant. Seemed very comfortable with it all and looked very much in hand at Kenn.  LC confirmed website is on to do list to meet statutory requirements and promoting the schools well.  MG raised not on the monitoring form but with communication about positive tests you get an email saying a child in your class. When more than one child this is confusing as to which one it is.  JB this has been pointed out and ensuring admin are putting more information on the email now as to which class.  JB talked about risk if weather gets particularly bad, Kenn gets cold very quickly and might become balance between risk and allowing fresh air. MG felt room temps at the moment would fall below that recommended in normal times but children seem very comfortable in coats. Interested to know what would happen if Beast from the East or prolonged spell. LC stated when children are not in classroom windows open and ventilation and let the air in. MG decision may be needed if got too cold. LC guidance says threshold of acceptable temp. If getting to that point can’t allow children to be cold and do best when not in the classroom to let the air in.  Discussion around effectiveness of air filters in that setting. LC confirmed only get them if Co2 levels reach threshold for a period of time. This can be looked into.  BB asked if governor visits should be scheduled for the rest of this term. LC advised mindful of what the visits are for in terms of Covid. WD confirmed very intermittent visits and very few due to Covid. WD has safeguarding one that is required.  LC suggested linking in with colleagues virtually if discussion is needed around particular area such as pp or catch up spend, or link governor. This would still count as a visit, depending on governor availability during the school day.  Agreed to focus on prioritising governor visits around behaviour and safeguarding and these can be scheduled when convenient. | **GS/JB** |
| 21/3/7.2 | **Online training:** MA did governor’s induction training online with Babcock. BB online governance responsibilities, exclusions, how to run an effective exclusion panel, and succession planning. |  |
|  | WD proposed mins, JM seconded. AGREED.  **Agreed BB to attend Chairs’ Group meeting on 15 February as Chair of this meeting and raise:**  What is the impact of NI increases on our budget?  Any trend in reception numbers across the Trust? | **BB** |
| 21/3/8.1 | **Moved to Part II for this item.** |  |