

# The Kenn & Kenton Federation Minutes

<b>Meeting:</b>	3 – Local Governing Body	<b>Date:/Time:</b>	Tuesday 26 January 2021 at 6 pm	<b>Venue:</b>	MS Teams
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Present:	Title:	Type	Initials:
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
Gaby Willis	Clerk	Clerk	GW
Apologies:	Title:		Initials:
None received			
Absent:	Title:		Initials:
John Williams	Governor	Foundation/Ex-Officio	JW
Minutes to:	Notes/Comments		
All Governors			

Min. No	Actions & Decisions	Owner
3/1	<b>Governor Prayer</b> – JW not present so this was postponed until his arrival.	
3/2.1	<b>Apologies:</b> None received. JM had advised he would be late joining.	
3/2.2	<b>Declarations of Interest:</b> None declared.	
3/2.3	<p><b>Chairs and Heads Urgent Business and Correspondence:</b>            Discussion around <b>admissions policies</b>. GW had sent out a boundary map received late today from the policy officer at DCC.  <b>Q: Boundary changes appear relatively small. Is there a reason for it?</b>  <b>AS:</b> The areas in question don't appear to have any houses in them, plus or minus a field. The changes are minute.</p> <p>Query raised about a vision line being included for Kenton along the same lines as Kenn and it was <b>AGREED to look at this for 2023-2024.</b></p> <p>Second page of Kenton policy has repetition of second part of first page which needs to be deleted. <b>AGREED policies are fine subject to that change.</b>  <b>Action: Duplicated section on page 2 for Kenton to be removed and GW to add to LGB recommendation to OLT Comms Sheet for Full Board on 9 February.</b></p> <p>WD agreed to write up a monitoring report from this meeting with information gleaned about staff wellbeing using the blank sheets are on the portal for SIP/SIAMS and non-SIP one.  <b>Action: WD to do this and circulate.</b></p> <p>AS informed Governors that the Trust has asked for an update on remote learning, and shared what has been sent in terms of the most recent safeguarding audit for Babcock and current attendance data (up to December) which was:            Kenn 96.87% (as of last Friday 94.23%)            Kenton 98.13% (up to last Friday 99.58%)            At Kenn there are 57 out of 69 eligible children, or 60% of the school population, attending (some full and some part-time) and at Kenton 50 out of 60 eligible children</p>	<p style="text-align: right;"><b>All</b></p> <p style="text-align: right;"><b>GW</b></p> <p style="text-align: right;"><b>WD</b></p>



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	<p>LR updating JW about SIAMS discussion. LR confirmed they have been in contact about this and are waiting until lockdown is over before going forward. Ongoing.</p> <p>MG confirmed his new governor training is underway.</p> <p><b>Risk register</b> – this is not just for finance but for everything. WD confirmed he has looked through it and has no issues. The register is split into LGB and Trust responsibilities. Thought risk assessments and categories were a little higher than he would put in but nothing to say from FPP perspective.</p> <p><b>Action: LR as Chair of T&amp;L – to look at this after meeting and see if action is needed.</b></p> <p><b>Parent Governor at Kenn</b> – Discussion around when is a good time to put that request out again. AS was waiting for WD and LB to see if they had anyone. Same goes for staff governors.</p> <p>Agreed to put information out formally for parent governor and hold off on the staff one at the moment.</p> <p><b>Action: AS to send out letter to Kenn parents.</b></p>	<p>LR</p> <p>AS</p>
3/4.2	<p><b>Accept minutes of previous meeting as a true and accurate record:</b> LR proposed, MG seconded. All <b>ACCEPTED</b> as a true and accurate record.</p>	
3/5.1	<p><b>Safeguarding:</b> Sheet distributed.</p> <p>Q: Serious incidents logged at Kenn. Asked if serious or resolved.</p> <p>Incidents are being logged as needed.</p>	
3/6.1	<p><b>Executive Head Teachers' Report (Covid/remote learning and essential business only):</b> Verbal update for this meeting from AS with supporting documents on the portal. Information about remote learning provision and information for parents has been added to the website. This is key information with a legal requirement to be live by 25 January. It is very specific to the current situation and will need review as things change. People appear happy with the offer and support for home learning at the moment. How this can work into the future will be reviewed.</p> <p><b>Action: AS to amend the support section which talks about if there is no digital or online access at home to remove the staff instructions for completion.</b></p> <p>Q: Can you update us on staff wellbeing?</p> <p>AS: That situation fluctuates. Additional advice being looked at in leadership this week with 10 key things to staff wellbeing and a wellbeing audit. Lots of things happening in the schools. People need to be signposted correctly for support. Plan to use NHS site that can be accessed remotely.</p> <p>Q: Is there any down time for staff during the day?</p> <p>JB: In theory all get half an hour lunchbreak. Staff are close and support each other but it is difficult as people are working in bubbles and allocated to classrooms and areas.</p> <p>AS: Staff have become used to a new way of doing things and people are more confident about teaching remotely and via Zoom. Members of staff are in class a lot. Also finding what is working best and getting easier as days go by.</p> <p>Q: Will the lateral flow tests reassure or is that another anxiety?</p> <p>AS: This started on Monday and most people are very happy to have these and finding it reassuring.</p> <p><b>Action: AS to continue to update governors on staff wellbeing.</b></p> <p>AS alerted governors to the risk of difficulty and possible need for a supply if a full time TA was off as they are in the classrooms.</p> <p>Q: Is there scope or capacity to offer a place to a child if a parent could come in and help at lunchtimes for example?</p> <p>AS: Decided easier to manage rather than have an additional child in the classroom and have other options.</p> <p>Q: Workload for teachers - overall is it more than before or the same?</p> <p>AS: Think more. JB: Hard to say as so different. Managing a class of 30 is hard work and hasn't got that immediate face to face pressure but in terms of admin and keeping up with constant messages and planning is probably on a par.</p>	<p>AS</p> <p>AS</p>

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	<p><b>Q: Is this putting more pressure on TAs as they have more sole responsibility?</b>            JB: Big learning curve and ask for TAs. They will gain a lot of skills from this. It is about learning how to ask for help when needed.            AS: Responsibility for the teaching is still with the teachers and 50% of the time they are in the class, probably more at times. Teachers do all the planning, resourcing, and they are in front of the children teaching, even if on the screen. They are also doing all the marking. TA is still in a supporting role and defer to the teacher for any issues they have.            JB: TAS at Kenton – In terms of interventions and specialist help there are things they haven't been able to offer and TAs very much used to doing that in this situation.</p> <p>JC thanked AS and JB for a good insight into where things are at the moment and hopefully evolving to be more positive.</p> <p><b>Q: What happened about government tutors?</b>            AS: Started using this in November and focused very much on phonics at that time for Y1 and 2. Plus some of the children in Y3 who would have retaken their Y1 phonics assessment at the end of Y2 but didn't have the opportunity. Also had some maths support at Kenton as there was staff capacity there. At present nothing is really happening due to managing the situation to ensure education is happening. Remote packages are available for children to do some remote learning online for catch-up. Most important thing is all children fully engaged in online learning. Still have funding available which will be clawed back if not used so need to use this.</p> <p>Performance management mid-year reviews with SLT are being done this week and that will filter to the people they performance manage the week after.            AS due to have conversation with Heads of T&amp;L on catch-up plans for the 2 schools and how use catch-up funding. No capacity currently for people to do additional work and can't release teachers.</p> <p><b>Q: Was thinking more about the external tutors that were supposed to be available.</b>            AS: Do we want them in who are potentially going into other schools.</p> <p><b>Q: Is extra remote learning possible?</b>            AS: Very aware of how much children are on screens at the moment.</p> <p><b>Q: Any guidance about this?</b>            AS: Looking for resources we can use that aren't children sitting in front of a screen. JB stated the funding can be used in the summer term if children are back in school as face to face teaching will be more powerful. AS felt it best to wait and invest time and money when it can be the most effective.  <i>JM joined the meeting.</i></p>	
3/6.2	<p><b>T&amp;L Committee Report from Meeting held on 12 January 2021:</b> These were available on the portal ahead of the meeting. Questions invited. None received.</p>	
3/6.3	<p><b>Risk Register:</b> Covered earlier in the meeting.  <b>Covid RA forms:</b> On the portal for governors to review and include the lateral flow test. Agreed governor monitoring is not possible at the moment and there is no capacity for virtual tours. Continue with updates on paperwork and questions.</p>	
3/7.1	<p><b>Policies and Procedures:</b> Most of these were approved electronically on the portal via T&amp;L and come to the LGB recommended for approval.</p> <p><b>PSHE incorporating RSE:</b> Several documents involved so agreed to be further reviewed and electronically approved by LGB on the portal.  <b>Action: GW to email governors with deadline and all to review and accept or come back with queries.</b></p>	GW/All
3/7.2	<p><b>Outdoor Education: APPROVED.</b></p>	
3/7.3	<p><b>Home School Agreement:</b> Reviewed, no changes.</p>	
3/7.4	<p><b>Homework:</b> Reviewed, no changes.</p>	
3/7.5	<p><b>School Uniform:</b> Reviewed, no changes.</p>	

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3/7.6	<b>Behaviour &amp; Anti Bullying:</b> Questions invited as this is a revised policy and amalgamated 2 previous policies. None received. <b>APPROVED.</b>	
3/7.7	<b>Intimate Care:</b> GW to put on portal when ready and give review by date.	<b>GW/All</b>
3/7.8	<b>E-Safety and Acceptable Use:</b> GW to put on portal when ready and give review by date.	<b>GW/All</b>
3/7.9	<b>Medical Conditions:</b> GW to put on portal when ready and give review by date.	<b>GW/All</b>
3/7.10	<b>Equality Information and Objectives Statement:</b> GW to put on portal when ready and give review by date.	<b>GW/All</b>
3/8.1	<b>Governor monitoring:</b> as per item 2.3	
3/8.2	<p><b>Details of online training undertaken or booked:</b>            New governor induction training with Babcock on Thursday for JM and MG.  <b>Action: GW to book JC on SEND governor course.</b>            AS invited governors to join a staff level 2 safeguarding course in September.            JC is attending a webinar tomorrow with Governors for Schools on staff wellbeing and the DAG Chairs meeting on governance in remote learning on 8 February.  <b>Action: GW to look into safeguarding training.</b></p>	<p><b>GW/JC</b></p> <p><b>GW</b></p>
	There being no other questions the meeting closed at 7.46 pm.	