

# Kenn CofE Primary and Kenton Primary School Minutes

<b>Meeting:</b>	1 – Local Governing Body	<b>Date:/Time:</b>	Tuesday 28 September 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>
Michelle Addyman	Prospective new Staff Governor for Kenn	Staff (non-elected)	MA
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
William Dale	Governor and Chair of Finance, Personnel & Premises Committee	Co-opted	WD
Mark Gilchrist	Governor responsible for Health & Safety	Co-opted	MG
James Moffat	Governor responsible for PPG and PE	Co-opted Parent	JM
Amanda Somerwill	Executive Head Teacher	Staff/Head/Ex-officio	AS
Gaby Willis	Clerk	Clerk	GW
<b>Apologies:</b>	<b>Title:</b>		<b>Initials:</b>
Rev John Williams	Governor	Foundation/Ex-Officio	JW
<b>Absent:</b>	<b>Title:</b>		<b>Initials:</b>
None			
<b>Minutes to:</b>	<b>Notes/Comments</b>		
All Governors			

### Key to acronyms

CPOMS	Child Protection Online System	CEO	Chief Executive Officer
DSL	Designated Safeguarding Lead	KCSiE	Keeping Children Safe in Education
DP	Disadvantaged Pupil	GDPR	General Data Protection Regulation
SIAMS	Statutory Inspection of Anglican and Methodist Schools	SCR	Single Central Record
SEF	Self-Evaluation Form	SEND	Special Educational Needs and/or Disabilities
SIP	School Improvement Plan		

<b>Item</b>	<b>Actions &amp; Decisions</b>	<b>Owner</b>
21/1/1	<b>Governor Prayer</b> – Apologies received from JW.	
21/1/2.1	<b>Apologies:</b> JW	
21/1/3.1	<b>Osprey Learning Trust:</b> It was agreed that the CEO would attend the next LGB meeting to update on the Trust and give Governors an opportunity to ask any questions.	
21/1/4.1	<b>Declarations of Interest:</b> None declared. <b>Register of Business Interests:</b> No changes declared. Forms to be signed at the first in person meeting.	
21/1/4.2	<b>Election of Chair:</b> GW took the Chair for this item and confirmed that one nomination had been received from JC for the period of September-December 2021 only. After December 2021 a new Chair would need to be appointed. JM proposed the election of JC as Chair for the autumn term only. WD seconded. All in favour. <b>Duly appointed until December 2021.</b> GW passed the Chair to JC.	
21/1/4.3	<b>Election of Vice Chair:</b> No nomination was received before the meeting for this role. JC suggested co-chair option to run for this term with a view to the other Co-Chair taking over as Chair in January 2022. No nominations were received for this proposal. GW flagged concern that the LGB would have no Chair or Vice Chair from January and this was noted. <b>Action: JC to take this forward to the Chairs Group meeting on 12 October.</b>	<b>JC</b>
21/1/4.4	<b>Appointment of new Staff Governor for Kenn – Michelle Addyman:</b> JC welcomed MA. Following a thorough process at Kenn, one nomination had been received for the vacancy which means a staff election was not necessary and it was agreed to recommend MA to the Trust Board for appointment as the Staff Governor	<b>GW</b>

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	for Kenn. <b>Action: GW to add this to the Trust Board agenda and advise if the appointment is approved.</b>	
21/1/4.5	<b>Chairs and Heads Urgent Business:</b> AS requested a Part II item at the end of the meeting. JC expressed surprise at the low number of children at Kenton pre-school. AS advised that others are joining during the year.	
21/1/4.6	<b>Code of Conduct for Trustees &amp; Governors:</b> This was included in the documents for the meeting on the portal and is also on the Trust website. <b>Action: Governors to read, sign and return to GW please.</b> <b>School email addresses:</b> JC advised that all Governors should now be using the designated school email address supplied by GW. MG expressed concern around having another email address to check. Discussion and explanation from GW and AS about the need to have this for GDPR and also to enable Governors to conduct school business without having to give out their personal email addresses. <b>Action: GW to touch base with MG and Systems Officer. Anyone who is not yet using their school email address to please activate this. Contact GW with any issues.</b>	All  GW/MG/ All
21/1/4.7	<b>Governing Body Structure: Membership of Committees for 2021-2022 and Chairs or Link Governors.</b> Due to low number on the LGB, JC suggested there were different options for carrying out the LGB business and meetings and spreading the workload until further Governors can be recruited. Minimum number required for committees and the quorum needs to be considered. Comments and thoughts were invited. Vote proposed to keep the structure as it is until the end of December 2021 and then review again. <b>JM to be Chair of T&amp;L Committee – Unanimously AGREED.</b> <b>WD to continue as Chair of FPP Committee – Unanimously AGREED.</b> <b>Membership of Committees:</b> Unanimously AGREED all committees to stay as per last year until December 2021. MA expressed interest in joining the T&L Committee and this was unanimously AGREED.	JM WD All
21/1/4.8	<b>Terms of Reference:</b> These were circulated on the portal for FPP, T&L, Pay & Performance. Unanimously <b>ACCEPTED</b> for the year 2021-2022.	
21/1/4.9	<b>Dates of next meeting:</b> Agreed to move to 5 LGB meetings a year with the dates circulated before summer. <b>Action: GW to circulate these and suggested committee dates.</b> <b>Venues:</b> Next meeting to be held at Kenn, then Kenton, Kenn, Kenton – depending on regulations. AS stated Trust feel at the moment that Covid rates when setting these meetings were better to be done remotely but this will be regularly reviewed. <b>Action: GW and AS to speak and confirm.</b> <b>Pay &amp; Performance Committee</b> to be held Thursday 7 October at Kenn with WD and JW immediately after the Headteacher performance appraisal. <b>Action: GW to attend for 12 Noon to minute (confirm remote or in person).</b> <b>Action: BB to confirm if available – quorum is three non-staff Governors.</b>	GW/All  GW/AS  GW BB
21/1/4.10	<b>Governor Lead Roles:</b> Unanimously AGREED to keep these as last year. Health & Safety: MG PPG and PE: JM Safeguarding: WD SEND: JC to cover for autumn term only. New Link Governor to be appointed for January 2022.	
21/1/4.11	LGB Handbook: Latest version of Trust pages are on the portal. <b>Action: Membership and TOR to be added. GW put in aims from conversation with JC last year. Will be reviewed in January.</b>	GW
21/1/4.12	<b>Governor Newsletter:</b> JM kindly offered to continue with this. Agreed to include dates for LGB meetings and let parents know who everyone is and roles, and vacancies. Still vacancy for a parent governor for Kenn – raise awareness of jobs governors do and how essential they are for the running of the school. <b>Action: Newsletter going out next week. JM to email JB information for inclusion in school newsletters.</b>	JM/JB

Item	Actions & Decisions	Owner
	<b>Action: GW and JM to liaise on new photos and bios for the website.</b>	<b>GW/JM</b>
21/1/5.1	<p><b>Minutes of the Previous Meeting held on 9 July 2021:</b> Matters arising Item 6/3.1 has been completed.</p> <p>In the sentence “DP is equivalent to FSM” – should be Free School Meals.</p> <p><b>Action: GW to amend.</b></p> <p><b>Action: It was agreed for JC to raise the tightening up of acronyms list on the safeguarding sheet at the next Chairs’ meeting.</b></p> <p>6/7.1 It was decided a suggestion of return of service should be considered by the Trust after this, and this training should go ahead.</p> <p><b>Action: JC to raise at Chairs’ Group meeting.</b></p> <p>6/9.1 JC to email Lorraine Bestwick and invite her to the T&amp;L Committee meeting.</p>	<p><b>GW</b></p> <p><b>JC</b></p> <p><b>JC</b></p> <p><b>JC</b></p>
21/1/5.2	<b>Agreed as true and accurate record:</b> BB proposed, MG seconded. <b>AGREED.</b>	
21/1/6.1	<p><b>Safeguarding:</b> AS circulated safeguarding data sheet which has also been returned to the Trust. Questions invited. AS confirmed CPOMS is being used from this term and reported it has made a huge difference. It is very clear where everything is being kept, very straightforward and all logged in one place.</p> <p>AS reported a safeguarding complaint made to Ofsted which was investigated by the safeguarding lead for Devon who reported there is nothing to raise and all is in order. This has been discussed with the CEO of the Trust. The complaint procedure was not followed by the complainer. Governors need to be aware as it was raised and Devon had to investigate, even though nothing was found, this will sit in the Ofsted portal alongside inspection evidence for the next visit.</p> <p>AS flagged the continuing lack of social workers in Devon is still a concern and things are not happening following referrals. AS has logged a complaint about the phone call discussed last year and is awaiting a response.</p>	
21/1/6.2	<p><b>Keeping Children Safe in Education (KCSiE) – September 2021:</b></p> <p><b>Action: All to return signed forms to GW by 11 October. GW to resend to MG at school email address.</b></p>	<b>All/GW</b>
21/1/7.1	<p><b>SIP:</b> Circulated in advance. AS informed Governors that this has been a shared process amongst many staff.</p> <p><b>SIAMS:</b> As above.</p> <p><b>Rights Respecting School Award:</b> Linked to United Nations rights of children. Following national press coverage at the beginning of the summer about treatment of girls by boys in some UK schools and in social media, The Trust have bought into this programme and it was unanimously agreed at the last Heads meeting to embrace this. There will be an audit and action plan involving all members of the community. Two Y5/6 teachers from KK will lead for the schools and a letter has been sent to parents today as an introduction of what is involved. The leaders will put together an action group with parents and children and would like someone from the LGB to be part of this.</p> <p><b>Action: AS to send out link to the film on You Tube. Governors to consider if they could be part of this initiative and advise AS.</b></p> <p><b>Q: Looking at SIP, it is very impressive and nice that staff contributed. We talked with reference when we reviewed the figures at the end of last year and the impact of missing phonics on scores and SATS. Key targets around English, Maths, EYFS – around key areas where dip in figures relating to where in past, can you elaborate on how this plan will address this?</b></p> <p>AS advised that KK have applied to one of the English hubs where government dedicates a lot of funding, for audit of phonics at Kenton in particular. Because of historic dip the school is eligible for funding here, although there is no dip now. Additional support will be received and used across both schools linked to phonics. Lot of catch-up funding is still available following further lockdown and this is planned for phonics this term for younger children. Things are in place in the plan for the target areas where work is needed. Big push on oracy but also focus on reading and writing. Some monitoring will be happening in long staff meetings.</p>	<b>AS/All</b>

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	<p>Maths – key focus of last 2 years continues and alongside this is a big focus on fluency in the basic operations and number facts. Staff have been asked to build in a 15-minute slot every day on this, relative to the age of the children.</p> <p>In the feedback section of the plan for DP feedback has been simplified. A close eye will be kept on English and Maths to ensure it is not overly ambitious in terms of workload. SIP will be reviewed again at Christmas.</p> <p><b>Review of PPG and SEND Students:</b> JM went through this in detail with Heads of Schools at the end of last year.</p> <p><b>Action: JC and JM to monitor catch-up curriculum and conduct relevant conversations.</b></p>	<p><b>JC/JM</b></p>
21/1/7.2	<p><b>Review of SEF Report to Governors:</b> AS stated this has been updated in yellow and is ongoing. Discussed with JB today about some of the things that need to be done in general to do with monitoring curriculum and children’s perceptions. Safety survey with the children has been delayed due to Covid so is a top priority. Kenton community forum next week, and Kenn 2 weeks later - both online. AS invited a governor to attend the Kenn one. Will raise with parents about questionnaires and this will be large area of SEF completed.</p> <p>Community forum 18 October at 2 pm online via Zoom. MG to attend and MA also offered. Ofsted-type parent survey will go out, and also feedback will be requested with change in regulations linked to Covid what do parents like and want to retain before it changes back.</p> <p><b>Q: How will it work with the SEF as it is a work in progress?</b></p> <p>AS advised the Trust will also have overview of the SEFs. Governors can advise AS if they have anything you wish to amend, that can be done and then it goes to the CEO. It is a cycle. Both schools are within the Ofsted window.</p> <p><b>Q: What is triad working?</b></p> <p>AS replied this was prior to lockdown, working with two other headteachers supporting each other in evaluation of the schools’ position. Devon Primary Teaching School that KK are part of and it was really useful. AS commented that SEFs need to be shared more across the Trust to see what people are including.</p>	
21/1/7.3	<p><b>Executive HeadTeacher Performance Appraisal:</b> Covered earlier in the meeting.</p>	
21/1/7.4	<p><b>Vision and Strategic Plan:</b> Carried over until January 2022.</p>	<p><b>GW</b></p>
21/1/8.1	<p><b>Risk Register:</b> Noted new format. Comments have been received by the Clerk.</p>	
21/1/8.2	<p><b>Covid Update:</b> Things have changed since plans were uploaded to the portal. No longer in bubbles. Questions invited. Current RA100 isn’t relevant anymore so AS needs to update again.</p> <p><b>Q: Ventilation?</b></p> <p>AS stated the main risk assessment document is from Devon County Council. Health and Safety people go through all the possible things you could do and if you are doing anything differently or specific you add it. No action is required for areas that don’t apply. Referred to reference to a pond and AS has indicated “no pond”. This is for clarification due to a historic query on another form.</p> <p>Rollout of Co2 monitors – nothing has reached the schools yet so windows are remaining open.</p> <p><b>Q: How cold do you allow it to get?</b></p> <p>AS advised that no one felt cold today apart from the people working in the offices as theirs is more static work. Recommendation as in last year was to open the tops of windows so there is high level ventilation coming in through tops of classroom. Doors are wide open and this creates a steady airflow rather than a blast and keeps some warmth in whilst getting rid of any germs.</p> <p><b>Agree Governor monitoring for Covid RA100s:</b> WD to visit Kenn on 7 October. JB to arrange for some students to meet with WD at 10.30 am. JC to attend Kenton 29 September at 10.30 am.</p> <p><b>Action: GW to email Covid monitoring visit forms. Forms to be completed and emailed to GW and AS.</b></p>	<p><b>WD/JB</b></p> <p><b>JC</b></p> <p><b>GW</b></p>
21/1/9.1	<p><b>Admissions Policy 2023-2024 for Kenn and Kenton:</b> No comments.</p>	

Item	Actions & Decisions	Owner
	<b>Action: GW to advise Trust no comments at this stage of consultation.</b>	<b>GW</b>
21/1/9.2	<b>SEND Policy:</b> No comments. Adopted.	
21/1/9.3	<b>SEND Information Report:</b> No comments. Adopted.	
21/1/9.4	<b>PE Report for website: Q: Only the EHCP children of SEND counted in part of it. Why is that?</b> <b>Action: AS to look into this and come back to JC.</b> AGREED.	
21/1/9.5	<b>PPG Report for website:</b> No comments. AGREED.	
21/1/9.6	<b>Child Protection and Safeguarding Policy:</b> GW explained a new Trust wide policy with appendices for each school at the back has been written. This will go to Trust Board on 12 October for adoption and will then sit on Trust website with link on each school site. All individual school CP and SG Policies will then be deleted from the school websites.	
	<b>Emergency plan:</b> <b>Action: AS to add JB instead of the member of staff who is on maternity leave.</b>	<b>AS</b>
21/1/10.1	<b>Virtual Visit via Zoom in lieu of the T&amp;L Committee meeting in July 2021:</b> This had been shared with Governors on the portal and it was suggested to refer back to this report when next data and results are reviewed. All agreed. JM commented it was a very thorough and informative by Luke Williams and JB. <b>Action: GW to add monitoring form to portal and agenda when ready.</b>	<b>GW</b>
	<b>Monitoring Visits for this year:</b> JC commented in details of SIP something about SEND awards and garnering and supporting those. <b>Action: JC to speak to Lorraine Bestwick (DSL) or ask her to speak about this at T&amp;L meeting which will act as a form of monitoring.</b>	<b>JC</b>
	Rights Respecting School Award – Governors to watch film and this could be included in a monitoring situation.	<b>All</b>
	WD checked the SCR at the end of last term in July and completed the Babcock questionnaire <b>which he will circulate.</b>	<b>WD</b>
	T&L vulnerable group coaching and feedback – SEND and PPG students. Maths and English and Early Years with new curriculum.	<b>All</b>
	<b>Action: In time for next meeting Governors to consider which ones they wish to address for Governor monitoring on the SIP, when and how. Timetable to be planned in December meeting. In interim JC will speak to Lorraine to do SEND.</b>	<b>JC</b>
	<b>Action: For December agenda governor monitoring and timetable.</b>	<b>GW</b>
21/1/10.2	<b>Governor Training:</b> Governors for Schools Safeguarding webinar information sent to WD today. <b>Action: GW to pick up with MA on induction training.</b> Moved to part II.	<b>GW/MA</b>