

Kenn CofE Primary and Kenton Primary School Minutes

Meeting:	2 – Local Governing Body	Date:/Time:	Tuesday 30 November 2021 at 6 pm	Venue:	MS Teams and Kenn
-----------------	--------------------------	--------------------	----------------------------------	---------------	-------------------

Present:	Title:	Type	Initials:
Michelle Addyman	Staff Governor	Staff (Kenn)	MA
Bob Baker	Governor	Co-opted	BB
Jan Caig	Chair of Governors and SEND Governor	Co-opted	JC
William Dale	Governor and Chair of Finance, Personnel & Premises Committee	Co-opted	WD
Mark Gilchrist (via Teams)	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 (via Teams)	Clerk	Clerk	GW
Apologies:	Title:		Initials:
Joe Baxter	Staff Governor & Head of T&L, Kenton	Staff (Kenton)	JB
Rev John Williams	Governor	Foundation/Ex-Officio	JW
Absent:	Title:		Initials:
None			
Minutes to:	Notes/Comments		
All Governors			

Key to acronyms

ESFA	Education and Skills Funding Agency	EHT	Executive Headteacher
FPP	Finance, Personnel & Premises Committee	FAR	Finance, Audit & Risk Committee (of the Trust)
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	LGB	Local Governing Body
LA	Local Authority (Devon County Council)		

Item	Actions & Decisions	Owner
21/2/1	Governor Prayer – Apologies received from JW	
21/2/2.1	Apologies: JW and JB.	
21/2/2.2	Declarations of Interest: None.	
21/2/3.1	<p>Osprey Learning Trust: JN attended on behalf of the Trust and advised that the Finance, Audit and Risk Committee (FAR) had met that morning. There was an update to raise awareness of the number of Covid cases in schools. Governors should be mindful of onsite visits as rates are rising and restrictions have been tightened in secondary schools with recommendations to wear masks. There is updated guidance on Christmas functions which schools will need to look at.</p> <p>Finance: Year-end position is positive. The information went to the FAR today and will be shared with the Full Board on 14 December and then figures will be circulated to LGBs. All schools in the Trust ended the year with more money. Figures are good and give capacity going forward.</p> <p>Recruitment: This is becoming an issue in all Trusts. Applicants are low in numbers and the Trust has had to advertise more than once in some cases for roles across all levels that wouldn't have needed this in the past. Looking actively at other ways to advertise posts and secure high-quality candidates.</p>	

Item	Actions & Decisions	Owner
	<p>Safeguarding initiatives: New cycle of activity being developed to ensure LGBs are supported to carry out this function whilst minimising overlap and duplication at other levels.</p> <p>The Trust very much supports the schools in arts and enrichment and a music event is planned involving primary and secondary children on 17 and 18 March at Powderham and the theme is “Under the Sea”.</p> <p>No questions.</p>	
21/2/4.1	<p>FPP Committee: Budget Monitor - Management accounts for the first 2 months were shared and JN described a reasonable start to the year with income close to budget. Staffing is generally under budget however there are two pressures in that teacher progressions which were agreed at the FAR Committee today will give close to £2k costs and also the support staff pay award which is from last April is still awaited. Estimating that could be £750 per month. Know end of year position is strong so that money has just been carried forward. Reported this liability to the accountants but have money in reserve to pay this. Governors will be kept updated.</p> <p>Q: Am I right in thinking schools don't accrue at the end of the year? JN responded not when unknown. Brought forward the money in reserves and it stays there to be paid when the amount is known. Support staff award is normally sorted in June and July and it is an issue still not knowing the percentage.</p> <p>Early stage in the year and some budgets are looking healthy but this is an active time. Lines are not a concern but in January when the first third of the year can be tidied, the lines will be looked at critically and a decision made on the need to make any in-year savings. This is not anticipated. Changes are taking place with staffing and the position of the Trust is to support the new structure at KK financially if necessary to ensure it works as well as it can.</p> <p>Q: One point of most concern is the amount of flex you can have with the non-contact time. Know the proposal is there - Is the expectation that it will remain at that as this could be a problem down the line. JN advised the potential amount and that there is an element of how the roles will work out with new team splitting the various roles. Budget and pupil numbers for September will be key.</p> <p>Q: Do you know where we are with the carry forward? JN stated the figures show an improved picture. Last year looking at about £60-70k and that will have increased this year.</p> <p>Q: Allowing for the amount discussed earlier, will we be back to where we were? JN confirmed the situation is more improved than that. Various pots of money came in and a lot of additional costs have been claimed back as well as savings made during the school closure period.</p> <p>Action: JN to circulate a financial summary once they have been to the Trust Board.</p>	
21/2/4.2	<p>3-5 Year plan – projections were done for the ESFA this week and the prognosis looking forward is good. Situation is stable and auditors consider the Trust to be a good going concern. Key will be pupil numbers which will determine the flow of income into the school. Good position in terms of reserves and the secondary school is now in a positive situation so no liability there.</p> <p><i>JN was thanked for attending and left the meeting.</i></p>	
21/2/4.3	<p>Matters Arising from the previous meeting of the FPP Committee held on 29 June 2021: Ground maintenance contract: AS has discussed with Scott Deeming this week. Have a company who have done initial tidy up on both sites. Contract still isn't in place. AS had discussions with ground maintenance company but SD needs to speak to them again as he negotiated the original contract.</p> <p>Catering and cleaning: Cleaning is now in-house since September and that is moving along well. There is an ongoing issue being discussed with SD if and when</p>	

Item	Actions & Decisions	Owner
	<p>someone is ill and staff have covered as all Trust schools are currently short of cleaners. Tried to use temporary staff and that hasn't been possible due to lack of people. Catering contract is happening from 1 January 2022 with Fresha finishing and coming in-house. AS advised that there have been complications with Fresha not releasing information to the Trust which has resulted in a vacancy. AS wished to make governors aware of the impact of the lack of cleaners and a possible need to have support from the Trust for the catering.</p> <p>WD proposed and BB seconded. AGREED minutes as true and accurate record of the meeting.</p> <p>School transport plan: AS stated this has not been looked at due to other commitments. To be carried over to next meeting and will potentially be for the HOS.</p>	
21/2/4.4	<p>Health & Safety: AS updated on the flood damage at Kenton. MG confirmed items on the agenda have been discussed but the flood has usurped all else. AS has raised concerns at the premises currently. Company doing the repairs have said the school needs to dry out for six months before can repair so talking about next summer. Last time school flooded it was worse and it was 8 weeks to being back up and functioning so speculation more likely to be supplies and contractors. Flooring in toilet corridor was a floating floor and this has all been removed to dry the concrete underneath. Keeping bare concrete floor clean is a significant issue. In addition, with flooring level being reduced means the cubicles sit on and are attached to the floor and have had to have repair company come in and look at this. Cubicles should be secured in a better way and this needs to be pushed to be done much faster. No dehumidifiers in the toilet corridor. AS will be speaking to SD and the repair company.</p> <p>Suggested over Christmas to get the dehumidifiers in from other areas of the school as long as someone can go in and keep an eye on it. AS confirmed they don't need to be emptied as there is a hose that empties into the sink. The flood reparation company have been employed by the insurance company. AS confirmed they are coming in every week with damp meters.</p> <p>AS attended meeting last week with different agencies such as highways, environment, DCC, Teignbridge to look at what caused the flood. The local residents who were also flooded attended and last time the school flooded it was found to be a dam on duckponds that belonged to Powderham. That dam was never reinstated but it has been found there is another dam in behind barn conversions and appears something has happened to the top of the dam and it is in very bad repair. The drains were coping with the run-off water from the roads. SD is aware and this information has been noted. Discussions for the future are ongoing.</p> <p>Q: Who will be responsible for this in future from the school?</p> <p>AS confirmed it will be the Executive Headteacher and AS is meeting with her tomorrow.</p>	
21/2/4.5	<p>GDPR: AS reported one breach of an email to parents where the sender didn't bcc the recipients. It has been reported to the DPO of the Trust and parents were apologised to.</p>	
21/2/5/1	<p>Chair's and Heads Urgent Business: A grant has been applied for at Kenn to update the wireless and wired connections in the school. Similar to the one for Kenton. Linda Baker has done all the bids and the cheapest one has been approved. £15,600 and all amounts are provisional until work starts and real situation is known.</p> <p>LA had information linked to Covid regulations in particular Christmas productions and large amounts of people gathering. Will go ahead but will change the venue to outdoors for nativities and carol services. Parents will be asked to bring their own chairs, masks will be worn apart from the children, and a thorough risk assessment has been done.</p>	

Item	Actions & Decisions	Owner
	<p>JC reported back from Chairs' Group meeting on 12 October. Brought current governor numbers to attention and that Trust support will be needed possibly from January.</p> <p>Acronyms – There is a section on glossaries on the portal which is available to all users, and safeguarding ones have been created. Training costs payback was raised and the Trust did not subscribe to this, considering it a contribution to the educational training which we may also benefit from in other members of staff joining us who were trained at another Trust. Trust want to ensure the best people in the job.</p>	
21/2/5.2	<p>Resignation of Governor – Jan Caig: Letter on the portal. Thanks were given to Jan for a wonderful job and having been incredibly helpful first to Kenton and then to both schools and invaluable to AS. JC has written an article to local newsletters as an official community item about AS retiring. It will come out in the December copy. Resignation unanimously ACCEPTED.</p> <p>Action: GW to include in agenda for the Trust Board on 15 December.</p>	GW
21/2/6.1	<p>Matters arising from the meeting held on 23 September 2021:</p> <p>Action point from JM about newsletter which wasn't done and this will be done for the next term.</p> <p>JC and JM monitoring catch up curriculum and appropriate conversations – carried over as an action.</p> <p>Covid monitoring visits have been done and are on the portal.</p> <p>JC will email Lorraine Bestwick SENDCO to advise she will be invited to the next T&L Committee when dates are set in the new year. Will give JM name as Chair of T&L Committee.</p> <p>Action: GW to include in invitations to attend.</p>	<p>JM</p> <p>JC/JM</p> <p>JC</p> <p>GW</p>
21/2/6.2	<p>Agree minutes as a true and accurate record: Proposed BB and JC seconded. Unanimously AGREED.</p>	
21/2/7.1	<p>Safeguarding: AS updated that JB is going on safer recruitment training online course and has also done the outdoor education training. All risk assessments on EVOLVE. Outdoor education responsible person has to have authority seconded which used to be AS.</p> <p>AS to give details to governors of the online training which takes 5.5 hours but can be paused. There is a test after each section.</p>	AS/All
21/2/8.1	<p>Executive Headteacher's Report: Circulated in advance with changes highlighted. Important to give governors an update to ensure up-to-date for January and the new Executive Headteacher. 6 new pre-school children in January at Kenton.</p> <p>Q: Community forum?</p> <p>AS advised this should have been held at Kenton this week and it was held online with one parent. There is a need to look at this and whether to continue with it as no parents are attending. This will be for the new EHT to review and decide.</p> <p>Action: To be raised with the new EHT and ways of looking at improving and refreshing this as a community link.</p> <p>Q: Do you have a feel for how the breakfast and after school club are going?</p> <p>AS stated this is going well and there is a request for more places on Monday after school which would mean two people would have to be recruited for a Monday evening.</p> <p>Action: AS to double check with the person running it to get something out before the end of term.</p> <p>Breakfast club at Kenn is increasing in numbers and is healthy in both schools.</p>	<p>All</p> <p>AS</p>
21/2/8.2	<p>Pay & Performance Committee: Met and received recommendations from the Headteacher. These were put before the FAR Committee of the Trust and progressions will be from December pay.</p>	

Item	Actions & Decisions	Owner
21/2/9.1	<p>Risk Register for both schools: Updated version was circulated. Training of staff for church school status at Kenn is a risk to note with future SIAMS inspection and new team coming in. Governors need to be aware and checking this is happening. Suspension of services from the Diocese due to Covid for about 18 months. AS emailed before half term to ask when the service is being reinstated and it is due to come out for Christmas. KK signed up for a Service Level Agreement and the key priority must be training for leadership. GW confirmed the new Executive Headteacher is booked on some SIAMS and Diocese training for early 2022 which was the first date available.</p> <p>Also, a new Foundation Governor is needed. This has always been someone in the parish but it has proved difficult to recruit anyone.</p> <p>Action: JC to take this to the Chairs' Group meeting.</p>	JC
21/2/9.2	<p>Covid Monitoring Visits: WD and JC undertook these and the reports are on the portal. WD picked up there was an outdated risk assessment on Kenn's website which has now been amended.</p> <p>Action: AS will do these again before the end of term.</p>	AS
21/2/10.1	<p>Governor Training: JC attended DAG Chair's Forum which talked about using the agenda to further the strategy. Also attended Governors' for Schools webinar on making sure everyone can achieve.</p> <p>Action: JC to write up notes and send to GW to circulate to governors.</p>	JC/GW
21/2/11.1	<p>Action: WD to carry out another SCR check next term. <i>MA left the meeting.</i></p> <p>Meeting moved to Part II for this item.</p>	WD