



We are an inclusive community where Christian values empower us. We work with pride and passion to create life-long learners who fulfil their potential. If we work together, we will be the very best that we can be; achieving, celebrating and succeeding whilst having fun.

A member of Aquila, the Diocese of Canterbury Academies Trust

MINUTES OF THE GOVERNING BODY MEETING **Wednesday 22nd May 2019 at 5pm**

Governors Present: **Mrs. H. Ashdown** – Chair (HA)
 Mrs. K. Wratten – Executive Headteacher (EHT)
 Mrs. R. Harris (RH)
 Mrs. J. Flaherty (JF)
 Mrs. M. Chowdhury (MC) *left at 19:07.*
 Mrs. S. Beasley (SB) *arrived at 18:16.*

Additional Attendees: **Mrs. S. Sage** (School Business Manager)

Clerk: **Mrs. L. Bondzie-Mensah** – Aquila Trust Clerk

PROCEDURAL	ACTION
<p><u>1. Welcome & Apologies</u> The Chair welcomed all attendees to the meeting and led the Governing Body through prayer. Apologies were received and unanimously accepted from Rev. E. Lanchantin-Piggott.</p>	
<p><u>2. Business Interests</u> There were no declarations made by the Governing Body.</p>	
<p><u>3. Previous Minutes</u> The minutes from the previous meeting held on 2nd April 2019, were reviewed and Governors agreed they were a true and accurate reflection of proceedings. The minutes were duly signed off by the Chair of the Governing Body.</p> <p><u>3.1 Matters Arising</u> The Governing Body reviewed the action points from the last meeting and discussed the following matters not covered by the agenda:</p> <ul style="list-style-type: none"> • The Chair has been unable to source any additional Godly play resources. • ACTION: Exclusion training on Learning Link to be completed. New OfSTED outcomes for behaviour and exclusions, identify permanent exclusion as a real issue for inspectors. The EHT is confident the school is robustly following the correct protocol. • 3rd June – Guided Self Review is planned and Kennington governors will be involved. <p><i>The remaining discussion relating to the Confidential Minutes was deemed confidential and recorded separately.</i></p>	

SCHOOL IMPROVEMENT	ACTION
<p><u>4. Executive Headteacher's Update</u></p> <p>The updated SIP will be monitored by JF on Friday. Governors were encouraged to review the visits from Terms 1-3 and look at amber and reds within the plan. The OfSTED headings in the long term are largely the same but will be ranked differently in next year's SIP. Behaviour relates to community focus and the wider picture. There is no data item as this is included in all areas now, as it has less emphasis on it as a standalone focus.</p> <p>ACTION: Governors to provide monitoring dates for 2019/20 at the next meeting.</p>	ALL
<p><u>5. Budget 2019/20</u></p> <p>Funding of education is a major issue in all schools nationally. It is unclear how budgets can continue to operate at such a restricted level and this is feeding the issue of teachers leaving the profession.</p> <p><i>The discussion relating to staffing was deemed confidential and recorded separately.</i></p> <p>Q2: What pay increase percentages have been included in the budget over the next 5 years? R2: Nationally everyone will receive a cost of living increase of 1%. In accordance with the pay policy, anyone working at a good level will get an additional performance related increase of 2% and those who are outstanding will receive a 4% increase. The school has estimated a proportion who will be graded as outstanding but it is subject to successful PMR reviews and the Pay Committee decisions. The salary costs includes all on costs. It has been assumed the Executive Headship and same level of HNF will continue for the next 5 years but both are subject to change.</p> <p>Q3: How confident can we be with the level of PTFA donations included in the budget? R3: Previously, the agreement between the school and the PTFA was that they would raise £6k a year; £5k has been entered as a cautious estimate.</p> <p>Breakfast Club – there will be a 25p increase to the charge. The current charge of £3.25 is lower than the £3.70 charged at the local infants' school. Funding is provided for Pupil Premium children, those with family issues or attendance concerns.</p> <p>Q4: What funding is included in the teacher pay grant? R4: This is the government funding provided for the increases to teacher salaries and teacher pensions. This funding has been confirmed for 19/20 but not in after this date.</p> <p>Lettings have been included with no plan to increase the price. There has been a possibility to expand to Sundays and an extra night too so this may increase.</p> <p>Q5: Governors noted there is no budget for supply. How confident are you that this doesn't need to be provided for? R5: Aquila are encouraging SBMs to identify whether any staff live locally to another Aquila school and are hopeful the Trust could share human resources rather than employ supply.</p> <p>Q6: Recruitment costs are showing as increasing over time?</p>	

R6: These are standard costs of advertising. There is an annual fee which is expected to increase every year.

Q7: Are there any centralized contracts?

R7: The Trust have negotiated electricity and gas contracts. Water and sewage is location dependent and therefore coordinated at school level. These costs are reasonable for the building of this size. The school will be removing the urinals which will reduce water usage as they have a constant flush of water; they also get blocked easily.

Q8: What is the promethean lease?

R8: For white boards and PTFA donations are used to meet these costs.

Q9: The cost of curriculum resources is low?

R9: We cannot afford to increase it any further. PiXL has been purchased and PiXL tests will be used instead of NFER papers. After two years it was not having the impact it was having before so this will be reviewed in due course. There are a lot of paper and copy costs budgeted so the office can support in the creation of resources.

Q10: Would it be more cost effective to employ someone to provide IT support?

R10: BCTEC provide 11 hours support a week. Employing someone makes them very isolated and more difficult to maintain best practice. Purchasing the service is a better decision in terms of maintaining service standards. Staffing costs is 77% of total costs and should be 75%. However, the 77% is not a true picture because of the inclusion of 1-2-1 TAs and the costs of the Site Manager and EHT are shared with Charing.

Q11: Why does the school share the costs of the Site Manager?

R11: There is a 50% share between Kennington and Charing. He completes all the statutory paperwork and the Assistant Caretaker does the day to day operational work.

Q12: Why is there a 5% contribution to Trust?

R12: Every school is charged for being part of the MAT; the Trust does not generate its own income and has to take a proportion of the school's GAG. Charges differ per Trust but 5% is a good rate; compared to the 8% charge from KCC for maintained schools.

Q13: Why is the school given prior attainment funding?

R13: This is part of the government's funding formula and takes into account those children who joined the school with a lower level of prior attainment. It is part of the GAG funding.

There is an in year surplus of £220 predicted for 19/20 and an estimated rollover of £60k. The 5th Year has a negative balance but budgets change frequently and it is difficult to predict the financial circumstances of the school this far ahead. However, if funding continues at this rate, the reality is the school may go into deficit.

The CIF bid for all new windows and doors around the school was successful but the bid for the fire alarm system was not and an appeal has been submitted. The school's reserves is not enough to replace the fire system.

Q14: What would happen if government funding is not at this level over the next 3 years?

R14: The highest percentage of costs is staffing and there would need to be a restructure for support staff. Some schools have removed TAs and so have to close the school early one afternoon to give staff their PPA time. The priority is to keep teachers in front of the class. The budget is under constant review.

Mrs. Beasley arrived at the meeting at 18:16.

Teaching staff would also then have to take on other duties such as website updates. The changes to the minimum pay thresholds, cleaners and midday supervisors are being paid more than TAs in some cases. It is expected that TAs are likely to see an increase in order to redress this balance. KCC has said it is ok to have a deficit this year but only because of Brexit.

Q15: Are you satisfied the SIP can be delivered on these funds?

R15: Yes.

Q16: Are there any costs not included and how would they be managed?

R16: No. This is a very detailed budget which ensures nothing is forgotten. It has been created by the SBM and double checked by the EHT.

Q17: It is difficult not having 18/19 actual costs to compare to the planned budget?

R17: The software does not generate this information and therefore it would be a manual process to add this information in. The first part of the process is to review the current year's budget to identify trends and/or possible future changes. There are concerns about the reduction in pupil premium eligibility for funding. If the TP fund is extended, the Year 5 deficit will be resolved. The school would like to plan together with the PTFA what the fundraising can be used for and make it clear what the parents are donating towards.

The Governing Body unanimously approved the budget for 2019/20 and the 5 year plan.

Other Finance Matters

After a behaviour incident last July, a pupil intentionally broke a window and whilst the parents agreed to replace it, the invoice for £125 remains unpaid. The family are now refusing to pay for it. They will not sign for recorded delivery letters and the school has done everything they can to recover the costs. The Governing Body approved for the invoice to be written off.

A request has been made to purchase a minibus with sports premium funding. It would use the full amount of funding for next year. Governors are concerned as to whether the level of Sport Premium funding would continue at its current level, particularly as the ESFA will be conducting a funding review in July this year when further changes may be possible. The current amount of funding is not enough to buy a new bus and the school would need to purchase a second hand minibus. There will be additional costs for training and vehicle tax estimated at £1k, leaving £10k for the purchase of a bus. Fuel and maintenance costs would also need to be provided for and have not been included in the budget information already reviewed by the Governing Body. A lease would cost between £400 and £500 a month and would be a minimum contract of 3 years which the school could not commit to. Governors acknowledge the excellent ways it would bring about an increased level of enrichment

activities to the children but the financial impact on the school and the responsibility to buy and store a second hand minibus is a concern. These are considerable risks. The council will not provide any additional financial help. The local coach companies are not interested in supporting the school. Other schools are not able to share their resources. The Governing Body did not approve the purchase of a minibus but agreed to explore it further next academic year.

6. Governance Matters

- ***Scheme of Delegation***

Governors reviewed their delegated responsibilities outlined in the updated Scheme of Delegation from the Board of Trustees, in advance of the meeting. The requirement to have Parent Governors was noted but there has been no response to the numerous invitations to join the governing body. Governors considered the possibility of a parent forum as an alternative but it did not work when it was tried at Charing. The Scheme of Delegation was adopted by the Governing Body.

- ***Governing Body Monitoring***

Governors were reminded to write a brief summary of their monitoring visits to include in the school’s newsletter.

7. Impact of Executive Headship

The Governing Body will review the EHT’s business plan and will be recorded discussing the strategic direction of the school for the EHT’s NPQEL qualification.

The impact of the Executive Headship in Kennington is positive. The Governing Body has spoken to the Trust about concerns relating to the issue of permanency. Parents have started to raise concerns about the permanency of the EHT role.

Mrs. Chowdhury left the meeting at 19:06.

Governors are mindful of the EHT’s wellbeing and the EHT expressed concern regarding the demands on her time for each meeting in both schools. The Governing Body will consider the possibility of merging LGB meetings in both schools.

8. Risk Register

Governors noted their responsibility in the risk management policy to review GRC-1 report at every meeting. This is a concern as GRC-1 is overwhelming. It is noted that the Board report from the software generates 40 pages and Governors may need to print off the front page of risk register only. The Governing Body are keen not to absolve the responsibility to just one person. Responsibility for risks needs to be allocated staff before the next meeting. Governors have read only access to the register. SB will lead the agenda item at every meeting.

9. Policies

The Governing Body reviewed the following updated Trust policies in advance of the meeting:

- Financial Admin and Control Policy
- Fraud Policy and Procedure
- Charge Card Policy
- Risk Management Policy
- Freedom of Information Policy

<ul style="list-style-type: none"> Complaints Policy <p>The Governing Body unanimously approved the adoption of these policies.</p> <p>The EHT discussed her recent visit to a school in London and in particular their Teaching & Learning Policy, “Learning by Design”. A copy of which was shown to the Governing Body at the meeting. This policy document provides a clear focus on design learning, modelling of learning and the teaching sequence for lesson planning. The EHT will recommend it as an exemplar template to the Trust. Using this example, the EHT is keen to develop a Kennington policy in a similar style which develops the teaching of maths and lesson starters. It’s example of differentiation are already implemented in school with the mild / hot / spicy initiative. The aim is to create curious, independent and resilient learners. This model fits very well with new OfSTED expectations of a creative curriculum. The Kennington policy ensures children are at centre of learning and staff are at the centre of teaching.</p>	
<p><u>10. GDPR</u></p> <p>There were no GDPR breeches or concerns to report to the Governing Body. There has been 1 information request from a solicitor which has been complied with.</p>	
<p><u>11. SIAMS</u></p> <p>The SIAMS working party are due to review the self-evaluation and Governors need to add their commentary to the document.</p>	
<p><u>12. Health & Safety</u></p> <p>Governors noted the automated emails from the EW portal have begun again but relate to the wrong academic year. The current year is showing 81% green. There are 12 actions required and fire safety continues to be a concern as there is no alternative plan for replacing the system now that the CIF bid was unsuccessful.</p> <p>Q18: Is the school safe with the current fire system?</p> <p>R18: Yes. There is a system in place but it is not automated and has to be manually activated. It doesn’t automatically detect smoke. The portal is not implying it is inadequate but it does recommend the school should “consider” improving it. The school will do as much as they can to make sure the site is as safe as possible. For example, the next step to mitigate the risk of fire is installing fire doors in front of the fuse box.</p> <p>There is a green button system for the school and a message will show on the whiteboard for lockdown. There would be a test with Staff first of all, then with the children.</p>	
<p><u>13. Human Resources</u></p> <p><i>This item was deemed confidential and recorded separately.</i></p>	
ANY OTHER BUSINESS ACTION	
<p><u>14. Any Other Business</u></p> <p>There was no minuted discussion.</p>	
<p><u>15. Confidentiality</u></p> <p>Elements of 3.1, 5 and 13 were deemed confidential and recorded separately.</p>	

16. Future Dates and Agenda Plans

Governors were reminded of the future meeting dates:

MONTH	DATE	TIME	MEETING
July	Tue 16/07/2019	17:15	FGB

The meeting schedule for 2019/20 was agreed:

Date	Start	End	Committee	Meeting
Fri 20 Sep 2019	09:30	15:30	Non staff members	Pay Committee
Tue 8 Oct 2019	17:00	19:00	Kennington Church of England Academy	FGB
Tue 10 Dec 2019	09:30	11:30	Kennington Church of England Academy	FGB
Tue 4 Feb 2020	09:30	11:30	Kennington Church of England Academy	FGB
Tue 31 Mar 2020	17:00	19:00	Kennington Church of England Academy	FGB
Tue 19 May 2020	17:00	18:00	Kennington Church of England Academy	FGB
Wed 15 Jul 2020	17:00	19:00	Kennington Church of England Academy	FGB

The meeting closed at 20:08.

Signed _____ Date _____

The Chair of the Governing Body