



We are an Inclusive Community where Christian values empower us. With God's guidance, 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.

Kennington C.E. Academy

Non-Confidential Minutes of the Governing Body

Tuesday, 8th October 2019 at 5pm.

Governors Present: **Mrs. H. Ashdown** – Chair (HA)
Mrs. K. Wratten – Executive Head Teacher (EHT)
Mrs. L. Seal – Head of School (HoS)
Mrs. J. Flaherty (JF)
Mrs. S. Beasley (SB)

Clerk: Mrs. L. Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	Welcome and Prayer	The Chair welcomed all attendees to the meeting and the Chair led the Governing Body in prayer.	
2	Apologies	Apologies were received and unanimously accepted from Mrs. Harris, Mrs. Chowdhury, Rev Lanchantin-Piggot and Mr. Atkins.	
3	Declarations of Interest	The annual review of the Register of Business & Pecuniary Interests was completed. There were no declarations relevant to today's agenda.	
4	Code of Conduct	All Governors present, reviewed and signed the Governors Code of Conduct. ACTION: Absent Governors to sign the Code of Conduct at the next meeting.	RH, MC, REV LP, SB
5	KCSIE	All Governors confirmed, either in person or via GovernorHub, they have read and understood the 2019 Keeping Children Safe in Education and noted the updates had also been included in the school's Child Protection Policy [to be approved later in this agenda].	
6	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 17 th July 2019 were not approved and a number of changes were given to the clerk for updating and re-submission at the next meeting.	
7	Matters Arising	SB has completed NGA exclusion training.	
SCHOOL DEVELOPMENT			ACTIONS
8	Leadership Report	<p>The leadership report was reviewed in advance of the meeting.</p> <p><i>The opening discussion regarding behaviour and well-being was deemed confidential and recorded separately.</i></p> <p>Q7: Looking at the Sports Premium strategy, there appears to no longer be a focus on purchasing a minibus? R7: Yes, alternative transport costs have been budgeted for.</p> <p>Q8: When will the outstanding work on the windows and doors be completed? R8: 14th October.</p> <p>Q9: Are there any concerns regarding our ability to find adequate maternity cover and will the changes negatively affect the children?</p>	



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8.1	Finance	<p>R9: There are some concerns, no applications were submitted for the first advert and it has now been re-advertised. None of the part time staff can go full time and the school does not have the financial capacity to recruit full time; which often encourages more applicants. Agency staff often have less impact as they are tend to be less invested in the school. A HLTA is covering PPA and as it is year 5 class, someone experienced is needed.</p> <p>Governors expressed their thanks to the PTFA for their update and inviting the governors to events; JF will be running a stall at their fayre.</p> <p>A member of the Diocese of Canterbury will be visiting next Thursday morning to discuss the plans for nurture, which will be funded by the overpayment of house rent around the time of conversion to an Academy.</p>	
8.2	Impact Report	<p>Q10: [To SLT] What is the impact of coaching? R10: Coaching into appraisal has been in place for a while and staff have a minimum of 3 sessions a year. This is valuable for maintaining good levels of professional development. The EHT coaches SLT and has recently delivered all staff training. The questions for the impact report came from the diocese leadership booklet on “how to lead your school”. They appear to be tricky questions but the staff are just unfamiliar with the language of the questions.</p>	
8.3	SEF	<p>Q11: Is the vision starting to embed? Can the children relate to the vision? R11: Yes. They understand why the vision is tied in to the core values.</p> <p>The updated SEF was circulated in advance of the meeting and is RAG rated. It should be reviewed alongside the SIP before governor visits.</p>	
9	School Improvement Plan	<p>The Governing Body reviewed and approved the School Improvement Plan. Monitoring responsibilities will continue and LA will monitor the website, as well as being the training and development governor.</p>	
10	Governance Matters	<p>This early in the first term, there are no notes of visits and no monitoring visit reports. The first monitoring visit will take place on 11th October. The School Improvement Partner will visit on 4th November. Their visit will focus on behaviour and book scrutiny. A governor finance monitoring visit is overdue.</p> <p>ACTION: As dates now have to be published on the website, Governors are reminded to confirm their monitoring visits with the EHT as soon as possible.</p>	ALL
10.1	Safeguarding Training	<p>Every Governor has a statutory obligation to complete safeguarding training. Certificates were received from HA and SB who completed the NGA Safeguarding Training. JF attended the in-school training on Wednesday 3rd September 2019.</p> <p>ACTION: All other Governors to complete safeguarding before the next meeting.</p>	ALL



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11	Finance	<p>The School Business Manager confirmed there had been no significant changes for the master budget approved at the end of last year.</p>	
11.1	Procurement over £10k	<p>There are no large purchases of over £10k expected this year and there are no longer-term contracts due for renewal, whose total cost could be over £10k. Cleaning services are on a 1 month rolling contract. The central team manage the finances for the school and review the documentation attached to each purchase order to ensure the school is compliant with the Trust's financial control policy.</p> <p>The largest items of expenditure are likely to be Sports Premium related, whereby a number of new playground equipment is going to be purchased. There is also a new alarm system to be fitted which will cost approx. £3k.</p>	
11.2	Roofing	<p>Some lead was recently stolen from the roof of the school. It was reported to the police but they did not attend and the school was given a crime reference number. It has been reported to our insurer - the RPA, and a loss adjuster has visited. 2 quotes for repair have been forwarded on and the school await her permission to go ahead with the repair. During her visit, she assessed mitigating factors and confirmed there is nothing more which can be done to avoid this in the future. There is a new fence and CCTV cameras monitor activity around school in the evening. A lot of local schools reported similar thefts at the same time. Some temporary weather proofing has been put in place as an interim measure.</p>	
11.3	Pay Committee	<p>The Pay Committee has met to review the pay progressions for 2019/20. The 2019 / 20 appraisal process has already begun and there are no issues to report.</p>	
11.4	SEN Strategy	<p>The Governing Body delegated the checking and approval of the SEN strategy to JF who will be visiting the school on Friday to review it in greater detail.</p>	
11.5	Gift Register	<p>Further to the updated Financial Control Policy, and the DfE mandatory requirement for schools to hold a gift register for gifts which exceed a residual value; SLT confirmed there was no requirement for a gift register for 2018/19. At the end of every year, staff often receive small gifts; particularly when Year 6 pupils leave the school. However, SLT are confident no gifts have been given at a time which could be seen as influencing pupil outcomes. For example, no gifts were offered before the Kent Test or SATs.</p>	
12	Risk Register	<p>The letter from the Trust Board's Chair of the Audit Committee was circulated to all Governors in advance of the meeting. SLT confirmed the risk register is up-to-date and is reviewed by the EHT and SBM every Friday. The next step is for risk owners to add more detailed commentary. The core risk stays the same and comments are added to the control measure section. Governors were reminded of the need to check the register before carrying out their monitoring.</p>	



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12.1	Ellis Whittam Portal	<p>Governors noted that not all items had a control measure. The board report appears to not pull all the information through. There appears to be a different view of overall risks on the SBM login compared to the EHT login.</p> <p>ACTION: SS to check with NM as to why there are different views in the system.</p>	SS
12.2	GDPR	<p>The fire systems check, lone worker policy, peer risk assessments have been completed. The site caretaker has focused on key action priorities and has struggled to keep up with the admin on the portal. The SBM regularly chases up the class risk assessments and PAT testing is being completed the October.</p> <p>There are no GDPR breaches to report to the LGB.</p>	
13	SIAMS	<p>The school are expecting an inspection in terms 3 or 4.</p> <p>Q12: Are there any concerns for additional workload and / or an impact on staff well-being as the team prepare for an inspection?</p> <p>R12: The school has been working towards inspection for a long time and this has enabled the team to take small steps on a regular basis. Visions and values have always been at the core of the leadership mission and the school had a very positive pre-inspection with LP. Governors should not under estimate the amount of work involved in preparing for inspection but the team have made regular steps forward which eases the burden of preparation. The children have opportunities to sit and talk together and can write notes in the hall during worship. They are encouraged to share their thoughts with the rest of the group afterwards.</p> <p>ACTION: SIAMS Working party meeting date to be confirmed.</p>	HA
14	Policies	<p>An updated Child Protection Policy was circulated in advance of the meeting and reflects the changes outlined in the most recent edition of KCSIE, and was ADOPTED by the Governing Body. This has been individualised to Kennington Junior School and has been published on the school website.</p> <p>The updated Pay Policy was ADOPTED; with only minor changes to the appendix outline changes in government guidelines.</p>	
ANY OTHER URGENT BUSINESS			ACTIONS
15	Any Other Business	<p>The school is engaging with a well-being award and JF agreed to be involved in the change team. The Trust is organising the training and the school have until next Christmas to complete it. It is too big to delegate to a member of staff and so will be co-ordinated by SLT. The documentation will be completed online and is useful to encourage the team to review the actions in place to safeguard staff well-being.</p>	



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16	Confidentiality	An element of item 8 was deemed confidential and recorded separately.	
17	Date of Next Meeting	Tuesday, 10 th December 2019 at 9.30am.	

There being no further business the meeting closed at 19.08.

Signed:
 Chair of the Governing Body

Dated: