



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**

**Tuesday 16<sup>th</sup> July 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)  
**Mrs. S. Beasley** (SB)  
**Rev. E. Lanchantin-Piggott** (ELP)

**Additional Attendees:**                **Mrs. S. Sage** School Business Manager (SBM)  
**Mrs. L. Seal** Head of School (HOS)

**Clerk:**                                        **Mr. Nicholas. Morgan**– Head of Governance and Estates

PROCEDURAL	ACTION
<p><b><u>1. Welcome &amp; Apologises</u></b>  The Chair welcomed all attendees to the meeting and led the Governing Body through prayer.</p> <p>Apologies where received from Mr L Atkins, Mrs L Bondzie-Mensah and Rev. E. Lanchantin-Piggott</p>	
<p><b><u>2. Business Interests</u></b>  There were no declarations made by the Governing Body.</p>	
<p><b><u>3. Previous Minutes</u></b>  The minutes from the previous meeting held on 22<sup>nd</sup> May 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><b><u>3.1 Matters Arising</u></b>  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"> <li><b>ACTION: Exclusion training on Learning Link to be completed.</b></li> </ul> <p><b>The chair has completed this training but some governors had found it difficult to find the session. NM offered guidance on where and how to find the sessions.</b></p>	

SCHOOL IMPROVEMENT	ACTION
<p><b><u>4. Executive Headteacher's Update</u></b></p> <p>EHT offered an overview that reporting may change in the future to reflect the new Leadership structure but asked governors for approval for the two roles through the Aquila EHT Handbook.</p> <p>The governors agreed that the head of school would liaise with the EHT on what was required for their report on the operation in the school and the EHT would offer a separate one focused on wider strategic matters.</p> <p>The head of school offered their report for questions Governors asked whether the likelihood of any complaints might be pending. It was advised that the child is now in school and a complaint has not progressed</p> <p>3<sup>rd</sup> September safeguarding training is being put on for staff which governors are welcome to attend. This would offer a view on any updates from the new legislation.</p> <p>Staffing is up to capacity. One member of staff is covering maternity and some staff in year 4 are moving to other year groups. Year 6 will also see some movement to cover a member of staffs other SLT roles.</p> <p>Mid day supervisors will be covered by part time NQT staff and there will be two people in the breakfast club. These will be covered by existing part time staff.</p> <p>There is also some progress with finding a new FLO. The person supports the local church and well-being of children through youth work. The staff member will work with the FLO at Charing to start sharing the caseload.</p> <p><b>Was the staff turnover average/normal?</b> EHT advised this was about the same as other years.</p> <p><b>Had there been any issues with transition?</b> No obvious or vocal issues and it seemed all children where content. Response to the reports had been positive.</p> <p>It was highlighted that the school might see whether a transition week could take place with secondary schools but that would need to be discussed with them further.</p> <p><b><u>Budget</u></b> <b>Governors questioned why the budget had been rejected.</b></p>	

SBM explained that the trust had asked a number of questions including why staff numbers were reducing, why so many staff had been budgeted to reach outstanding, there were also questions about maternity cover.

All questions raised had been factored in but the EHT highlighted that a rationale from LGB/ Finance staff may have proved helpful to explain the reasons behind the budget and save it being rejected by providing explanations.

Governors recognised that the budget setting was always based on a worse case and it's difficult to plan based on the fluctuating numbers. The spending review will have a big impact on budget setting.

**Governors asked what happened when the school went over PAN?**

It was advised that there would be no budget change until the following year, unless there was a significantly higher percentage, which is unlikely.

**Governors questioned the rationale behind not incorporating roll over into budget setting?**

It was advised that schools should set an in year set budget reflective of the pupil numbers as good practice

**Governors asked how much we need to contribute towards the Condition Improvement Fund?**

This is £3k this year but from £7k capital which is a significant proportion. The playing area will be resurfaced with the remaining capital following the drainage improvements from last year.

The Chair had approved the budget changes in urgency and Governors formally approved the budget at the meeting.

**Governors asked if the changes in staff had any impact on the staff in the school.**

One member of staff was off and then went part time and parents have asked some questions about that. That staff member is entitled to request alternative arrangements. Some other members of staff have illnesses that will require close care and attention by. Welfare meetings are taking place.

**Governors recognised and welcomed the need to care for the individual but also conscious of the impact on staffing and pupils.**

The school are aware of the challenge and feel strongly that support is needed particularly given the schools foundation.

Governors felt confident that impact was as little as it could be.

A governor highlighted that staff were mentioned in the PTFA report negatively regarding non attendance at events. A Governor felt that this comment was unfair given the significant hours work staff already give to the school and it's out of hours activities.

It was highlighted that the friends of Kennington did not have any staff as part of the group now.

The school has still not yet seen full accounts from the friends.

The Chair is now part of the circulation list for the friends and will share what information is available from that.

### **Impact Report**

Governors asked about **changes to the children's afternoon** brain break vs morning breaks  
Staff moved this due to impact on standards of behavior.

### **Monitoring**

Chair attended and undertook a monitoring visit. There were no questions.

### **Data**

Governors welcomed the data and the positive SATS results this year.

### **Governors asked why there were no Greater depth stats.**

This was not pulled through on the sheet from the data sets due to an error on SIMS.

Governors asked whether hardcopies of the data sets could be sent out due to the need to have them in larger size paper.

This will be organised

## **5. Governance Matters**

### **5.2 Election of Chair and Vice Chair**

The clerk asked for nominations for the role of the Chair Heather Ashdown

Heather Ashdown was unanimously voted to the chair.

HA nominated Jenny Flaherty - Jenny Flaherty was unanimously **elected as Vice Chair.**

### **5.3 Year End Evaluation**

**Governors welcomed the report submitted to the trust**

### **5.4 Skills Audit**

LA has agreed to take on the role for T and D governor

NM advised T and D is an area, which will be developed in the Trust next year in light of the new T and D group. One key area is the purpose of and JD for T and D governors, which incorporates the need to lead on the skills audit collation.

**ACTION: Governors where advised to complete the audit and return electronically to the clerk.**

### **Parent governors and recruitment**

**It was asked whether there was any progress in recruiting new parent members.**

The Chair advised that an advert had been sent out to parents albeit one had already approached the school. This parent didn't have children in the school yet but they would do by September and so it felt to advertise the posts more formally to parents and the wider community. If no more parents come forward this parent would be appointed as a parent member of the LGB. If more parents come forward than spaces available, an election would be held.

Governors organised their monitoring visits in advance

MC 23<sup>rd</sup>/09, 27/01, 27/04

SB 04/02, 05/05, 09/07

JF 11/10, 28/02, 05/05

HA 15/11/19, 06/03/20, 11/06/20

### **6. Impact of Executive Headship**

The role is becoming established in Kennington as a more strategic role. Parents are more aware of the change in the role and Head of School is the more visible member of SLT day to day.

Impact of Executive Leadership

Staffing, CPD, Finance are the core areas of focus

An executive meeting as part of the Exec heads NPQEL training is being discussed across both schools. The business plans have been sent to those who are attending these meetings and will then be shared wider.

Reviews of roles from the executive leadership handbook will take place with the wider Senior Leadership Tea and the School Improvement Advisor also.

### **7. Risk Register**

The school has yet to complete the allocation of the responsibilities to those that need them in the GRCon risk management system.

NM will arrange for all governors to have access to the system so they can see it and how it might help their questioning.

### **8. Finance**

<p>There were no issues</p> <p><b>Governors asked about the dinner money and whether this was still in arrears</b> School Business Manager advised that as of the day of the meeting only 18 were in debt. Parents are chased daily and weekly now and the arrears have been reduced from £2.4k to less than £200.</p> <p><b>Governors asked whether we were disadvantaging any pupils by the electronic system.</b> Parents can pay via pay point should the need arise so no one is at a disadvantage.</p>	
<p><b><u>9. GDPR</u></b> There were no GDPR breeches or concerns to report to the Governing Body.</p> <p>There was a GDPR review undertaken with the Trust and this was positive.</p> <p>There are no outstanding actions.</p>	
<p><b><u>10. SIAMS</u></b> The working party had not met again since the last GB meeting. There had been a mock inspection though and this was a positive experience. Feedback from the three strands that were looked at was very positive. One key area was the website and this will need to be more of a focus for the Governors</p> <p>It was suggested that the monitoring report was amended to incorporate the schools vision also. It was also suggested that the Governors ask a question of children about the vision also. Governors recognised how closely the SIAMs process and Ofsted</p> <p>The working party will meet in term 1 <b>to continue to</b> work through the strands.</p>	
<p><b><u>11. Health &amp; Safety</u></b></p> <p>There was an update covered elsewhere.</p>	
<p><b><u>12. Human Resources</u></b></p> <p>This was covered under the heads items</p>	
<p><b><u>13. Policies</u></b></p> <p>Governors considered and agreed the schedule for next year. Transport policy will be incorporated into the premises policy.</p>	
<b>ANY OTHER BUSINESS</b>	
<p><b><u>14. Any Other Business</u></b> There was no minuted discussion.</p> <p>Governors congratulated the school and the SLT and thanked them for all their hard work this last year.</p>	<b>ACTION</b>

**15. Confidentiality**

There were no items considered confidential.

**16. Future Dates and Agenda Plans**

Governors were reminded of the future meeting dates:

<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Committee</b>	<b>Meeting</b>
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

Signed \_\_\_\_\_ Date \_\_\_\_\_

The Chair of the Governing Body