



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, 10th December 2019 at 9.30am.

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)
Mrs. R. Harris (RH),
Mrs. M. Chowdhury (MC),
Rev. E. Lanchantin-Piggot (Rev ELP) *left the meeting at 11:30.*
Mr. L. Atkins (LA)

Clerk: Mrs. L. Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	Welcome and Prayer	The Chair welcomed all attendees to the meeting and JF led the Governing Body in prayer.	
2	Apologies	There were no apologies required.	
3	Declarations of Interest	There were no declarations relevant to today's agenda.	
4	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 15 th October 2019 were accepted as a true and accurate reflection of proceedings, and was duly signed off by the Chair.	
5	Matters Arising	<ul style="list-style-type: none"> Confirmation from the Diocese was received on Friday that money would be released to the school for developing nurture provision in line with our Christian vision and values. This will fund an outside nurture area with a bench around the tree and a sensory labyrinth. Safeguarding Training: Rev ELP provided a copy of her safeguarding training certificate. ACTION: LA to provide a copy of his safeguarding certificate training. Team teach training: an application for funds via HNF was made but was unsuccessful. The next step would be to explore whether there is a trust-wide demand for the training which would enable schools to share the cost. 	LA
SCHOOL DEVELOPMENT			ACTIONS
6	Leadership Report	<p>The Chair was unable to attend the data meeting with the EHT and HoS. The Analysing School Performance (ASP) was reviewed and distributed to all Governors in advance of the meeting. Data for disadvantaged pupils was unavailable for KS2 at this time and will be recirculated by the HoS when it has been published.</p> <p>Q1: The resignation of the intervention TA was noted. Can the school continue to deliver the same level of draw and talk provision without her? R1: Yes. She has trained another member of staff to continue with this work and RH is overseeing the provision. It is an important nurture tool which allows</p>	



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		<p>children to draw and talk about their concerns and feelings. This helps inform discussions with their parents.</p> <p>Q2: Is there any news on progress for the EHCP appeal? R2: The appeal has been upheld. It was due to go to tribunal in February but KCC has since agreed to the EHCP. An early review will take place later this week and the school continue to do their best to support the child in nurture. Current evidence suggests this school is not the right provision for this child.</p> <p>Q3: What is the current plan for interventions? R3: If children are falling behind, the school is delivering interventions in the afternoon.</p> <p>Q4: Do you have sufficient capacity to deliver an effective programme of interventions? R4: Whilst 1 TA has resigned, 1 child who is currently receiving 1-2-1 support is also moving to another school. This will free up a TA to fill this gap. SLT are monitoring interventions to ensure there are not too many children being taken out of class. HNF is in place for all children who are receiving 1-2-1 support.</p> <p>Q5: Governors noted a child in Year 6 is having a lunchtime exclusion. How close to the exclusion threshold is this pupil? R5: The child has difficulty moderating their behaviour in unstructured environments; such as break time and particularly at lunchtime. The school has had to exclude the child every lunch time and the total amount of time spent excluded is only 1 week. <i>The remaining discussion was deemed confidential and recorded separately.</i></p> <p>Governors congratulated all those involved with the tough mudder fundraising.</p>	
6.1	Safeguarding	<p>Further to the concerns reported by the police, of an individual approaching children outside local schools; the police have had a more visible presence outside of school. A KA child came forward to report being approached after she had completed some online training rather than immediately it happened. The school will be doing more work to ensure they understand the need to report their concerns and experiences to staff as soon as possible.</p> <p>The has been an increase in dangerous driving during peak times around the school, with cars driving on the pavement rather than waiting for other cars to pass. The HoS has been physically blocking their path in order to protect the safety of the children and their families. However, SLT are increasingly concerned about welfare and have been discussing the matter with the council. The school will be recording the number plates of those driving inappropriately.</p>	



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6.2	Sports Premium	<p>Q6: How is the school ensuring that those children who find sport difficult or not engaging, will have adequate opportunity to benefit from the sports premium funding?</p> <p>R6: The new trim trails to be installed in the playground will ensure these children can enjoy outdoor activities. The SP lead has identified those who are not engaging with / has access to opportunities to engage in sport and is focused on monitoring their access to ensure they have equal opportunity to benefit from the fund. Further information is outlined in the Sports Premium Plan.</p>	
6.3	Staffing	<i>This discussion was deemed confidential and recorded separately.</i>	
6.4	Impact Report	The impact report was received and reviewed in advance of the meeting. Year 3 answered collaboratively and this is why their answers are the same. KWL = “know what they are learning” and is a planning tool which facilitates the teacher asking the pupils “what do we know?”, “what do we want to know?” and “what are we learning?”. This method of lesson planning recognises that not everyone has the same starting point as some may have prior knowledge.	
7	SIAMS	At a recent HT meeting, SLT had the opportunity to speak to a HT whose school had already been inspected under the new schedule. Many schools are being awarded Good but none yet have been awarded Excellent. A key issue appears to be the link with parents. Inspectors will want to be able to have the same conversation with staff, governors and parents when they arrive. The school need to further develop links with the church; not just attending events such as Easter and key points of worship but to develop a much deeper connection; ensuring this is embedded in the life of the school. The RE lead is training the Worship Warriors to plan and deliver collective worship. The LGB working party met on 21 st November to look through the SEF and grow Governors understanding of what is needed for SIAMS.	
7.1	RE Award	Governors were delighted to hear that the school had achieved a Gold Award in RE. They expressed their sincere thanks to the RE lead for all her hard work in school and in securing this award; and to all the staff who have really engaged with the process. The assessor was very pleased with the work she saw in school and left early as a result. The school was notified of the Gold award just 3 days later.	
8	Governance Matters	<p><u>Monitoring Reports</u></p> <p>A draft safeguarding report was circulated in advance of the meeting.</p> <p>ACTION: HA to provide the Clerk with a final draft for uploading to GovernorHub.</p> <p>LA has completed a website compliance check and will become the Training & Development Governor. NM, via SB, thanked Governors for using the online booking system for Governor Training.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • LA to provide a monitoring report regarding the website to the Clerk for upload to GovernorHub. • Clerk to request LA is added to the T&D forum. 	<p>HA</p> <p>LA</p> <p>LA</p>



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		<ul style="list-style-type: none"> • Clerk to signpost LA to the most recent skills audit information. <p>JF has completed a pupil premium monitoring visit is delighted to report that there is not much of a gap between those who are disadvantaged and those who are not. ACTION: JF to re-send a copy of the monitoring report to the HoS.</p> <p>MC has completed monitoring of the school's finances remotely and feedback has been given via email. ACTION: MC to provide the clerk with a copy of the monitoring report.</p> <p>Governors were reminded of the importance of submitting monitoring reports in a timely manner as they are vital in closing the circle of governance and facilitating good communication across the LGB. ACTION: Governors to ensure they have provided 3 monitoring dates to the EHT and ensure they reschedule any cancelled appointments as soon as possible.</p> <p><u>Notes of Visit (School Improvement Partner)</u> The SIPartner is scheduled to attend 0.5 days per term. But as he did not attend in term 1, he spent 1 day in school recently and will be returning next Monday. He looked at data and behaviour. There were no concerns to report to the LGB. His next visit will focus on PiXL interventions. This is a tool used by Aquila instead of NFER tests. It carries out the gap analysis for you and provides interventions, known as therapies, for delivering a sharply focused intervention for a small group of children. The PiXL analysis sheets inform the discussion at Pupil Progress meetings.</p> <p>Q8: Are these interventions compulsory? R8: They are very useful. They provide a gap analysis at question level and the staff can pick therapies from a list of learning objectives.</p> <p>Q9: Is this a tool which is provided by Aquila or paid for by the school? R9: It is paid for by the school. To ensure value for money, it is important that staff use it properly to improve teaching and learning. ACTION: EHT to provide a copy of the NoV to the Clerk for uploading to GovernorHub.</p>	<p>LA</p> <p>JF</p> <p>MC</p> <p>ALL</p> <p>EHT</p>
9	Finance	<i>This item was deemed confidential and recorded separately.</i>	
10	Risk Management	<p>The following information regarding GRC-1 was disseminated to the LGB on behalf of the Head of Governance & Estates:</p> <ul style="list-style-type: none"> • Governors must ensure the mitigations for each risk has been filled out. • Governors should not be completing any work on the system; updates should be made by school staff. 	



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10.1	GDPR	<ul style="list-style-type: none"> • The pre-mitigation score reflects what would happen if no action was taken, the target score is the expected best case risk score being aimed for. • MC left the meeting at 11:10. • Governors should review the 9 core risks as part of their planned monitoring activities, and should be asking how and why has the risk been graded in this way. • Governors can review the threats and control measures underneath each risk. • It is not realistic to aim for all risks to be green. Governors should start by focusing on the red risks, and then amber and green in turn. The LGB must satisfy themselves that the correct judgement has been made and the mitigations are relevant and effective in reducing the level of risk. • Risks are currently scored 1-3 but the DfE score risks 1-5. NM is discussing whether the matrix could be changed and whether the software supplier could make a bulk update to the current information already held. The Trust is mindful of the significant workload this would create if it was to be actioned individually. • The back button in GRC-1 does not work and will log you out. Governors can filter data to make it easier to look at risk relevant to their monitoring responsibility. • The Health & Safety information held within the EW portal must be adequately reflected in GRC-1. • School policies should be linked to each risk as a control measure where applicable. <p>Q10: Was any further information provided on the role of Governors within GRC-1? For example, monitoring senior leaders can only be owned by the Governing Body?</p> <p>R10: Governors must continue to monitor and must ensure they are able to login and use the system effectively. The LGB must fill in the blanks for the risk of having a “significant or prolonged failure of governance”. As the school is unable to recruit parent governors, this is a medium risk.</p> <p>ACTION: Governors to ensure they have logins to GRC-1 and report any issue to the Chair.</p> <p>The EHT and SBM continue to regularly monitor the risk register and make updates in accordance to the changing circumstances within school.</p> <p>ACTION: In light of the change of financial circumstances for the school, Governors recommended SLT should review the risk “insufficient funds to maintain the school”. It was noted that many other schools within the Trust had graded this risk as red.</p> <p>There was no matters to report to the LGB.</p>	ALL
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11	Health & Safety	<p>There was a lengthy delay in obtaining approval from the RPA for the insurance claim to get the roof fixed. This has now been received and the contractors are on site today to carry out the repairs.</p> <p>The toilets are an issue, mainly as a result of poor behaviour of children. There are classrooms which need to be painted and there has been a delay in delivering the maintenance programme, as the Site Manager has been working on another project at another school. Also, there was no point painting when the installation of the new doors and windows would have had a negative impact on the work. There will be no work carried out during the Christmas holiday. A new burglar alarm has been installed and has much more coverage than before. It also provides the site team with immediate remote access to the cameras from home.</p> <p>The severe weather plan has been reviewed and all school contacts have been updated. This will ensure the school can continue to stay open. The caretaker lives locally and is able to review the site early before school starts. Breakfast Club is well stocked with food to ensure all pupils who did attend would be feed if the kitchen was not operational.</p> <p>10 laptops have had their chargers fail the PAT testing. They are 2 years old so outside of warranty and the supplier is not prepared to accept it is a design faulty batch.</p> <p>The boiler in the Old House has reached the end of its life. It heats the nurture room, SENCO and SBM offices. As an emersion heater, it also presents a legionnaires risk. Quotes are being obtained to replace it with a combi-boiler.</p>	
12	Human Resources	<p><i>This item was deemed confidential and recorded separately,</i></p> <p><i>Rev ELP left the meeting at 11:30.</i></p>	
13	Well-being	<p>JF is the LGB link to the working party aiming to secure a wellbeing award for the school.</p> <p>ACTION: JF recommends a meet and greet is organised for the new year to allow governors to meet new staff and staff to meet new governors.</p> <p>Previously, if a member of staff organised an event which raised more than £500, they were rewarded with a well-being day off. In recognition of the engagement by all staff in recent times, the EHT is keen to offer everyone a well-being day as long as they meet the following criteria:</p> <ul style="list-style-type: none"> • They have met the attendance at work threshold or above. • They have given SLT at least 2 weeks' notice of their planned day off. • Their day off is subject to cancellation if inspectors attend the school or there is a staff shortage. • The day off is not to be taken at the beginning of term. <p>APPROVED</p>	JF



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		<p>The two week half term in October was very well received by staff. The children are not in school next Thursday and if staff have completed all their planning; there is no need for them to attend either.</p> <p>Q11: Is there sufficient budget to cover this day off? R11: There will be zero cost as the requirement to give 2 weeks' notice allows for the planning of internal cover. PPA time is currently covered for 1 day every fortnight but will be returning to 1 morning a week. This is covered by HLTAs.</p> <p>Q12: Is this for full-time staff only? R12: No this would be for every member of staff; academic or support.</p> <p>APPROVED</p>	
14	Policies	<p>The updated Employee Handbook was ADOPTED. The Admissions Policy for 2020/21 was approved.</p>	
ANY OTHER URGENT BUSINESS			ACTIONS
15	Any Other Business	There was no minuted discussion.	
16	Confidentiality	An element of item 6 and all of items 9 + 12 were deemed confidential and recorded separately.	
17	Date of Next Meeting	Tuesday, 4 th February 2020 at 9.30am.	

There being no further business the meeting closed at 11:45.

Signed:
Chair of the Governing Body

Dated: