



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, 13th October 2020 at 5pm.

Governors Present: **Mrs. J. Flaherty** – Chair (JF)
Mrs. L. Seal – Acting Head Teacher (HT)
Mrs. R. Harris (RH)
Mr. P Sibbald (PS) *joined the meeting at 17:50*
Mr. L Atkins (LA) *joined the meeting at 17:22*
Revd E Lanchantin-Piggot (ELP)

Additional Attendees: Mrs J Bell, Assistant Head

Clerk: Mrs. L. Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	Welcome and Prayer	The Chair welcomed all attendees to the meeting and ELP led the Governing Body in prayer.	
2	Apologies	There were no apologies required, however the Chair had been notified that LA and PS would be joining the meeting later. The meeting was quorate for its duration.	
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. ACTION: HT to complete the Register of Business & Pecuniary Interests.	HT
4	Code of Conduct	ACTION: HT, PS and ELP to review and sign the Governors Code of Conduct before the next meeting.	HT / PS / ELP
5	KCSIE	All Governors confirmed via GovernorHub, they have read and understood the 2020 Keeping Children Safe in Education.	
6	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meeting held on 21 st July 2020 were agreed as a true and accurate reflection of proceedings.	
7	Matters Arising	ACTION: All Governors to complete the Skills Audit circulated by the Clerk.	PS/ RH/ ELP
SCHOOL DEVELOPMENT			ACTIONS
8	Head Teacher Report	The Head Teacher's report was circulated in advance of the meeting. Q1: How are the staff feeling and does everyone have the support they need? R1: Team morale is good. Staff continue to go over and above what is expected of them. There is currently a staggered timetable, allowing for different bubbles to have breaks at different times. As a result, staff are receiving limited breaks but this will change after half term. The Trust have provided some very useful tools for SLT such as risk assessments templates which only needed individualising to our school rather than writing from scratch. They have also provided support ensuring the school is COVID compliant, and most recently have provided a comprehensive script to support SLT should the school receive a call from HSE. The pupils are fine and are pleased to be back at school. As a result of the staggered timetable, they are only interacting with their own class.	



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		<p>Nurture and the forest school is up and running, and the school is delivering lots of interventions.</p> <p><i>Mr Atkins joined the meeting at 17:22.</i></p> <p>Q2: What are the main questions being asked by staff? R2: Staff are not reporting any issues. It is an exhausting environment to work in but everyone is doing what they have to do to keep the children safe in their bubbles. School is calm. Attendance is the best it has been at 98%.</p> <p>Q3: How are parents responding to the challenges presented by the COVID requirements? R3: Everyone is complying with social distancing. The HT advised parents that they may wish to wear masks at drop off / pick up due to the difficulties of maintaining social distancing on the very narrow paths outside school; and many have chosen to do so. The very narrow pavement and the busy road means that the environment outside of school continues to be a safety issue. The local Police and PSCOs have been supportive and traffic is calming down, and fines have been issued for those who drive / park on the pavements. There has been 1 parent who has made vexatious complaints and the staff thanked the LGB for their support writing to the parent concerned.</p> <p>Q4: [To the HT] Are you confident the school plans are robust should a school closure be required? R4: Yes, the school is ready and a remote learning platform will be put in place should the school need to close.</p> <p>Q5: Are there any contingency plans with other schools in the Trust? R5: No.</p> <p>Q6: Is there a trust wide approach to managing COVID-19? R6: Yes, all COVID advice and documentation has been provided by the Trust.</p>	
9	<p>School Improvement Plan (SIP)</p>	<p>The SIP was circulated in advance of the meeting and has a new format in 2020/21. Everything happening in school will be included in the plan – including the planned training / staff meetings and their focus across the year. This will be an on-going working document for SLT. Governors agreed it was a very clear and should make monitoring easier.</p> <p>Governors were reminded of the need to meet subject leads remotely, as on-site visits are discouraged by the LA, Aquila and the NGA. The Governing Body approved the School Improvement Plan.</p>	
10	<p>Finance</p>	<p>The August financial monitoring report was circulated in advance of the meeting and Governors were reminded of the importance of including the cash flow as part of their regular financial monitoring, as the Academies Financial Handbook require Governors to ensure the school continues to be a “going concern”, defined as:</p>	



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<p>10.1</p>	<p>Purchases over £10k</p>	<ul style="list-style-type: none"> • Be able to meet all its financial obligations when they fall due. • Function without the threat of liquidation within the next 12 months. • Ideally, have enough financial resources to continue to operate indefinitely. • The school should have neither the intention nor the need to materially curtail the scale of its operations in order to survive. <p>When comparing the cash in the bank to the annual expenditure, the school could continue to fund its operations for over 5 months without any income. Governors were satisfied this was a financially strong position to be in.</p> <p>ACTION: HT to report back to the LGB where the ICT overspent came from.</p> <p>Trim trail: The Governing Body reviewed 3 quotations as follows:</p> <ul style="list-style-type: none"> • Action Play and Leisure - £17,120.75 (net) • Made2Play - £5650 (net) for Area 1 and £10,777 (net) for Area 2 • Play Cubed - £18,000 (net) <p>The cost of the Trim Trail will be covered by £15,000 of Sports Premium funding carried forward from 2019/20 and £4,000 from fundraising activities. The school will also use £5,000 from this year's Sports Premium budget to pay for additional play equipment such as a table tennis table. The Sports Premium Lead (JC) has carried out due diligence to ensure the school are receiving value for money and has negotiated an extension to the guarantee for the preferred supplier.</p> <p>The Governing Body approved the recommendation from the Sports Premium Lead to procure a Trim Trail from Action Play and Leisure for £17,120.75 (+VAT).</p>	<p style="text-align: right;">HT</p>
<p>10.2</p>	<p>Pupil Premium and SEND Policy</p>	<p>The Pupil premium and sports premium strategies for 2020/21 were approved. The SEND policy was approved.</p> <p><i>Mr Sibbald joined the meeting at 17:50.</i></p>	
<p>11</p>	<p>Risk Register</p>	<p>A review by the Head of Governance & Estates has identified a need for the register to be updated to reflect the current environment in school and a change in the ownership of some risks.</p> <p>The current key risk is:</p> <ul style="list-style-type: none"> • R151- There are insufficient funds to deliver the services to the appropriate level <p>The key threat to this is T184 - inadequate funds to meet the real costs of Additional Needs students. However, the school has managed to secure lots of additional funding, as identified earlier in the agenda, and the school has a strong financial position in general.</p> <p>The current health & safety risks have been actioned as follows:</p>	



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		<ul style="list-style-type: none"> • A new fire alarm system was fitted over the summer and this has dramatically reduced the risks as identified in the fire assessment. A new interim review of the fire assessment will be carried out to show the reduced risk. • The roof on each mobile classroom will be repaired over the half term. <p>The RPA insurance covered the lost deposits of the cancelled residential trip which ensured our families received a full refund.</p>	
12	Health & Safety	There was no minuted discussion.	
13	Human Resources	<p>RH is providing SENCO cover at Archbishop's Courtenay Primary School for 2 days. 1 Teacher and 1 TA are on maternity leave. A new 1-2-1 TA is due to start in November.</p> <p>Q7: Do all members of staff have the correct contracts in place? R7: Yes. The SENCO has a variation contract until the leadership matters are finalised. Headship interviews take place on 20th October. The HT confirmed all job descriptions and contracts have been checked and corrected where necessary.</p>	
13.1	COVID catch up premium	Mrs C Carter, currently working in Year 6, will be contracted for additional hours in order to deliver lockdown catch up interventions, funded by the COVID catch up premium. The school's strategy is to focus on those children who have SATs later this year. HLTAs will also provide booster tuition for children. Pupil progress meetings have now concluded and will further inform these plans for term 2. The SENCO continues to organise interventions for SEN children and Mrs Bell oversees pupil premium children.	
14	Policies	<p>The following policies were approved:</p> <ul style="list-style-type: none"> • Complaints Policy (Aquila) • Staff Expenses (Aquila) • Coronavirus Policy (August update Aquila) • Data Retention Policy (Aquila) • Staff Handbook (August update Aquila) • Marking & Feedback Policy (School) • Pupil Remote Learning Policy (School) – Phil to monitor this policy • Assessment Policy (School) • Child Protection Policy 	
15	Governance Matters	Safeguarding and data will be monitored by all members of the Governing Body. The Chair will be the lead for safeguarding and ELP will lead on SIAMS + Christian Distinctiveness. PS will monitor website compliance and will be the Training & Development governor.	



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		LA, ELP and JF were elected to the Pay Committee who will meet on Friday, 16 th October 2020 at 2pm. Mr Atkins confirmed his resignation from the Governing Body and will leave at the end of term. The LGB expressed their sincere thanks for his support and dedication to the school over the past year.	
ANY OTHER URGENT BUSINESS			ACTIONS
16	Any Other Business	Membership is now a significant issue. Until there are more Governors, the LGB may choose to share the burden of monitoring through collective meetings each term to review the key / most relevant SIP priorities each term. ACTIONS: <ul style="list-style-type: none"> • Parent governor election is required. • The HT and Chair to follow up on the interested party details provided by NM. 	HT HT / CHAIR
17	Confidentiality	No items were deemed confidential.	
18	Date of Next Meeting	Tuesday, 8 th December 2020 at 9.30am.	

There being no further business the meeting closed at 18.44

Signed:
 Chair of the Governing Body

Dated: