



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, 16th June 2020 at 5pm.

Due to COVID-19, this meeting took place remotely, via zoom.

Governors Present: **Mrs. J. Flaherty** (JF) – Vice Chair (JF)
Mrs. K. Wratten – Executive Head Teacher (EHT)
Mrs. L. Seal – Head of School (HoS)
Mrs. S. Beasley (SB)
Mrs. R. Harris (RH)
Rev. E. Lanchantin-Piggot (ELP)
Mr. L. Atkins (LA)

Additional Attendees: Ms. M. Scally – Chief Financial Officer, Aquila Trust *left the meeting at 18:25*
 Mr. N. Morgan – Head of Governance & Estates, Aquila Trust *left the meeting at 18:27*

Clerk: Mrs. L. Bondzie-Mensah

PROCEDURAL MATTERS			ACTIONS
1	Welcome and Prayer	The Vice Chair welcomed all attendees to the meeting and ELP led the Governing Body in prayer. Confirmation of the resignation of the Chair was received. The Governing Body would like to extend their heartfelt thanks for the significant contribution and unrivalled dedication Mrs Ashdown has made to both the Governing Body and the school over the past 8 years.	
2	Apologies	Apologies were received and unanimously accepted from Mr. Sibbald.	
3	Declarations of Interest	As Senior Leaders of the Trust, Ms Scally and Mr Morgan held a conflict of interest relevant to the confidential matter raised in item 12 and were absented from the meeting at that time.	
4	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meetings held on 4 th February 2020, 31 st March 2020, 20 th May 2020 were accepted as a true and accurate reflection of proceedings.	
5	Matters Arising	<ul style="list-style-type: none"> Clarification was provided regarding eligibility to stand as a parent governor: the nominee must be a recognised carer or guardian and could not be a God parent. This is in line with the School Governor's Procedures Regulations. However, there is no requirement for the parent to have a child attending the school. Any parent from the local community could fill the post. The counsellor based at Reculver Primary School is being offered out to other schools within the Trust but at a chargeable fee. These services have not yet been utilised but may be required in the future as the school assesses the impact of COVID-19 on the mental health of the children. 	



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, 16th June 2020 at 5pm.

SCHOOL DEVELOPMENT		ACTIONS
6	<p>Leadership Report</p>	<p>The leadership report was circulated in advance of the meeting.</p> <p>Q1: How is the wellbeing of staff at the moment? R1: Everything is working well and the staff are happy with the procedures in place. Before the re-opening of school, SLT emailed all staff to find out if there were any concerns or worries that needed to be addressed before staff returned to work. Mini tours of the school were also arranged to help alleviate any concerns. Before re-opening, all staff were trained on the new procedures and SLT circulated all the risk assessments to staff in advance of these meetings. Once the staff had been in school to see the plans in action, they felt much better about returning to school. Lots of staff have since been coming in to help prepare the wider school environment too such as, tidying the gardens and refreshing the displays. All staff are keen to be involved. The team based at Towers also have a briefing every night.</p> <p>Q2: Is there much contribution from the senior leaders at Towers? R2: Yes, their SLT also visit every day. The team are also in contact with staff back at school via email and WhatsApp groups. It is running very well at Towers.</p> <p>Q3: Is there a charge for using Towers facilities? R3: No. Mr. Billings (HT) spoke to HoS at the beginning of lockdown to offer the facility. SLT met with him to plan how it would work and RH organised the children into bubbles and lead on communications to parents. He has met with the team numerous times and nothing has been too much trouble.</p> <p>Q4: Have Towers children returned today? R4: Yes. This has been risk assessed and they are in a part of school which is nowhere near our children. In total, 50 other children attended but our staff never saw them. Risk assessments from Kennington were shared with Towers who collaboratively developed their own risk assessments to ensure that different gates were being used for our staff and pupils. Towers are using their own cleaners to ensure the environment our children are using is deep cleaned every day, he has given us resources and he has not charged the school for anything. He has provided a really good transition for the children.</p> <p>Q5: What communication is taking place for children who are not attending? R5: Contact is being maintained via dojo, email and phone calls. Teachers are still setting home school work for children not attending school. There are 30 children in other bubbles across the school. SLT are aware that children are missing being in school and plan to offer groups of 6 (children and their parents) to come on to site to see teachers and TAs before the end of term. This can happen on field and enables everyone to come in for an hour or two before the end of term and will give them the opportunity to meet their teacher for next year.</p>



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, 16th June 2020 at 5pm.

7	Finance	<p>The Governing Body reviewed the school's current financial position using the monthly financial monitoring for Period 9 (May). Since its circulation, the EHT has met with the CFO to validate the forecasts held within the report. Adjustments has been made and updates highlighted in yellow have been re-circulated.</p> <p>Year-end forecasts have been made based on assumptions on actual spend to date; with the exception of trips. £14,000 income for trips have been received but the residential trip has not been able to go ahead and refunds will need to be issued. Forecast income has been reduced as a result but this may reduce further when the refunds have been finalised.</p> <p>Salary adjustments for the changes to the School Business Manager / Office Manager structure; as well as changes to site management. The impact of which will be quite small this year but will be felt next academic year.</p> <p>Expenditure will also need adjusting based on any trip refunds received from the company arranging the trip. Catering includes actuals to date. There is a dispute with Nourish regarding whether or not the June invoice is to be paid. Staff have reported receiving furlough letters and if that is the case then the furlough scheme negates the need to pay the invoice. The contract with Nourish will end on 31st July. Staff have been informed that they will be TUPE'd over to the new company - Caterlink. From 1st August, they will be employed by the new provider.</p> <p>Broadband costs have been moved to capital expenditure at a total cost of £3,699. This will help with the revenue position. The year-end capital rollover is predicted as £13,500k and a further £7/8k will be added to it next year. Previously, major capital projects were funded via the Condition Improvement Fund (CIF) but now a capital allocation (SCA) is given straight to the Trust. This is particularly useful for schools who have lower value capital projects, such as toilet refurbishments, which weren't previously eligible under CIF. The Trust will carry out condition surveys of all schools and this will help inform SCA priorities next year but Governors should consider what the capital spend strategy for Kennington should be next year, and beyond if necessary. The school would project manage at school level but the invoices will forward to, and paid for by the Trust. The summer holiday is often the best time to carry out this work. Last year's 5-year plan included £10k for a new server and BCTEC suggest this is expensive and a cheaper server could be sourced. In addition, this cost could be covered by capital and this has released revenue back into the budget.</p> <p>ACTION: Governors to discuss capital expenditure projects at the next FGB meeting.</p> <p>The total, year-end rollover is estimated as £53,331.</p> <p>Q6: Could the upgrade of the fire alarm system be included in SCA?</p>
----------	----------------	--



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, 16th June 2020 at 5pm.

		<p>R6: A CIF bid for the fire alarm system was submitted but unfortunately was unsuccessful. The school's fire risk assessments should inform the actions required in relation to fire alarm replacement. The Trust have earmarked 3 schools for the first round of SCA and Kennington is one of them. NM is collecting quotes for the work and it is likely that this will go ahead without the need for the school to use their £13,500 capital budget.</p> <p>Q7: Why did the rollover increase from £60k to £110k last academic year? R7: Some expenditure would have been accrued to the following year and also the increased rollover surplus was a result of very good financial management.</p> <p>Q8: Is the school liable for travel costs and accommodation? R8: Currently, PGL do not want to provide the school with a refund and it is not clear on what basis they can do this. An insurance claim is being put through via PGL but this money may need to rollover for next year, for the current Year 5s. However, the Year 5 Turner Gallery trip refund of £486 has been received. The school will contact parents to find out whether they would like either a refund or roll over to another trip. The school have tried to contact Windmill Hill to discuss the refund but are mindful that the company may have had to furlough their staff and so may not be available to answer our queries at this time.</p>	
8	Budget	<p>The Governing Body reviewed the 2020/21 and 5-year plan in advance of the meeting. The key highlights were:</p> <ul style="list-style-type: none"> • Predicting a rollover of approximately £60k at this year-end. • An in-year surplus of £80,038 is expected in 20/21. • A surplus is predicted in Year 2. • A deficit position is expected in Year 3. • Years 4 and 5 puts the school in a negative position but government funding and budgets change daily at the moment and predicting this far in advance is very difficult. The CFO is not concerned by the school's position and the school only need submit a 3-year budget plan to the DfE. <p>Future income changes which affect the surplus / deficit position are:</p> <ul style="list-style-type: none"> • Teaching staff – the government is currently reviewing a pay and conditions consultation document which proposes an increase to NQT salaries as follows; Year 1= £26k, Year 2=£28k, Year 3=£30k. Whilst it is unclear whether this will go ahead; all schools have been advised to budget on this basis. This increase will also have a knock on effect over time which will see NQTs being paid more money than more experienced teachers and there may need to be further adjustments to address this issue. • Support staff – the Trust have been considering moving away from KR pay ranges for support staff. The Trust would like to become a Living wage employer which will ensure our support staff are always paid 	



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, 16th June 2020 at 5pm.

		<p>higher than the national living wage. Pay adjustments for our lowest paid members of staff would change every year in line with the living wage foundation recommendations. Kent has changed their pay bands which mean members of the cleaning team are now paid just £1 less than a TA. Not only would new Aquila pay ranges reflect the current living wage but would also give a greater differential between roles. This aims to recognise experience and give opportunity for promotion within each range. The TA range will be wider than Kent's, will be a higher hourly rate than Kent, and will provide them with the opportunity for promotion within that range for extra work they choose to take on. The range has been approved by Trustees and has gone out to support staff unions for consultation. Responses are expected by end of June for implement in September. The 2020/21 budget and 5-year plan has been set with this included. On average, each school will see an increase in support staff costs of around £8000.</p> <ul style="list-style-type: none">• The teachers' pay grant comes to an end in March and therefore is not included in the income across the 5-year plan after next year. The teachers' pension grant ends in 2022 and is not included in the income for Year 3, 4, 5. <p>The school need to take a cautious view of their financial future and therefore, no assumptions on government funding has been made. This goes some way to explain the deficit position in later years.</p> <p>Q9: Is this why the funds in 'EFA revenue income' has been reduced in future years?</p> <p>R9: Yes, it has been reduced by £40k in Year 2. It is not yet known if this grant will be reinstated so it had to be removed.</p> <p>Q10: Will Free School Meal (FSM) income increase again?</p> <p>R10: In the current lockdown position nationally, the Trust has seen a huge leap in children eligible for FSM across the Trust. However, the annual funding is a calculation based on historical pupil data. It is a complex formula but on the whole, any increase in income will net out as the expenditure will also increase. It shouldn't make a difference to the bottom line.</p> <p>Q11: Has the restrictions on hall rental had an impact?</p> <p>R11: A reduction in rental income should be offset by a reduction in heat, electric, staff costs for locking up / cleaning.</p> <p>The DfE had promised schools they could reclaim COVID costs such as expenses incurred from staying open during the holiday time, FSM vouchers etc. Claims were meant to start in June but the Trust are still waiting for further guidance. The school will try to claw some income back there.</p> <p>Q12: Are you happy with the key performance indicators such as total staff costs as a percentage of expenditure is 75%?</p>	
--	--	---	--



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, 16th June 2020 at 5pm.

		<p>R13: These are fine and there should be some improvement in the June monitoring as the current forecast rollover should improve. Only significant staff changes would make a difference at this stage. The teacher / pupil ratio is a very good percentage and is sustainable.</p> <p>Q14: Does the school continue to share any resources with Charing? R14: No.</p> <p>SEN funding: The EHT and HoS have reviewed the information for those children with SEN who will be joining the school in September. Funding for these children has been included in this budget and HNF applications have already been submitted for the children. The concern is that the school does not have the personnel to cover these children high level needs at this current time. For example, 5 children have 1-2-1s support needs in Year 3. This will be a significant challenge for the school in September. HNF of £63480 is confirmed so far for next year.</p> <p>The Governing Body APPROVED the 2020/21 budget and the 5-year plan.</p>	
<p>9</p> <p>9.1</p>	<p>Health & Safety</p> <p>COVID-19</p>	<p>SLT have been circulating risk assessments to the Governing Body via email as and when they have been raised and updated. The most recent circulation was on 11th June.</p> <p>Q15: If there is a positive case of COVID-19 at either site and we need to close for deep cleaning, have we considered the possibility of partial closure to continue the provision for the key worker children bubble? For instance, if there was a positive test at Kennington, could we relocate the key worker bubble to Towers?</p> <p>R15: There is more than one bubble at Kennington- if one bubble was infected it would be closed down and the room and toilets they used would be closed and cleaned. There is no room at Towers to move any more children up into the art blocks. If it was a Towers bubble infection, then the room within which they were in would be closed down and cleaned. No bubbles are mixing, either in the school or on the playgrounds.</p> <p>Q16: Is there anything within any of our risk assessments about the safe disposal of used tissues?</p> <p>R16: Tissues are put into the bin. A risk assessment on lidded bins was carried out and circulated to Governors. It was decided there was more of a risk to keep taking a lid on and off than using bin liners and tying up to dispose.</p> <p>Q17: How have we communicated to parents about good hygiene, for instance requiring clean clothes daily and about bathing regularly?</p>	



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, 16th June 2020 at 5pm.

9.2	Other H&S matters	<p>R17: Letters were sent out to parents to ensure that the children wore clean clothes every day and are keeping hands clean.</p> <p>Q18: Have we coordinated with the Unions active within our school? R18: SLT have had contact with the NEU and have a rep in our school. The staff have responded to a questionnaire raised by them regarding children returning to school.</p> <p>Q19: Have we reviewed the fire safety procedures and have we documented any changes? R19: We have reviewed the fire procedures and there is no need for change and we are carrying out a drill next week.</p> <p>The school have completed a file for the Ellis Whittam COVID audit compliance and SLT are satisfied all the necessary measures are in place.</p> <p>Q20: What fire drills have been conducted since opening? R20: The children at Towers school have had 2 fire drills so far. All the children were out safely, within their bubbles, in 2.5 minutes. The children met at the usual muster point which means they are also prepared for when they join the school in September. The fire drill at the school site will be completed tomorrow.</p> <p>Ellis Whittam Portal: playground equipment testing and the fire alarm service are showing as overdue but are in hand. The school will also need to organise checks of the PE equipment but best to hold off spending money on inspection until it is back in use. Digital screen assessments are outstanding and the site manager needs to carry out checks on the step ladders. Previously, CA attended school to complete maintenance but his new role means the responsibility for the portal and health & safety has moved from the School Business Manager role to the Site Manager role. The portal also shows there are 5 items in progress from the last audit and 1 has not yet been actioned.</p> <p>ACTION: LA to meet with the EHT and Site Manager for the next scheduled review of GRC-1.</p>	
10	Policies	Charging and Remissions Policy – APPROVED.	
ANY OTHER URGENT BUSINESS			ACTIONS
11	Any Other Business	<p>The Governing Body expressed their congratulations to the staff and to Rev ELP for the school's achievement of Excellent for SIAMS. This is a wonderful achievement for the school and for our community.</p> <p>Whilst, plans for Year 6 have had to change, they will receive their hoodies and a book gift from the Church. SLT plan to use the rooms at Towers to have a</p>	



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, 16th June 2020 at 5pm.

		<p>leavers service and will ensure all pupils are invited; including those currently not attending. However, this year, there will be no parents but the service will be filmed and circulated via Dojo for them to see. The service will be one class at the time. The PTFA have provided financial support for the purchase of the hoodies. The service will take place in the last couple of days of term.</p> <p>MS left the meeting at 18:25. NM was asked to absent himself from the meeting as the remaining discussion was deemed confidential to KJA staff only. NM left the meeting at 18:27.</p> <p><i>The remaining discussion was deemed confidential and recorded separately.</i></p>	
12	Election of a Chair	<p>The Chair of each Governing Body is appointed by the Board of Trustees and the LGB is invited to make a recommendation. LA nominated JF to stand as Chair and was seconded by ELP. Governors voted in favour of JF as Chair.</p> <p>ACTION: When the post of Chair has been ratified, the post of Vice Chair will fall vacant and Governors will be able to elect a member of their own to this position.</p>	
13	Confidentiality	Elements of item 12 was deemed confidential and recorded separately.	
14	Date of Next Meeting	21 st July 2020 at 5pm.	

There being no further business the meeting closed at 19:10.

Signed:
 Vice Chair of the Governing Body

Dated: