



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, 21st July 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)
Mr. P. Sibbald (PS)

Additional Attendees: **Mr. N. Morgan** – Head of Governance & Estates, Aquila Trust

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.	
2	Apologies	No apologies required as the LGB sat in full quorum.	
3	Declarations of Interest	<ul style="list-style-type: none"> • PS: member of the Board of Education for the Diocese of Canterbury. 	
4	Minutes of the Previous Meeting	The minutes from the previous Governing Body Meetings held on 16 th June 2020 were accepted as a true and accurate reflection of proceedings.	
5	Matters Arising	There were no matters arising.	
SCHOOL DEVELOPMENT			ACTIONS
6	Leadership Report	<p>The leadership report was circulated in advance of the meeting.</p> <p>Q1: What is the impact of the school behaviour addendum? R1: As part of lockdown there were addendums to both behaviour and safeguarding policies. The purpose was to outline the expectations and regulations associated with social distancing. However, as government guidance changes the addendums may require further updates.</p> <p>Q2: What was contained in the parent leaflet? R2: This was a comprehensive information booklet for all staff and parents. It outlined the protocols which will be in place in September. For example, to encourage the safe and free flow of pupils on and off site, all 4 gates will be used for drop off and pick up. This will ensure all children are in school by 9.15am. There is some concern about the impact of inclement weather when accessing via the field and SLT are working with ABC to get some mats to decrease the</p>	



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		<p>impact of muddy access points. The booklet also outlines how the classroom layouts will work.</p> <p>Q3: Is the school expecting any attendance issues in September? R3: No, there are no indications at the moment. Government guidance is clear that attendance becomes mandatory again from September. The school has identified the children who are most likely to need additional support next year.</p> <p>Q4: What impact will the recently announced pay changes have on the school? R4: Potentially, there will be disparity between pay and experience. If a NQT is recruited now, they could be paid more than an experienced teacher. The budget already has the assumption of increased NQT pay built into it but there is likely to be further adjustments required to ensure experienced teachers are remunerated in accordance with their experience.</p> <p>An August LGB meeting was suggested but SLT and Staff Governor colleagues have a right to annual leave during this time. A meeting cannot be held at a time when neither staff governors nor the clerk is contracted to work. Governors feel a financial monitoring meeting with the CFO would be beneficial before the final submission of budget in September to the ESFA.</p>	
7	<p>Governance Matters</p>	<p>The updated Scheme of Delegation was reviewed by the Governing Body and will be effective from next academic year. NM has been working with the Chairs forum and Trust Board to include recommendations into the new SoD. However, there was little feedback / changes requested from governing bodies across the Trust.</p> <p><u>Governing Body Membership</u> The Governing Body will have 2 Director Appointed vacancies and 2 parent governor vacancies from September. A wealth of experience and skills has been lost with HA and SB's departure. A skills audit will be completed so as to inform which are the key skills required for making more targeted adverts and approaches for new members. ACTION: Skills Audit to be circulated in September.</p> <p><u>Monitoring Responsibilities</u></p> <ul style="list-style-type: none"> • Safeguarding Governor – LA. <p>As the Governing Body is starting a new academic year with a decreased level of membership, it was suggested that monitoring is separated into the core OfSTED areas of:</p> <ol style="list-style-type: none"> 1. Achievement of pupils 2. Behaviour safety and welfare 3. Leadership and management 4. Quality of teaching <p>Governors will begin monitoring in pairs. ACTION: Circulate learning link for governor training.</p>	<p>CLERK</p> <p>CLERK</p>



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		<p><u>Pay Committee</u></p> <ul style="list-style-type: none"> • JF + ELP • Appeals = PS + LA <p>ACTION: Confirm meeting date in September.</p> <p>The LGB Meeting Schedule for 2020/21 was circulated and approved.</p> <p>ACTION: SLT to ensure the hall is risk assessed for visitors in case Governors would like to begin face to face meetings. Virtual capabilities should continue to allow any governors, the clerk, or other attendees to join remotely.</p>	<p>CLERK</p> <p>HoS</p>
8	Finance	<p>The financial monitoring report was circulated outlining the school's financial position at the end of June. The order for the trim trail has been actioned. A COVID expenses claim has been submitted for the extra signage and cleaning costs incurred. There is no expenditure over £5k for the LGB to approve. The summer work planned by the site management team is mainly in house actions such as painting.</p>	
9	Health & Safety	<p><u>COVID-19 Compliance Report</u></p> <p>All actions have been taken as recommended with the following exceptions:</p> <ul style="list-style-type: none"> • The electrical re-wiring and the actions relating to the toilets will be completed over the summer and will be finished by the end of August. • Working from home assessments are required for everyone as this happens during normal time, not just COVID. Health & safety questionnaires were sent out to all staff and have been completed. SLT had previously emailed all staff and built the school's protocols around their feedback. <p>An inset day on 2nd September will cover safeguarding training and a review / reminder of all the safety protocols in place.</p> <p><u>Health & Safety – EW Portal</u></p> <p>6 items are overdue from last year including matters such as kitchen safety, stress management and lone working risk assessment. Not all of these actions fit within the remit of the site manager and must be overseen by SLT. The 5-year electrical test happened over a year ago and the remedial work has still not been actioned. However, it was noted that the quotation for work process had begun so this should be resolved by the beginning of the academic year.</p> <p>Fire risk assessment actions are on-going and the school had tried to get funding via CIF in the past. The use of SCA funding for this was agreed by the Board of Trustees on 8th July and NM will now begin the process of procuring a contractor for the work.</p> <p>ACTION: Ellis Whittam login required for LA.</p>	<p>NM</p>



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10	Risk Management	<p>Governors discussed the challenges of validating the risk register and felt benchmarking information would be useful. All Governors have a login and this should be incorporated into the monitoring visits. It was recommended that the key risks were added to agendas across the year so that the LGB was confident they had reviewed the register in its entirety by the end of the academic year. It was noted that there were still some updates required. For example, the threat level related to SEN funding was at its highest of 16 but the leadership report today outlined the excellent work being carried out by the SENCO to secure additional funding to meet the needs of all our pupils. This risk should be reviewed and moderated by Governors asking questions to understand the thinking behind the grading points and ensure all mitigants have been considered. The risk register will need to change as government guidance and the school circumstances change. Remote support is available to governors from NM.</p> <p>The EHT and the Site Manager have been working closely to update the risk register every month.</p>	
11	Human Resources	<p>The confidential matter from the last LGB meeting is on-going. There have since been some additional meetings and LS, KW, and RH are satisfied that actions are being taken to address the issues discussed.</p>	
12	Policies	<p>The Data Retention Policy (Aquila) was adopted by the Governing Body.</p> <p>Q5: Governors noted the varied time limits on the retention of documents and the need to monitor when information is destroyed. Who has responsibility for ensuring the school is compliant?</p> <p>R5: The HT. SLT meetings will monitor this and the Office Manager ensures archived documents have a destruction dates on them to make the process run more efficiently.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Governors to read the Academies Financial Handbook 2020 before the next meeting. • Clerk to provide printed copies if required. 	<p>ALL</p> <p>CLERK</p>
ANY OTHER URGENT BUSINESS			ACTIONS
13	Any Other Business	<p>ELP and LP formerly expressed their dissatisfaction and would like to make a complaint against the Aquila Trust for how they have managed all aspects of the Executive Headship, working with Charing school and matters relating to the Governing Body. Governors were advised to put their comments into writing and send directly to clerk for the Board of Trustees.</p> <p>The Governing Body expressed their sincere thanks to SB for governorship and wish her well in her new job. She will be greatly missed and we wish her well in her future endeavours.</p>	



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		<p>The Governing Body took a brief recess from 18:30 – 18:40.</p> <p>The Governing Body received the resignation of the EHT who will be leaving the school on 31st August. Governors expressed their sincere thanks for her hard work and tireless dedication to the school. They wish her well with her future plans.</p>	
14	Confidentiality	No items were deemed confidential.	
15	Date of Next Meeting	13 th October 2020 at 5pm	
16	Closing Reflections	Governors reflected on the incredible work carried out by SLT and the staff over the past 12 months. It is incredible to be one of only 2 schools in the Diocese who have achieved Excellent at SIAMS. Standards at the school continue to be achieved despite the many challenges of COVID and remote working. The collaboration with Towers School has been really important in contributing to the emotional wellbeing of our Year 6 pupils as they prepare to take the next steps in their educational journey. Governors recognise the immense workload created by COVID – developing new protocols, managing care and support for key worker children, supporting both home learning and those returning to school in Term 6. The external COVID inspection confirms the school is safe for pupils, parents and our staff. We are in an excellent position to begin the new academic year as a result. Thank you to the whole staff team.	

There being no further business the meeting closed at 18:51.

Signed:
Vice Chair of the Governing Body

Dated: