



Kennington C.E. Academy

A member of Aquila, the Diocese of Canterbury Academies Trust



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

Local Governing Body Meeting MINUTES 5pm, Thursday 22nd May 2025 held at the school

Present:

Karen Godsell – Headteacher (HT)
Simon Ward – Chair (appointed) (CoG)
Lauren (Staff Governor) (SG)
Jan Preece – (appointed governor) (JP)
Adam Childs – (Ex officio) (AC)
Carrie Osborne – Parent Governor (CO)
Louis Blake – Parent Governor (LB)

Also, In Attendance:

Rachel L - Deputy Headteacher (DHT)

Clerk: – Julie Lowe (acting)

Apologies accepted:

Jamie Fox – Vice Chair (appointed) (VC)

Item:	Summary Description	Action
Procedural:		
1.	Welcome, Apologies & Prayer a) Chair's welcome JP welcomed with introductions for AC b) Received and accepted apologies Jamie Fox – Vice Chair (appointed) (VC) c) Prayer given by AC	
2.	Quorum The meeting was quorate	
3.	Declaration of Business Interests Any business or conflicts of interest relevant to the agenda • N/A	
4.	Governing Body Business/Membership 1. Governing Body Update – current vacancies, term of service expiry:	

	<p>2 spaces: 1 x appointed and 1 x foundation</p> <p>JP: <i>Confirmed hoping to move to W Sussex and will stand down once confirmed; discussed need for educational replacement; suggestion to look at people retiring from trusts/schools and to try them</i></p> <p>AC: <i>No other person from the church on governing body ma my understanding some were joining?</i></p> <p>HT: Had two potentially; both came round and said yes; one never responded to communications; the other was on-boarded and both she and her husband fell ill</p> <p>AC: <i>Are you looking for someone from the church?</i></p> <p>HT: Always</p> <p>2. Training –update</p> <p>JP: <i>Very well delivered by CD; if he does it again and able to go certainly worthwhile; important someone on LGB can access resources easily; have to be on it; knows the procedures; need to be supporting the head as well as checking all details; often difficult pastoral situation and step back and ensuring everything has been done; availability to be on panel across A; very valuable</i></p> <p>3. Clerk Update: Judicium and skills audit</p> <p>Judicium sent out in Aug and govs need to have completed on or before the first LGB meeting; skills audit also needs to be completed as T&L lead will need as greater role next year</p> <p>HT: All governors are invited to our SG training 2.9.25 – face to face and welcome to join for the morning; HT will provide with certificate for uploading onto GH</p> <p>Judicium – invites go out in Aug; JL will add message to GH to advise once sent if possible</p> <p>Govs asked for JL to send skills audit to be handed out at T6 meeting</p>	<p>JL to send skills audit to LGB for T6 meeting</p>
5.	<p>Finance</p> <p>1. Budget presentation by finance officer Ian Young:</p> <p>Introduced overview which was on screen and went through key points:</p> <p>Pupil numbers: Due to funding for schools, always lag funding; based on last year numbers; 352 last Oct so based on this figure; Spring census increased for 357; forecast at this number; surplus of places in Ashford; reduction in pupil numbers; Downsview (DV) usually maximum of 90; dropped down to two classes in that year; potential of 60 children so huge reduction; three years away so hopeful it will increase; have dropped number to 70; final year (five) drop back down to 60 and five years in the future; conversation DV will come into Aquila and hope will make a difference</p> <p>CO: <i>If in Aquila, is it easier to make three form again or consultation process?</i></p>	

	<p>HT: Due for consultation due to edge of town location; dependent on new housing development; LEA allowed some to expand due to new development and children haven't come and have a surplus</p> <p>JP: <i>Are you nearest school to big development?</i></p> <p>HT: Yes – once those houses are up and families move in, we should see numbers go up; that is why DV not been asked to reduce PANN permanently</p> <p>CO: <i>Not good position but once up and running would have impact on finances</i></p> <p>HT: Normally calculate for any new development school age children against number of houses</p> <p>LB: <i>Assuming houses more affordable in Ashford and families will come here</i></p> <p>HT: Hopeful local housing will change in the future</p> <p>IY: Relatively cautious, recognise issue, budget more realistic rather than hopeful; good idea to plan for worst case scenario on numbers; ran through figures; increased by 7.8%; big increase; larger this year as additional grants received separately from GAG funding have now been rolled into GAG funding; gone back to roughly 4% GAG funding year on year for future budget;</p> <p>Pupil Premium: Now received confirmation; ran through figures from last year and this year; getting about extra £10k</p> <p>HNF: Still uncertain at the moment; know EHCP will be getting funding; based on those forecast until they leave; know HN coming from DV and predicted funding for that and don't know what that is yet; Kent has been uncertain on giving out and how to apply; built budget on receipt at the moment; funding only stays with child whilst they are here</p> <p>NI insurance: contribution grant being received from government for next academic year; ran through figures</p> <p>Sports Premium: received letter which states government have no plans to reduce funding; predicted to go down by half, but recognised need high quality education with children taking part in sports; forecast for 5 years at higher rate; may fluctuate slightly each year</p> <p>Wraparound care etc: Carry on with same lettings; ran through groups and income across the year; built slight contingency in budget; wraparound based on average number of children in one week and averaged out; now in-house and may need to ensure covering costs; prices for next year are staying the same, but costs have gone up and need to monitor moving forward and consider pricing</p>	
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	<p>LB: <i>How does staff cost work? How are they compensated for additional hours?</i></p> <p>Previously run by Kent Play Club and they all came over to the school as part of the team; there are extra costs such as NI and pensions</p> <p>Staffing: At time of writing anticipated 3% increase for teachers; today announced 4%; additional costs such as NI and pensions</p> <p>HT: NAWHT said will be partially funded</p> <p>IY: Confirmed number should be given to cover increase</p> <p>HT: Not fully funded as much as they are saying</p> <p>CoG: <i>Does NA grant not increase in line with the salary?</i></p> <p>IY: Don't know yet, would be nice; have to agree budget today and sign off; all Aquila school budgets have to go to Trust Board and want to make all changes before they go to TB; if agreed get something out to GH for you to agree before TB</p> <p>Expenditure: Assumed 5% inflationary increase across each year; looked at where our current budget monitoring is and looked at spent so far for better idea of next year; wraparound grant received this year covered clubs; utilities for hours opened etc;</p> <p>HT: Received higher amount because of hard work on it down to IY</p> <p>IY: Regularly report on what we are spending to ensure grant used for afterschool grant; won't get that next year and will have to cover all costs</p> <p>CoG: <i>Where are we on the budget? Are we where we should be?</i></p> <p>IY: At the moment; sitting on huge roll over which was increasing every year; TB want us to spend on children in school at the moment; went through in-year deficit figures; in Y5 shows operating at a loss, but never happens like that; hard to predict; year on year we hit target; huge rollover issue is TB will say needs to be spent on children now rather than saving for five years' time; over last year's put money into Opal; maintenance projects; this year showing deficit which will be reduced with grant once received</p> <p>LB: <i>In-year deficit being driven by pupil numbers?</i></p> <p>IY: Issue is we have permanent staff and can't get rid of those as numbers drop; need to try and fill spaces; look at reducing class sizes i.e. 3 x 20 pupils which will be attractive to people looking</p> <p>HT: When look at forecast for years 3, 4 or 5, so much changes; some staff looking at leadership rolls and natural changes and start to look more AH or roles elsewhere</p>	
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	<p>Utilities: Electricity steady; looked at inflationary increases; now solar panels up and running may be slight saving; will monitor; water charges increase 20%; factored in worst case scenario</p> <p>Aquila Central Services (ACS): Up by 5% inflationary and in budget</p> <p>Future Plans/Risks: Long term stability lays with maximising pupil numbers; boost Y3 joiners; costs always increase; GAG funding will reduce; mentioned DV potentially coming to Aquila; did master budget predicting PANN fall – by Y5 still in surplus and did comparison to see benefit for filling classes, but relatively unknowns</p> <p>Opal programme tremendous benefit and nominated to be lead school</p> <p>HT: Discussed possibility of money being linked to Opal audit recently</p> <p>IY: Don't envisage great deal of spend; maintenance projects in short, med and long term; site manger identified; quite significant spend i.e. playground; project work comes out of building and maintenance; can put others in minor works request; suggested projects put in minor works, second look at capital rather than revenue; this year not spent anything out of capital which will roll over; gave next year's figures</p> <p>HT: Site manager spoken to AS about his list</p> <p>IY: Have individual curriculum budgets and always lots of fluctuations months on months and move money around; taken decision for one pot for curriculum budget; can put analysis code to allow to track; looking pretty good over next three years; as far as can predict at the moment; ran through current figures and investment opportunities taken; while we have money worth putting in high interest account; will make changes on staffing and put on GH for approval</p> <p>JP: <i>Should DV come into Trust; will you have to redraw budget or are they separate?</i></p> <p>HT: No plan to merge two schools; will be separate, but publicity is that we are two different schools in same trust and can see governed by same people with same values</p> <p>IY: Discussed GAG statement and lump sum given and, as separate schools, they will also get a similar amount</p> <p>HT: Benefits – renaming them so can make link as all in one</p> <p>LB: <i>Do they have to become a church school?</i></p> <p>HT: No don't have to be a church school and do not have to convert; have SAN who are a community school; know they can keep their identify</p> <p>JP: <i>Two governing boards?</i></p>	
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	<p>HT: Yes, but when short we can share; brings lots of possibilities</p> <p>CoG: To IY – anything you need from us?</p> <p>AC: Is there a separate financial committee who have already looked at the budget: Is it on GH as can't find it? I would have loved to have a copy of it as difficult to take everything in as not seen a copy</p> <p>JL checked – budget not placed on GH for meeting and need to ensure budget documents are uploaded prior to any meeting</p> <p>CoG: To IY - How often do we get you here – is it twice a year?</p> <p>IY: Happy to come whenever you want me to</p> <p>CoG: Thank you - thorough review from presentation</p> <p>Provisional Review given pending the teacher review and new updated budget on GH</p>	<p>Clerk to check budget docs on GH 7 days before meeting</p> <p>IY to upload updated forecast for LGB on GH post teacher review figs</p>
6.	<p>Approval of Previous Meeting Minutes</p> <p>1. To accept the minutes of the last Local Governing Body Meeting held on 1st April 2025</p> <p>To accept any confidential minutes of the last Local Governing Body Meeting 1st April 2025</p> <p>All governors approved</p>	
7.	<p>Any Matters Arising from last meeting:</p> <ul style="list-style-type: none"> • 1b: JL to reach out to AC to enquire if needs support to attend meetings • 4: All Governors to check their training record on GH • 5.3: To check timings match expectations for Mins and docs uploaded for future meetings • 6.2: Look at trends and tracking developments at next meeting To be carried forward • 7: To look at SDP and feedback at next meeting To be carried forward • 7: CO (as governor responsible for leadership and management) and HT to look at clarifying the roles of those in the SLT and MLT and setting their objectives/appraisal goals to implement the actions in the SIP In process and still on going • 10: SG Lead governor to produce SG report 3 x yearly Will report at next meeting following SG audit • 13: Organise children to draw governors for website page Need pictures from governors please – all to send 	<p>Completed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Carry forward to next meeting</p> <p>Carry forward to next meeting</p> <p>Carry forward to next meeting for update</p> <p>Carry forward to next meeting for update</p> <p>All LGB to send photo to HT</p>
School Improvement:		
8.	1. Headteacher's Report T5:	

	<p>HT summarised from report uploaded onto GH:</p> <ul style="list-style-type: none"> Admissions Gone up to 354 since writing; now 33 joining and 34 leaving us; one leaving area; it does go up and down; gives us hope with numbers and attracting children in; class number coming in Attendance Still above national; persistent absence significantly reduced; now have ?? in role and doing really good work; can see impact now of work she is doing; ran through severe absences and work going on behind scenes LB: <i>Numbers are small; is it possible to separate out someone going through a process and someone who is severely ill?</i> HT: DfE expects and report as one group Attendance spreadsheets available on GH; absences continue to fall; KPAS take over if persistent Pupils with SEN and LAC Remains stable; as does EHCP Behavioural Reports and pupil mental health and wellbeing No fixed term suspensions or permanent exclusions Pupil Premium DHT worked with IY to look at pupil funding for next year and how to allocate; looking at staffing for next year Details of interventions and innovations using the PP As above School performance and standards No data drop since last meeting Christian Distinctiveness/SIAMS Not discussed Impact of PE & other Funding Can see how sports premium money is spent; getting again next year which is really good news; tend to use to give children experiences beyond the curriculum Finance and Premises Minor works – emergency lighting; working on playground tarmac which has been going on for many years; only one company came in to quote and as going to other schools Staffing information, including mental health and wellbeing No changes to staffing; TA leaving to start PGCE and doing it with us; last year had mentor of the year and will be working with her; taking two students to do PGCE; need to advertise for replacement TA CoG: <i>All very positive</i> HT: Definitely, no cost to us; always good to have student teachers and get next cohort ready 	
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	<p>Ran through training from report; talked about workload and wellbeing with SEN masters; three teachers starting NPQ and SEN; ran through success in teaching body across different areas; discussed being school based</p> <p>CoG: <i>Is there a reason they are choosing school based learning?</i></p> <p>DHT: They learn so much and get lots of experience</p> <p>JP: <i>Do they have other placements?</i></p> <p>HT: Have one other contrasting placement in Jan/Feb</p>	
9.	<p>School Improvement Plan:</p> <p>1. To receive any items on School Development Plan 2024-25</p> <p>CoG: <i>Next meeting we can look at data following data drop?</i></p> <p>HT: Yes will have data drop, won't have SATs results yet; will put onto GH so you can see when they come in</p> <p>CoG: <i>Last time active discussion on boys and girls</i></p> <p>HT: Next meeting will provide data analysis around that</p>	
10.	<p>Governor Monitoring/Other meeting reports & visits</p> <p>1. Update of any monitoring visits undertaken, by governors since the last meeting:</p> <ul style="list-style-type: none"> JP: <i>Came in to watch final day of SATs last week; from my immediate arrival noticed the way staff were on individual pupils who were anxious or distressed; pastoral side was evidently still there; able to confirm HT and DHT worked together as per DfE test arrangements; witnessed and recorded as appropriately required; noted special arrangements for SEN or anxiety; very effective use of TA deployment amongst small groups and rooms; HT checked groups; photocopying of coloured paper was appropriate; outline groups ensured arrangements and body language; emphasis on pupil wellbeing and reassurance; commendable students behaviour; they understood time of focus; serious tone and atmosphere throughout school; confirmed all arrangements for collation and sealing books in order; governors should be assured SATs administered correctly according to DfE requirements and more importantly, kindly; children were all smiling as important</i> <p>HT: Will put onto GH in absence of clerk; thanked JP for coming in; really appreciated view that it was carried out with kindness; you could see my staff did that</p> <p>CO: <i>Parent perspective of child in Y6; fact school arranged breakfast to make sure every child had eaten before SATs; relieved tension of my child, after day one she was fine and didn't have any tears; I echo everything JP said</i></p>	

	<p>HT: Also had lovely email from another parent which she read out to LGB, giving thanks to particular staff and strategies</p> <p>CoG: <i>How do you communicate that to the staff?</i></p> <p>HT: Fed back to those involved; gave thanks to everyone and share them with them and will share JP feedback</p> <p>2. Monitor Governor Visit Schedule – book further visits</p> <p>HT to send email with update about 2.7.25</p> <p>AC: <i>Is there a list of events LGB might want to come to?</i></p> <p>HT: Will send link to Newsletter as includes all dates as well as parental engagement which gives dates:</p> <p>16.7.25: Leavers service (am) – will be nice day; afternoon and evening will be Y6 production</p> <p>CO: <i>If we could do monitoring responsibility visit, would be really useful?</i></p> <p>JP: <i>Would like to do SG report in June - due before the end of the year</i></p> <p>HT: 10.7.25 agreed date for full day; 9.30am start - CoG can do morning</p> <p>LB: <i>Use same format as last time?</i></p> <p>HT: AC to monitor Christian distinctiveness; I will put together schedule and gather together at the end to reflect</p> <p>JL to add AC to GH for roles and responsibilities focused around Christian distinctiveness; assembly; SIAMS. Receive any Note of Visit Reports/Other reports</p> <ul style="list-style-type: none"> • N/A 	<p>HT to send email with update for 21.7.25</p> <p>HT to send AC newsletter link with school dates</p> <p>JL to add CD roles to AC on GH</p>
11.	<p>Safeguarding:</p> <p>a) Issues or concerns:</p> <p>Nothing since last report; looked at behaviour and noted face to training on 21.7.25 on positive handling</p> <p>HT: Amber areas on audit; reminding staff about positive handling but staff had not completed training; have a policy; need to train them to do it properly; full day training but worth it; morning all about de-escalation strategies; afternoon about what to do if you have to restrain</p> <p>b) Safeguarding outcomes:</p> <p>N/A</p>	
12.	<p>Health & Safety:</p> <p>a) Issues or concerns:</p> <p>None</p> <p>b) Premises update:</p> <p>Emergency lighting and playground as above</p> <p>c) Review of Health & Safety and report on incidents recorded:</p> <p>None</p> <p>d) Progress towards General Risk Assessment priorities:</p>	

	Ongoing	
12.	Riskmate Risk Register a) Update from Headteacher regarding Riskmate Register Still working through and being updated; Assess Riskmate return for current strategic risks and ensure appropriate mitigations are considered AT doing moderation as discrepancies and can look again; TH to organise working party b) GDPR Had SAR; from past parent which we are working through with TH from Aquila CO: <i>Do same rules apply to you? Do you always have to respond to them?</i> HT: Always have to respond but can request extension; TH (Aquila compliance officer) comes and checks what we have collated	
13.	Compliance (including website): Items for consideration: <ul style="list-style-type: none"> Website; some documents with links no longer working; BCTech working on it; need to upload as docs for now 	
14.	Policy Review: To ratify/adopt the following policies due for review: Aquila Trust Policies: (Adopt only) <ul style="list-style-type: none"> Aquila AI Policy Acceptable Use Policy AI Update GDPR Policy AI Update Recruitment Policy AI Update Safeguarding Policy AI Update SEN Policy AI Update Aquila Mental Health Policy Neonatal Care Policy Adopted	
Other		
15.	Any other business: Urgent Business to be notified to the Clerk and Chair in advance of the meeting <ul style="list-style-type: none"> N/A 	
17.	Confidentiality: Governors to decide which items, if any, should be regarded as confidential and recorded within the confidential minutes for this meeting <ul style="list-style-type: none"> N/A 	
18.	Confirmation date of next meetings: <ul style="list-style-type: none"> 3 July 2025 (in school); HT to confirm hall for 2.7.25 meeting with SLT 	
19.	Closing Reflections & Meeting Summary	

	<p>a) What was the theme of the key discussion during the meeting and what is the impact for the pupils? Finances</p> <p>b) What was the key challenge facing the School/Trust during this discussion? Finance and future numbers; the unknowns around numbers and new houses being built</p> <p>c) What are the areas for celebration in this discussion? Healthy budget; spending surplus money now for benefit of current pupils; JP feedback to SATs approach</p>	
Summary of Identified Actions		
Item	Action	Action owner
4.3	To provide skills audit form to LGB for T6 meeting	JL
5	Clerk to check budget docs on GH 7 days before meeting	Clerk
5	Finance officer to upload updated forecast for LGB on GH post teacher review figures	Finance Officer (IY)
7	6.2: Look at trends and tracking developments at next meeting	C/F to next mtg
7	7: To look at SDP and feedback at next meeting	C/F to next mtg
7	7: CO (as governor responsible for leadership and management) and HT to look at clarifying the roles of those in the SLT and MLT and setting their objectives/appraisal goals to implement the actions in the SIP	C/F to next meeting for update
7	10: nSG Lead governor to produce SG report 3 x yearly	C/F to next meeting for update
7	13: Organise children to draw governors for website page	LGB to send photos to HT
10.2	HT to send email to all governors with update for 21.7.25 arrangements	HT
10.2	HT to send AC newsletter link with school dates	HT
10.2	JL to add Christian Distinctive & SIAMS roles to AC on GH Completed	JL