

Discovery Federation Full Governing Body of Endeavour Primary School, Knights Enham Junior School and Roman Way Primary School



“Three Schools One Federation”

Minutes of the Meeting of 12 September 2014 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Liz Hall
Mr Hywel Inglis
Mrs Yvonne Remnant
Mr Matthew Main

Mr Felix Rayner – Executive Head
Mrs Julie Stratton
Mrs Alison Paxton
Mrs Michelle Holdsworth
Mrs Joanna Baker

In Attendance

Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary School

Ms Sarah Jones – Head of School for Roman Way Primary School

Mrs Gail Leigh – Clerk

Mr Hughes welcomed Mr Rayner, Executive Headteacher of the Discovery Federation and Ms Jones, Head of School for Roman Way Primary School to the Governing body and all present were introduced

1. Apologies

Action

Mr Dominic Haydn-Davies – Accepted

Mr Paul Glynn - Accepted

2. Election of Chair and Vice-Chair

Election of Chair

Mrs Leigh informed the Governors that there had only been one nomination – Mr Robin Hughes for Chair.

Mr Robin Hughes was duly elected as Chair for a term of office ending 31 October 2015.

Election of Vice-Chair

Mr Hughes informed the Governors that there had only been one nomination – Miss Marion Orwin for Vice-Chair

Miss Orwin was duly elected as Vice-Chair for a term of office ending 31 October 2015.

Nominations for Chair and Vice-Chair were proposed by Mrs Holdsworth, seconded by Mrs Baker and agreed unanimously.

3. Pecuniary Interests

Action

Mr R Hughes reminded Governors that if they have any pecuniary interests, relating to items, they must be declared during the meeting.

4. Minutes of the Last Meeting

The minutes of the full governing body meeting of 11 July 2014 had previously been distributed.

Mrs Remnant noted that item 7: paragraph 3 should read no comments were made.

Subject to this amendment, the minutes of the meeting of 11 July 2014 were unanimously agreed and signed as true record.

5. Matters Arising from the Minutes

- i. Mrs Holdsworth enquired if an appointment of TLR for Assessment had been made and also if a TLR for Curriculum had been appointed at Endeavour Primary School.

Mrs Crean said that Mrs Pagett had been appointed as TLR for Assessment. However it had been decided not to appoint a TLR for Curriculum at Endeavour Primary School.

- ii. Miss Orwin reported that she had received an email from TVBC, following her request for a Controlled Crossing near to Roman Way Primary School, which stated that consideration would be made when the number of houses built at the Chariots reached 1050 and which is currently 914.

Mr Hughes said that this was part of the 106 agreement to secure planning obligations.

6. Membership

Mr Hughes reported that Mrs Crean's term of office as Associate Member would end on 21 September 2014 and Mr Inglis' term of office as a Governor would end on 19 September 2014.

The Governors unanimously elected:-

Mrs Crean – Head of School for Endeavour Primary School

Mr Inglis – Head of School for Knights Enham Junior School

Ms Sarah Jones- Head of School for Roman Way Primary School

as Associate Members of the Governing Body of the Discovery Federation of Endeavour Primary School, Knights Enham Junior School and Roman Way Primary School for a four year term of office.

6.Membership contd

Action

Mr Hughes also reported that Mrs Nicola James had resigned as a Parent Representative for Endeavour Primary School and Mrs Ros Hughes and Mr Nick Mackey's term of office as parent representatives for Knights Enham Junior School had ended on 31 August 2014. Furthermore, Mrs Hall, Mrs Stratton and Mrs Paxton's term of office as Community Governors was due to end on 21 September 2014.

The Governors unanimously elected:-

Mrs Liz Hall

Mrs Julie Stratton

Mrs Alison Paxton

as Community Representatives of the Governing Body of the Discovery Federation of Endeavour Primary School, Knights Enham Junior School and Roman Way Primary School for a four year term of office.

The Governors unanimously elected:-

Mrs Ros Hughes

Mr Nick Mackey

as Associate Members of the Governing Body of the Discovery Federation of Endeavour Primary School, Knights Enham Junior School and Roman Way Primary School for a four year term of office.

Mr Rayner said that he had met with the Chair and Vice-Chair to discuss plans for reconstitution, which will hopefully be completed by the end of October 2014.

Mr Hughes proposed that a working party be delegated the responsibility for the reconstitution of the Governing Body, to meet with Government guidelines.

It was agreed that the working party would made of the following:-

Mr Rayner

Mr Hughes

Miss Orwin

Mrs Leigh

And that the items to be considered would be:-

- Posts wanted
- Any variation in term of office
- Date of effect
- Eligibility criteria/skills
-

Proposed by Mrs Paxton, seconded by Mrs Remnant and unanimously agreed.

6.Membership

Action

Mrs Hall said that she had attended a briefing for the changes in educating pupils with Special Educational Needs and felt it was important that the working party take consideration for the skills that would be needed within the Governing Body.

Mr Hughes said that succession planning would be part of the process and reminded Governors to return their skills audits as soon as possible to the Clerk.

Mrs Leigh noted that Mr Main's term of office was due to end on 10 October 2014 and it was agreed that the election process commence for a parent representative for Endeavour Primary School. **GL**

7. Traffic on Site at Knights Enham Schools' Joint Site

Mr Inglis reported that he had received no further communication regarding the entrance to the joint car park of Knights Enham Schools.

Mr Rayner said that he had recently met with the Head of Knights Enham Infant School when they had walked round the joint site.

Mr Hughes said that he had received no further communication from the Chair of Knights Enham Infant School.

It was agreed that following a further meeting between Mr Rayner and the Head of Knights Enham Infant School and a follow up email from Mr Hughes to the Chair of Knights Enham Infant School, the matter would be deferred to the next Full Governing Body meeting, **FR**
RH

8. Leadership Pay

Mr Rayner distributed a format to the Governors detailing the way in which he will report pay recommendations to the Pay Committee (attached), in line with Hampshire County Council's guidelines.

The Governors agreed to accept the format submitted by the Executive Headteacher.

Proposed by Mrs Baker, seconded by Mrs Paxton and agreed unanimously.

Mr Hughes requested that the Governors adopt Hampshire County Council's Pay Policy with an amended flowchart of responsibilities.

Proposed by Mrs Paxton, seconded by Mrs Remnant and agreed unanimously.

The Governors agreed to make no amendments to the 2014-2015 terms of reference for the Pay Committee.

Proposed by Miss Orwin, seconded by Mr Main and agreed unanimously.

9. Items for the Next Agenda

Action

Reconstitution

Traffic on Site at Knights Enham Schools' Joint Site

Assessment Report – L & E Committee

18. Date of Next Meeting

17.10.14 at 3.45pm to be held at Roman Way Primary School

Meeting closed at 4.30pm