

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 5 December 2014 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Ros Hughes
Mrs Liz Hall

Mr Felix Rayner – Executive Head
Mrs Julie Stratton
Mrs Yvonne Remnant
Mr Matthew Main

In Attendance

Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary School
Mr Hywel Inglis – Associate Member and Head of School for Knights Enham Junior School
Ms Sarah Jones – Associate Member and Head of School for Roman Way Primary School
Mrs Gail Leigh – Clerk

1. Apologies

Action

Mrs Joanna Baker – Accepted
Mrs Alison Paxton - Accepted
Mrs Michelle Holdsworth – Accepted
Mrs Joanne Coomer – Accepted
Mr Stuart Armstrong – Accepted
Mr Nick Mackey - Accepted

2. Election of Co-opted Governors

Action

Miss Orwin, Vice-Chair, reported that the, previously agreed, new constitution for the Discovery Federation had come in to place from 4 December 2014.

Miss Orwin explained that, following skills audits, there were nine nominees for the Co-opted posts whose skills, it had been considered, would strengthen the Governing Body. All nominees had served as Governors on the Governing Body of the Discovery Federation of Knights Enham Junior School, Roman Way Primary School and Endeavour Primary School prior to the Governing Body being dissolved.

Miss Orwin asked the Governors to consider the following nominations for the nine vacant Co-opted Governor posts:-

Mrs Liz Hall
Mr Dominic Haydn-Davies
Mr Robin Hughes
Mrs Roslyn Hughes
Mr Nick Mackey
Mr Matthew Main
Mrs Alison Paxton
Mrs Yvonne Remnant
Mrs Julie Stratton

The Governors agreed to elect the following Co-opted Governors:-

Mrs Liz Hall
Mr Dominic Haydn-Davies
Mr Robin Hughes
Mrs Roslyn Hughes
Mr Nick Mackey
Mr Matthew Main
Mrs Alison Paxton
Mrs Yvonne Remnant
Mrs Julie Stratton

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

Mr Hughes, Mrs Hall, Mrs Hughes, Mr Main, Mrs Remnant and Mrs Stratton joined the meeting at this point.

3. Election of Chair

Action

Election of Chair

Miss Orwin informed the Governors that there had been one nomination for Chair – Mr Robin Hughes

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

Proposed by Miss Orwin, seconded by Mrs Hall and agreed unanimously.

4. Pecuniary Interests

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

5. Minutes of the Last Meeting

The minutes of the full governing body meeting of 17 October 2014 had previously been distributed.

The minutes of the meeting of 17 October 2014 were unanimously agreed and signed as true record.

6. Matters Arising from the Minutes

i. Mrs Hall enquired if parents were involved in the process of self-reviews of the three schools within the federation.

Mr Rayner explained that parents had not taken part. However, the self-reviews had been carried out by the Senior Leadership Team with all staff taking part and, hopefully, Governors would be included in the process in the future.

ii. Mrs Leigh reported that minutes late are now being recorded for pupil attendance at Endeavour Primary School.

iii. Mrs Hall enquired if the Community Centre car park was ready for use, opposite Endeavour Primary School and Mrs Crean said that it has not yet been completed.

iv. Mr Rayner reported that the new perimeter fencing will be installed at Roman Way Primary School during the following week.

7. Committee Reports

Action

People Planning & Development 26.09.14

The minutes of the meeting of the People, Planning & Development Committee of 26 September 2014 were distributed prior to the meeting and the following items had been discussed:-

- School Development Plans
- Staffing
- Budgetary Control Reports
- Delegated Power of Headteacher

Learning & Environment 03.10.14

The minutes of the meeting of the Learning & Environment Committee of 3 October 2014 were distributed prior to the meeting and the following items had been discussed:-

- Targets for Attainment
- New Curriculum
- Assessment Report
- Building Work
- Traffic Calming

People, Planning & Development 14.11.14

The minutes of the meeting of the People, Planning & Development Committee of 14 November 2014 were distributed prior to the meeting and the following items were discussed:-

- School Development Plans
- Budgetary Control Reports
- Budget Revision
- Premiums
- PLASC
- Travel Claims & Petty Cash Claims

Learning & Environment 21.11.14

The minutes of the meeting of the Learning & Environment Committee of 21 November 2014 were distributed at the meeting and the following items were discussed:-

- New Curriculum Presentation
- Attainment Targets
- Target Tracker Presentation
- Assessment Report
- Site Inspections
- Traffic Calming

8. Membership

Action

It was agreed that Committee membership would remain the same as before reconstitution, with the following amendments:-

Mr Stuart Armstrong was elected a member of the People, Planning & Development Committee.

Mr Matthew Main was elected a member of the People, Planning & Development Committee.

Proposed by Mrs Stratton seconded by Mrs Hall and agreed unanimously.

9. Ofsted Guidance for Leadership and Management

An extract from Ofsted Guidance for Leadership and Management had previously been distributed to the Governors.

Mr Rayner gave a presentation to the Governors which related to the Quality of Leadership in and Management of the Schools highlighting the following points:-

Governors should:

- Ensure clarity of vision, ethos and strategic direction, including long-term planning (for example succession planning)
- Contribute to the schools' self-evaluation and understand its strengths and weaknesses, including the quality of teaching, and reviewing the impact of their own work
- Understand and take sufficient account of pupil data, particularly their understanding and use of the school data dashboard
- Assure themselves of the rigour of the assessment process
- Be aware of the impact of teaching on learning and progress in different subjects and year groups
- Provide challenge and hold the Executive Headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety, including by using the data dashboard, other progress data, examination outcomes and test results; or whether they hinder school improvement by failing to tackle key concerns or developing their own skills
- Use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics
- Ensure solvency and probity and that the financial resources made available to the school are managed effectively
- Provide support for an effective Headteacher
- Monitor performance management systems and understand how the school makes decisions about teachers' salary progression, including the performance management of the Executive Headteacher, to improve teaching, leadership and management
- Engage with key stakeholders
- Are transparent and accountable, including in terms of recruitment of staff, governance structures, attendance at meetings, and contact with parents and carers.

9.Ofsted Guidance for Leadership & Management

Active

Outstanding Grade Descriptors include:-

- Governors or those with a similar responsibility, stringently hold senior leaders to account for all aspects of the schools' performance
- Through highly effective, rigorous planning and controls, Governors ensure financial stability, including the effective management of financial resources such as the pupil premium funding. This leads to the excellent deployment of staff and resources to the benefit of all groups of pupils.

Mr Hughes enquired if Ofsted used a different process to inspect federated schools.

Mr Rayner said that each school would be inspected individually and at different times.

Mr Main suggested that each bullet point be focussed on at meetings.

Mr Rayner said that this was a good suggestion and also recommended that the School Improvement Plan should be an item on the agenda of each full governing body meeting with links to the bullet points.

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Mr Rayner also recommended that a Governor should be linked to each school, who would be responsible for school data, with all Governors being made knowledgeable of data and the strengths and weaknesses of the schools.

Mr Hughes suggested that all Governors read their copy of the 'Quality of Leadership in and Management of the School' and following this Governors could nominate themselves for areas to focus on in each of the schools.

Miss Orwin volunteered to attend each school for target tracker training and to report back to the Governors at the next meeting.

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Ms Jones noted that Governor Services were providing a course for Understanding Data in Primary Schools on 25 .02.14 at Cosham.

It was agreed that the Clerk should make enquiries about arranging the course as an in-house full governing training session.

GL

10. Financial Recommendations from PPD Committee

Action

Revised Budgets 2014/2015

Knights Enham Junior School

Copies of a revised budget summary and detailed report for 2014/2015 had previously been distributed as follows:-

Total Recorded Income £1,119,280

Total Recorded Expenditure £1,148,710

Roman Way Primary School

Copies of a revised budget summary and detailed report for 2014/2015 had previously been distributed as follows:-

Total Recorded Income £1,141,192

Total Recorded Expenditure £1,145,389

Miss Orwin enquired if growing schools funding had been included in the budget.

Mr Rayner confirmed that the funding had been included and would again be included for the following year's budget.

Endeavour Primary School

Copies of a revised budget summary and detailed report for 2014/2015 had previously been distributed as follows:-

Total Recorded Income £1,451,122

Total Recorded Expenditure £1,424,899

The Governors unanimously agreed to accept the revised budgets for 2014/2015 for all three schools.

Budget Cycle for 2014/2015

Copies of a budget cycle dated September 2014 had previously been distributed.

The Governors unanimously agreed to adopt the budget cycle dated September 2014.

Mrs Leigh left the meeting at this pointAdministration Structure

A proposal for Discovery Administration Reorganisation – November 2014 had previously been distributed to the Governors, by Mr Rayner, as follows:-

Aims:

- * Develop consistent administration systems across the schools and to share expertise and skills
- * Enable senior administration staff to have more strategic/leadership roles across the federation
- * Strengthen the administration support in each school
- * Ensure admin support is equitable across the federation
- * Build in capacity and succession planning across the federation especially in the light of our growing schools
- * Ensure senior leaders can focus on teaching and learning

Proposals Linked to Development Plan:

Employ 2 staff at entry level of admin/finance assistant to take some of the less challenging work from the Bursar and Senior Administration Officer (SAO). Increase the SAO hours by 2 hours a week. This would free up time for the Bursar to have a more strategic /leadership role in finance planning alongside the Heads of School and line manage site staff. This would also free up the Senior Administration Officer to ensure office systems, safeguarding, health and safety, HR work and attendance procedures were consistent across the Federation.

What it would look like:**Endeavour**

- * Employ a part time receptionist for 35 hours term time only
- * Free up Admin Officer to carry out further finance admin work
- * 50% SAO
- * 33% Bursar

Dedicated School Admin Time: 72 hours a week

Federation Admin Time: 30 hours a week

Knights Enham

- * Employ a part time Finance Assistant for 15 hours
- * Rest stays the same
- * 25% SAO
- * 33% Bursar

Dedicated School Admin Time: 67 hours a week

Federation Admin Time: 22 hours a week

Roman Way

- * Stays the same as now with two Administration Officers and one part time Administration Assistant
- * 25% SAO
- * 33% Bursar

Dedicated School Admin Time : 62 hours a week

11.Staffing contd

Action

Federation Admin Time: 22 hours a week

Cost and Affordability: SAO 2 extra hours £1639 a year, receptionist 35 hours £13878, Finance Administrator £6212. Total cost £21729. It is felt to be affordable due to growing school funding, increased pupil numbers and a healthy carry forward in each school.

The Governors agreed to the proposals for the reorganisation of Administration within the Discovery Federation, as listed above.

Proposed by Mrs Remnant. Seconded by Mr Main and agreed unanimously.

Mrs Leigh returned to the meeting at this point

Federated Subject Leaders

A proposal for Discovery Middle Leadership Development – November 2014 had previously been distributed to the Governors, by Mr Rayner, as follows:-

Aims:

- * Enhance leadership across the Federation, ensuring positive impact on children's learning and progress
- * Improve subject leadership, leading to better outcomes in key areas
- * Ensure it is attractive for quality staff to stay and grow within The Federation by developing the range and quantity of the middle leadership structure across The Federation
- * Build capacity and succession planning across The Federation as we grow
- * Ensure equitable leadership structures across The Federation

Proposals Linked to Development Plan:

Two separate developments are proposed;

Introduce an Assistant Headteacher at Roman Way with between 0.4 and 0.6 PPA/cover/intervention teaching commitment. Develop Assistant Headteacher role at Endeavour – giving the role a non-contact element similar to above.

Introduce temporary Federation Subject Leaders (FSLs) on TLR3s of £1000 each a year to generate, co-ordinate and implement improvement plans across The Federation in key areas. Trial up to five areas initially during the spring and summer terms 2015. Develop further to all subjects if successful. Continue and make permanent if the roles have clear impact on progress and attainment.

What it would look like and timescales:

11.Staffing contd

Action

* A post for full time Assistant Head teacher would be advertised internally across the Federation for a September 2015 start. Job descriptions and person specifications would be drawn up in the spring term and be aligned to assistant roles in Knights Enham and Endeavour. The role will have clear links to raising standards. To make the role financially viable it would have a teaching commitment of, depending on need and budget, of between .4 and .6.

* SLT to decide what subjects to focus on first during December. Federation Subject Leaders would be advertised ASAP after. Posts in place by at the latest Feb 2015.
Cost and Affordability:

Assistant Head at Roman Way maximum net extra annual cost £33148, taking into account the saved cost of PPA cover. Non- contact element of Assistant Head at Endeavour maximum net extra annual cost £33148, taking into account the saved cost of PPA cover. Federation Subject Leaders initial annual cost of £5000 in 2014/15 then £10000 in 2015/16. It is felt these are affordable due to growing school funding, increased pupil numbers and a healthy carry forward in each school.

Mr Hughes enquired how the costs of Federated Subject leaders would be funded.

Mr Rayner said that the costs would be shared between the three schools and that costings have been discussed with the Bursar and found to be affordable.

Mr Rayner also said that the proposed structure would create a positive culture in that staff, within the federation, would have scope to develop which was an important factor in maintaining stability and retaining talented staff, especially at this time, due to the current recruitment crisis.

Mr Main said that a reduction in staff turnover would alleviate the costs of recruitment such as advertising and staff time taken to carry out the recruitment process including interviews.

Mrs Hall agreed that it is currently difficult to recruit teaching and leadership staff in schools.

Mr Hughes enquired of staff not currently on federated contracts who may wish to apply for federated posts.

Mr Inglis said that the majority of staff are currently employed on federated contracts. However, advertisements for the posts should clearly state that the posts are federated, so that staff will be aware that their contracts would be needed to be amended if they were successfully appointed.

11.Staffing contd

Action

The Governors agreed to the proposals for Discovery Middle Leadership Development within the Discovery Federation, as listed above.

Proposed by Mrs Hall. Seconded by Miss Orwin and agreed unanimously.

12. Road Improvement Plans

Roman Way Primary School

Miss Orwin reported that she is waiting for more news of the proposal to install a controlled crossing outside of Roman Way Primary School. However, all pupils have now been issued with high-viz safety jackets.

Ms Jones reported that double yellow lines are to be painted in the vicinity of the schools.

Knights Enham Junior School

Mr Inglis said that although there is no further news of a solution for traffic congestion on the joint Knights Enham site, he continues to regularly discuss the issue with the Headteacher of Knights Enham Infant School

13. Governors' Newsletter

Copies of a draft Governors' newsletter had previously been distributed to the Governors:-

Mrs Hall suggested that the School Improvement Plan aims could be written in a more easy to read format.

It was agreed that Mr Rayner and Mrs Leigh would work together to ensure the aims were clear for all to understand.

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14. Governor Training

Governor Training Programmes for Spring 2015 were distributed at the meeting and Mr Hughes reminded the Governors that the Governing Body has full access to training.

15. Governor Visit Reports

Action

Miss Orwin reported that she continues to regularly visit Roman Way Primary School.

Miss Orwin also reported, as a member of the Friends of Roman Way, that the school had held a Christmas Fayre on 28 November 2014, where a profit of £348 had been raised by adults. Children had also raised money, where each class had been given £20 to purchase materials and profits made from their enterprises will be reported at the next meeting.

MO

Mrs Stratton reported, as Chair of the Friends of Knights Enham Junior School, that the school had taken £479.90 at their Christmas Fayre on 28 November 2014.

Mrs Crean said that Endeavour Primary School's Christmas Fayre had been held on 28 November 2014 and children had visited Santa throughout the day, in the Solar Dome.

Mr Rayner said that he had visited all three Christmas Fayres which had been very positive events and enjoyed by the children and their parents.

It was agreed that the Chair of Governors would send a letter of thanks to the 'Friends' of all three schools.

Rob H

Mr Rayner reminded Governors that a Governor and Staff Christmas social event would take place at Endeavour Primary School on 15 December 2014 at 4.00pm

Miss Orwin reported that she would organise refreshments for the social event and Mrs Leigh will organise texted reminders/invitations for staff and governors.

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16. Correspondence

Mr Hughes reported that he had received a copy of Property Matters.

17. Items for the Next Agenda

School Improvement Plans
Executive Headteacher's Report
Full Governing Body Training
Community Centre Update

18. Date of Next Meeting

6 February 2015 at 3.45pm to be held at Endeavour Primary School.

Meeting closed at 5.30pm