

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 Extraordinary Meeting of 29 November 2016 at 4 00pm

Present

Mr Robin Hughes - Chair
Mrs Alison Paxton
Mrs Julie Stratton
Mrs Jo Baker

Miss Marion Orwin
Mr Nick Mackey
Mrs Michelle Holdsworth

In Attendance

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

1. Apologies for Absence

Action

Mrs Yvonne Remnant – Accepted
Mr Gary Murphy – Accepted
Mr Matthew Main - Accepted
Mrs Elizabeth Hall – Accepted
Mr Steve McBride - Accepted
Mrs Ros Hughes - Accepted

Absent without Apologies

None

The Clerk informed the Governors that the Extraordinary Full Governing Body of 25 November 2016 had not been quorate and therefore it had not been possible to carry any of the decisions made. Furthermore, following advice from Governor Services, informal minutes of that meeting had been made and approved by the Vice Chair of Governors. Advice had also been given, from Governors Services, that the informal minutes could be shared at this meeting.

Action

2. Declaration of Interest

Miss Orwin reminded Governors that if they have any pecuniary or personal interests, relating to items, they must be declared during the meeting.

3. Notification of items for Any Other Business

There were no requests for items to be discussed under any other business.

4. Budget Revision

Copies of Revised Budget Summary Reports 2016-17 had been distributed for all three schools as follows:-

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Endeavour Primary School

Total Recorded Income £1,712,406

Total Recorded Expenditure £1,760,366

Cumulative Surplus £85,112

Knights Enham Junior School

Total Recorded Income £1,297,707

Total Recorded Expenditure £1,302,645

Cumulative Surplus £116,804

Roman Way Primary School

Total Recorded Income £1,352,815

Total Recorded Expenditure £1,381,584

Cumulative Surplus £63,138

Firstly, Mrs Paxton, who had been present at the informal meeting shared points from the informal meeting as follows (bullet points relate to points made at the informal meeting):-

- The Acting Headteachers, in the absence of the Bursar, had received support for Educational Financial Services to set the revised budgets as follows:-

4.Budget Revision contd

- There had been a discussion regarding future predictions which showed that Endeavour Primary School and Roman Way Primary would be in deficit by the end of 2018-19.
- Ms Jones had said that a saving had been made due to a PPA Cover teacher leaving at the end of this term and the decision for her work to be covered by a Higher Level Teaching Assistant.
- Ms Jones had also said that all three schools had made a saving following the decision of the Acting Headteachers to cancel their attendance at the Isle of Wight Leadership Conference.
- The percentage in the reduction of staffing costs at Roman Way Primary School had been queried.
- Ms Jones had said that ideally 80% of expenditure should be for staffing costs. However, prior to the budget revision 90% and this figure had reduced to 85% of expenditure staffing costs, since budget revision.
- The percentage of staffing costs at Knights Enham Junior School showed at 80% and Endeavour Primary School showed at 90%.
- An enquiry had been made, if the budget plan projections for the following two years showed the minimum amount of income.
- Ms Jones had said that the projected figures showed the bleakest picture and it is possible that more funding will come in, including grants.

Ms Jones said that, historically, this had been the usual pattern, with more funding coming in, than expected.

Mr Hughes agreed that this had been the case. FED

Mr Inglis made the point that the projected figures are less likely to fluctuate from the actual figures, in future, and the schools will be required to look more carefully at their budget allocations.

4.Budget Revision contd.

Action

Mr Hughes asked the Acting Headteachers if there was any indication of extra funding. FED

Ms Jones said that it was not currently possible to know of the exact funding formula until December 2016.

Mrs Crean said that the Acting Headteachers were aware that expenditure is significantly higher.

Mr Hughes said that the amounts carried forward are dwindling because we are using funding that we have in reserve. FED

- An enquiry had been made of the plan, in terms of future years, for the optimum number of teachers and what would the effect be?
- Mrs Crean had said that there is a layer of federation staff working across the federation whose costs are impacting on the budgets, which is an area for discussion with the School Improvement Manager.
- It had been suggested that federated staff costs would be an item for the next People, Planning & Development Committee meeting.

Mr Hughes said that consideration should also be made to the ways in which Federation Staff have an effect on pupil outcomes. FED

Mrs Paxton said that there is a need to know of underlying factors. FED

Mr Inglis said that the percentages of funding per school, for federated staffing, needs to be looked at along with the way in which working hours have been reshuffled.

Mr Hughes said that there is a need to know of changes that have been made and the current percentages for each school, ensuring that this is matched to need. FED

Mr Inglis said that it is important that costs are looked at against impact, in each school.

Mr Hughes also said that when percentages, have been identified, it would be clearer to see how close each school was to achieving 80% for staffing costs. FED

4.Budget Revisions contd

Action

Mrs Paxton said that Mr Main had offered to look at staffing costs across the federation to close gaps. FED

It was agreed that staffing figures would be presented at the next People, Planning & Development Committee, including percentages in each school, of Federation Staff which could be analysed by Mr Main and close any gaps.

GL

Mrs Holdsworth enquired if the schools would continue to be supported by Educational Financial Services, in the absences of the Bursar. FED

Ms Jones said that the Admin Officers of Endeavour Primary School and Roman Way Primary School would work together with the Finance Assistant of Endeavour Primary School tomorrow (with the support of EFS, if necessary) to upload the revised budgets.

The Governors agreed to accept the revised budgets for each school.

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

5. Safeguarding Audits

Copies of 'Keeping Children Safe in Education 2016' Visit Reports, Safeguarding Audits and unsubmitted Safeguarding Returns for all three schools had been distributed to all Governors prior to the meeting and the following points were highlighted:-

Mrs Hughes had carried out safeguarding audits in each school and had found all systems to be in place.

The reports stated that there had been a recommendation for all staff to receive a copy of Keeping Children Safe in Education for Endeavour Primary School following the publication of the 2016 version, which has since been confirmed by Mrs Crean.

The reports also stated that there had also been a recommendation for parents to be updated, by text, of any changes to the Children Protection Policy and Safeguarding Policy.

The Acting Headteachers had confirmed that parents will be notified by text of updates to the policies.

5.Safeguarding Audits contd

Mrs Hughes said that she had examined each single central record, looked at policies and training evidence in all three schools and had spoken with Designated Safeguarding Leads and the Designated Teacher for Looked After Children. FED

Mrs Hughes also said that she had discussed tracking data for Looked After Children at Endeavour Primary School, discussed the new PSHE Curriculum at Knights Enham Junior School and seen very impressive safeguarding displays at Roman Way Primary School including E-Safety, Rights Respecting and the School Council. FED

Mrs Hughes further reported that she has, since, attended a very informative E-Learning workshop at Knights Enham Junior School which was part of the Rights Respecting programme. KEJS

The Governors agreed to the submission of the safeguarding returns.

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

6. Membership

Mrs Leigh reported that there had been no nominations for the post of Staff Governor and this will be further reported at the next full governing body meeting.

7. AOB/Items for the Next Agenda

Staff Governor vacancy

8. Date of Next Meeting

9 December 2016 at 3.45pm to be held at Roman Way Primary School.

The meeting closed at 5.10pm

Signed..... (Approved) Date.....
Chair of Governors

Signed.....(Confirmed) Date.....
Chair of Governors

