

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 19 May 2017 at 3.45pm

Present

Mr Robin Hughes – Chair
Mr Gary Murphy
Mrs Alison Paxton
Mrs Yvonne Remnant
Mrs Ros Hughes
Mr Steve McBride

Miss Marion Orwin
Mr Praphan Browne
Mrs Tanya Hampton
Mrs Deborah Fazackerley
Mrs Julie Stratton
Mr Matthew Main

In Attendance

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 Marina Crean – Associate Member and Acting Headteacher for Endeavour Primary School
Mr Andy Hayes – School Improvement Manager
Mrs Andrea Fraser - Bursar
Miss Laura Freeman – Inclusion Manager
Mrs Gail Leigh – Clerk

Red font denotes - Ensuring the clarity of vision, ethos and strategic direction

Green font denotes - Holding the Headteacher to account for the educational performance of the school and its pupils

Blue font denotes - overseeing the financial performance of the school and making sure its money is well spent

Fed = Federation End = Endeavour KEJS = Knights Enham RW = Roman Way

1. Apologies for Absence

Action

Mr Nick Mackey – Accepted
Mr Tim Deery - Accepted
Ms Sarah Dunn – Learning & Leadership Partner
Mr Tony Quinn – Governor Services Coordinator
Ms Kathy Fernando – Educational Personnel Services

Absent without Apologies

None

2. Declaration of Interest

Action

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

3. SEN Report

Miss Freeman, Inclusion Manager, had previously distributed a Federated SEN Report 2017 and the following points were made

Miss Orwin enquired of the data for phase 3. FED

Miss Freeman said that each phase is a time block and phase 3 has not yet been completed,

Miss Orwin requested split data for boys and girls. FED

Miss Freeman said that she would be able to inform the Governors of split data for boys and girls. LF

Mrs Hampton asked when reports from SENCOs are expected following investigations.. FED

Miss Freeman said that she would report to the Governors at the next Full Governing Body Meeting. LF

Mrs Hampton also asked how many parents have attended SAP meetings and if they were positive. FED

Miss Freeman said that parental attendance at SAP meetings used to be poor but has improved. Furthermore, parents are pleased that SENCOs can generate SAPs at the meetings.

Mrs Fazackerley noted that the report showed that SENI support visits had been disappointing and not value for money. FED

Miss Freeman explained that the Federation had arranged 2 days support from the SEN Inspector, split into 4 half day sessions.

Miss Freeman said that the first meeting with the SEN Inspector had been very valuable. However, the date for the second meeting had to be changed due it being wrongly recorded by the Inspector and the meeting itself had been disappointing because the actions from the last meeting had not been looked at by the Inspector.

Mrs Paxton asked if the Inspector had been asked about the actions. FED

Miss Freeman said that she had expected the Inspector to lead the meeting.

SEN Report contd

Action

Mrs Paxton asked if there had been any feedback from the visit. FED

Miss Freeman said that the visit had taken place on 6 March 2017 and the report had not been received until 8 May 2017.

Miss Freeman also said that she had met with the SENCOs last week who have issues to raise.

Ms Jones said that she felt the SEN staffing structure of an Inclusion Manager and 3 SENCOs had been challenging for the Inspector, although it had been expected that the Inspector would take the lead during visits.

Ms Jones also said that points have now been clarified for the next visit from the Inspector, on 22 May 2017, but it should be noted that we are paying a lot of money for the support and it was very disappointing that the report was so late.

Mr Heyes said that it was inexcusable for an Inspector to record the wrong date and for sending the report out so late. However, Local Authority support visits are expected to be led by the schools.

Ms Jones said that she would have expected the actions from the last visit to be the lead for the next visit.

Mr Heyes said that it is up to the Acting Headteachers to lead and have a clear idea of what support is needed before the visits take place.

Miss Freeman asked Mr Heyes if the schools will get evaluations from the Inspector.

Mr Heyes said that there would not be an evaluation but there must be clarity and a clear plan to be back on track for the next meeting.

Mr Heyes also said that if the schools are not happy following the next visit from the Inspector, he would like to be informed.

LF

Ms Jones asked if it possible to have a discussion regarding the cost.

Mr Heyes said that it would be best to see how the next visit goes before a discussion takes place.

Miss Orwin asked Miss Freeman how outside agency costs affect the schools' budgets. FED

Miss Freeman said that schools will now have to pay for support from the Primary Behaviour Service and it is currently difficult to assess costs. although there may have to be a reduction in the amount of time used.

SEN Report contd

Action

Mrs Hampton said that the Ofsted report for Endeavour had shown that there is a need for Governors to be clearer about pupil groups to enable them to look deeper at the progress of pupil premium and disadvantaged children.

The Chair thanked Miss Freeman for her report.

Miss Freeman left the meeting at this point

11.Leadership Restructure

It was agreed that item 11 would be discussed at this point.

To agree leadership structure across the federation including indicative pay ranges

Copies of First Stage – Leadership Restructure (attached) had previously been distributed and the following points were made:-

Mr Heyes queried the proposal for Heads of School positions to remain in the school leadership structure.

RH said that the positions would be considered during the second stage of the restructure.

The Governor agreed to accept the first stage Leadership Structure (attached), with no amendments.

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

To agree recruitment procedures for Leadership posts

Mr Heyes gave the following advice to the Governors regarding the recruitment process for three Headteachers.

- Three advertisements to be prepared
- Three information packs to be prepared
- Delegate power of appointment to three elected recruitment panels
- To ensure at least one Governor on each panel has received safer recruitment training

It was agreed to check if online safer recruitment training is acceptable.

TH

11. Leadership Restructure contd

Action

- To decide if Headteacher recruitment training is needed following election of panels.
- Make a decision of who will be responsible for the administration of the recruitment processes
- Set a timeline, ideally advertisements to go live mid June 2017 and a closing date at the beginning of September 2017.
- Set interview dates to take place before 30 September 2017(for appointments on 1 January 2018) which will each take one or two days
- Plan 6-8 activities as part of the recruitment process.

Mr Heyes said that Governors would be supported by Sarah Dunn, LLP, throughout the processes.

Mr Murphy enquired if a candidate could apply for more than one post. FED

Mr Heyes said that if a candidate accepts a Headteacher post they must withdraw applications for any other Headteacher post.

Mr Murphy asked if a timeline could be set for Deputy posts. FED

Mr Heyes said that Headteachers will be responsible for appointing Deputy Headteachers, although the process could overlap.

Mrs Hampton asked if the Headteacher posts should be advertised nationally. FED

Mr Heyes said the posts must be advertised nationally and the EPS website is a national website.

Mrs Hampton asked how involved Governors could be who are staff members. FED

Mr Heyes said that Governors should think carefully about the involvement of staff members in the recruitment processes.

It was agreed that a Full Governing Body meeting would take place on 23 May 2017 at 6.30pm, held at KEJS, to start the recruitment process and where the involvement of staff members who are Governors would be decided. It was also agreed to invite Sarah Dunn to the meeting.

The Governors agreed the following dates for interviews for three Headteachers as follows:-

20 & 21 September 2017 – Endeavour Primary School
25 & 26 September 2017 – Knights Enham Junior School
27 & 28 September 2017 – Roman Way Primary School

11.Leadership Restructure contd

Action

The Governors agreed to use Hampshire Educational Personnel Services for the administration of the recruitment processes for three Headteachers.

Proposed by Mrs Paxton, seconded by Mr Murphy and agreed unanimously.

To Agree Interim Arrangements for Autumn Term 2017

Endeavour Primary School

Mr Hughes reported that Mrs Crean, Acting Headteacher, will retire on 31 August 2017 and the current Acting Deputy Head is willing to step up to the role of Acting Headteacher for Autumn Term 2017. Furthermore the KS1 Leader is willing to act up to the role of Acting Deputy Headteacher during Autumn Term 2017.

Mr Hughes also said that the interim leadership would be support by a Consultant Headteacher for 2 days per week and costs have been budgeted for.

Mr Main asked if the interim arrangements for leadership were the best option and if capability had been explored. END

Mrs Crean said that the proposed arrangement is supported by County.

Mr Main also asked if the right checks balances had been made. END

Mrs Crean said that the Learning & Leadership Partner has worked with the two people and will continue to support.

Mr Hughes said that interim arrangements would continue to be agreed term by term. END

Mr Murphy said that the positive side is that there would be great continuity and career development for staff which is something the Federation can be proud of. FED

The Governors unanimously agreed to the proposed interim arrangements for Endeavour Primary School during Autumn Term 2017.

It was also agreed that parents would be informed of the interim arrangements during the next half term.

Knights Enham Junior School and Roman Way Primary School

The Governors unanimously agreed to continue the current interim leadership arrangements for Knights Enham Junior School and Roman Way Primary School for Autumn Term 2017.

Mr Main left the meeting at this point

Action

Leadership Restructure contd

Setting Indicative Pay Ranges and Salaries for interim Leadership of Endeavour Primary School.

Mrs Hampton, Mr Main, Mrs Crean, Mr Inglis, Ms Jones and Mrs Fraser left the meeting at this point

This confidential item is minuted on a separate sheet.

Mrs Hampton, Mr Main, Mrs Crean, Mr Inglis, Ms Jones and Mrs Fraser left the meeting at this point

It was agreed that Items 9 & 10 would be discussed at this point

9.Budgets 2017/2018

Mrs Fraser informed the Governors that all three budget plans have been revised since the last PPD Committee meeting due to changes in pupil premium funding and balances carried forward.

Endeavour Primary School – Main Budget

Copies of the proposed budget for 2017/18 had been recommended by the PPD Committee and were previously distributed to the Governors:-

- The total recorded income is £1,747,453
- The total recorded expenditure is £1,857,548

Mrs Fraser said that since the last PPD Committee meeting a number of proposed staffing changes for Endeavour Primary School have been agreed, which had had a positive effect on the budget.

Mr Hughes said that Governors will consider the staffing changes under item 12.

Knights Enham Junior School – Main Budget

Copies of the proposed budget for 2017/18 had been recommended by the PPD Committee and were previously distributed to the Governors:-

- The total recorded income is £1,256,221
- The total recorded expenditure is £1,241,626

Roman Way Primary School – Main Budget

Copies of the proposed budget from 2017/2018, for 2018/2019 had been recommended by the PPD Committee and were previously distributed to the Governors:-

- The total recorded income is £1,343,129
- The total recorded expenditure is £1,399,410

The Governors agreed to accept budgets for 2017/18 for all three schools. Proposed by Mrs Paxton, seconded by Mrs Remnant and agreed unanimously.

10. Three Year Plans

Action

Endeavour Primary School

Copies of a three year financial plan were previously distributed and the following points were highlighted:-

- The planned cumulative surplus from 2017/2018, for 2018/2019 is £11,045
- The in year deficit for 2017/18 is £110,095.

Mrs Fraser informed the Governors that EFS have recently informed Endeavour School that, due to an error in the financial planning package, the three year plan had been wrongly calculated, which means the budget allocation will be £40,000 less than expected for the next two years.

Ms Jones asked if this would be the same for all schools.

Mrs Fraser said that only schools with growing schools funding would be affected.

Knights Enham Junior School

Copies of a three year financial plan were previously distributed and the following points were highlighted:-

- The planned cumulative surplus from 2017/2018, for 2018/2019 is £124,987
- The in year surplus for 2017/18 is 14,595

Roman Way Primary School

Copies of a three year financial plan were previously distributed and the following points were highlighted:-

- The planned cumulative surplus from 2017/2018, for 2018/2019 is £24,156
- The in year deficit for 2017/18 is £56,281

Mr Hughes said that the Governing Body is aware of the future year deficit on these plans and will take action to address it.

The Governors agreed to accept three year plans 2017 - 2020 for all three schools.

Proposed by Mrs Paxton, seconded by Mr Murphy and unanimously agreed.

4. Notification of Items for Any Other Business

Mrs Hampton requested that Communication be discussed under any other business.

It was agreed that Communication should be an item for the next agenda.

5. Adoption of Minutes

Action

31 March 2017

The minutes of the Full Governing Body meeting of 31 March 2017 were agreed as a true record.

Matters arising were as follows:-

- i. Miss Orwin enquired of the progress of the Governors' welcome pack.

Mrs Leigh said that the welcome was still in draft form and would welcome any suggestions from Governors.

Mrs Paxton suggested a buddy system as support for new Governors.
FED

Mrs Fazackerley said that she had been supported by Mrs Hampton and agreed that a formal buddy system would be very helpful. FED

The minutes of the meeting of 31 March 2017 were signed as true record.

5 April 2017

The minutes of the Full Governing Body meeting of 5 April 2017 were agreed as a true record.

Matters arising were as follows:-

Mrs Remnant apologised for her absence from the meeting.

The minutes of the meeting of 25 April 2017 were signed as true record.

6. Acting Headteachers' Reports

Endeavour Primary School

Copies of the Acting Headteacher's Report were distributed prior to the meeting and the following points were highlighted:-

Mrs Crean reported that Early Years was moderated by County on 19 May 2017 with a very positive outcome.

Mrs Hampton enquired of the transition arrangements for the new Year R pupils due to start in September 2017. END

Mrs Crean said that parents have received letter informing them of transition arrangements including visits to the school during next half term.

6. Acting Headteachers' Reports contd

Action

Mrs Hampton enquired if it was possible to know a breakdown of numbers for groups at this stage. END

Mrs Crean said that staff are still fact finding and more information should be known by the next full Governing Body meeting.

MC

Miss Orwin asked what would happen regarding 12 admission appeals for places in the school. END

Mrs Crean said that she will attend a hearing where there will be support from County.

Mr Hughes asked if there been news of the planned new school opening in September 2017. END

Mrs Crean said that she had heard no further news, however an extra class has been agreed for one local school and another local school has spaces.

Mrs Paxton asked of the success of appeals. END

Mrs Crean said that it is rare that parents win appeals and it is best not to go higher than 30 in a class although some exceptions are made for service families.

Mrs Hampton noted that 5 children who had not got a place have siblings in the school and asked if support is offered to parents with children in a different school, which could cause lateness. END

Mrs Crean said that some parents are already in this situation and the school does offer support and special arrangements.

Mr Hughes enquired how SATS week had been for Year 6. END

Mrs Crean said that she was very proud of the attitude of Year 6 during SATs week, who were all very focussed.

Mrs Crean also said that KS1 SATS had taken place during the previous week and the children had done really well.

6. Acting Headteachers' Reports contd

Action

Roman Way Primary School

Copies of the Acting Headteacher's Report were distributed prior to the meeting and the following points were highlighted:-

Miss Orwin noted that there are 29 children on the waiting list for a place in Year R for September 2017, and asked if there is possibility of opening up an extra class.. RW

Ms Jones said that she has not heard from the Schools' Organisation Officer to discuss the matter, therefore, the assumption is no.

Ms Jones also said that she is trying to contact the Schools' Organisation Officer and Property Services to enquire about more space for Year R.

Mrs Hampton noted that there has been evidence of smoking and drinking in the grounds and asked if there is need to increase security and also to carry out a daily sweep. RW

Ms Jones said that daily sweeps are carried out and the school has CCTV installed.

Mrs Hampton asked if video evidence is checked. RW

Ms Jones said that area in question is not within the CCTV range. However PCSOs have been informed, although there has not been any vandalism.

Mrs Hampton asked if the tepee could be moved to a less obvious position. RW

Ms Jones said that the tepee has been moved.

Mr Hughes noted that holiday requests have not been authorised and asked if there had been any other information regarding penalty notices. RW

Mrs Hampton said that Knights Enham Junior School are fining for unauthorised absence and that all schools within the federation need to have the same policy, when it gets to a certain point. FED

Mrs Hampton also said that Knights Enham Infant and Junior School need to be in line because there are children from the same families attending both schools. KEJS

Mrs Paxton asked if the federation are in danger of changing policy to be in line with Knights Enham Infant School. FED

Mrs Hampton said that Knights Enham Infant and Junior School are doing what they should be, legally. KEJS

6. Acting Headteachers' Reports contd

Action

Mr Inglis said that the catchment Secondary School has been issuing penalty notices for some time, which also has pupils from shared families.

Mr Inglis also said that meetings are held with parents for non-attendance and if children continue to not come into school, we are judged.

Mrs Paxton enquired if meetings with parents are effective. KEJS

Mr Inglis said that, if not, at a last resort parents are fined £60 per child, per parent.

Ms Jones said that she is not sure if fining works and would like to see evidence.

Mr Inglis said that he would enquire with the catchment Secondary School regarding evidence of improved attendance following penalty notices and it was agreed that this would be an item for the next agenda.

HI

Ms Jones suggested also checking with other Secondary Schools for their attendance data.

Mr Hughes said that the school must do what is statutorily required. FED

Knights Enham Junior School

Copies of the Acting Headteacher's Report were distributed prior to the meeting and the following points were highlighted:-

Mr Murphy said that the highlighted sections, within the report, were helpful. KEJS

Mr Inglis said that he had highlighted sections to show what had happened since the last RI Progress meeting.

Miss Orwin enquired when work will take place on the school entrance. KEJS

Mr Inglis said that he has met with Property Services and the Contractor and the work is due to be completed during the summer holiday.

Mrs Hampton enquired if teachers from the three schools worked together on topics. FED

Mrs Crean said it has been agreed to work separately, as each school has different needs, although teachers can choose to work together across the federation.

6. Acting Headteachers' Reports contd

Action

Mrs Hampton asked if resources are being shared. FED

Mrs Crean said that where helpful and if it is a financial saving, resources are shared.

Mr Inglis said that the schools are now using more local resources, include Andover Museum, to save costs.

Miss Orwin asked if the children are able to attend swimming lessons, due to the local pool being out of use. FED

Mr Inglis said that sports premium and some pupil premium funding is being used for transport costs for children of KEJS to use Basingstoke swimming pool.

Mrs Hampton asked of the impact on staffing. KEJS

Mr Inglis said that one class at a time will attend swimming lessons, so it will be possible to draw on staff.

Mrs Crean said that PTA funding is being used for transport costs for Endeavour children to use Farleigh swimming pool.

Ms Jones said that she is exploring options for funding of transport for swimming lessons.

Mrs Hampton left the meeting at this point

7. Re-Constitution

Copies of Options for Re-constitutions of the Governing Body were previously distributed to the Governors.

Mr Hughes said that it had been agreed at the last Full Governing Body meeting to consider reconstitution of the Governing Body, to ensure there are enough members to effectively carry out their statutory duties.

The Governors looked at different options and agreed to the following.

To enlarge the Governing Body to a body of twenty-one Governors, from 1 September 2017, as follows:-

- 2 Parent Governors
- 1 Local Authority Governor
- 1 Staff Governor
- 3 Head Teachers Governors
- 14 Co-opted Governor

7.Re-Consitution contd

Action

It was also agreed that the Governing Body would use the results of the skills audit to ensure that new co-opted Governors have the appropriate skills and knowledge to support the Governing Body in discharging its statutory duties.

It was further agreed that the Clerk would send a copy of the agenda and minutes to Tony Quinn, Governor Services Coordinator and request the agreed constitution be amended to that of 21 Governors for the Discovery Federation., from 1 September 2017.

GL

Proposed by Mr Hughes, seconded by Mrs Paxton and agreed unanimously.

8. Membership

Membership of the Pay Committee was unanimously agreed as:-

Mr Robin Hughes – Chair
Mr Matthew Main
Mrs Debbie Fazackerley

Membership of the Performance Management Committee was unanimously agreed as:-

Mrs Alison Paxton – Chair
Miss Marion Orwin
Mrs Ros Hughes

9. Budgets 2017/18

This item had previously be dealt with after item 3.

10. Three Year Plans

This item had previously be dealt with after item 3.

11. Leadership Restructure

This item had previously been dealt with after item 3.

Mr McBride and Mrs Leigh left the room at this point

12. Staffing Structures

This confidential item is minuted on a separate sheet

Mr McBride and Mrs Leigh returned to the meeting at this point

13. IT Provision

Copies of an IT Provisioning Report had been distributed to the Governor, which included the following information:-

- All three schools are currently provisioned for IT hardware and support with Hampshire IT Services and contracts are due for renewal at the end of June 2017.
- Further to a process of initial audits and visits from IT contractors, proposals from four contractors were submitted and discussed with the Senior Leadership Team during February 2017.
- Following the process it is proposed that contract for IT service provider is switched to Harrap ICT in August 2017 with the exception of SIMs core and curriculum and HPSN2 line services which would continue to be provided by Hampshire IT.

Mr Inglis said that the Special Projects Manager had brought the report to the last PPD Committee meeting, where it had been discussed at length.

Mr Inglis also said that the PPD Committee had agreed to recommend the proposal for the contract for IT provision to be switched to Harrap ICT on 1 August 2017, subject to financial checks.

Mr Inglis informed the Governors that the financial risk assessment had been carried out and Mr Main is satisfied that the new contract would be financially sound.

Mr Hughes enquired if the IT equipment from the Hampshire IT contract belonged to the schools. FED

Mr Inglis said that school can either sell back equipment or dispose of any out of date equipment.

Mrs Paxton suggested contacting charities for any unwanted equipment. FED

The Governors agreed to accept the recommendation of the PPD Committee to switch IT provision to Harrap ICT from 1 August 2017.

Proposed by Mrs Paxton, seconded by Mr Murphy and agreed unanimously.

14. Ofsted inspection – Knights Enham Junior School

Action

Mr Inglis said that the Local Authority is happy that progress of Knights Enham Junior School is as expected.

The Governors agreed that progress is clearly reported in the Acting Headteacher's Report.

15. Review of Governance

Copies of a KEJS Review of Governance report from Tony Quinn, Governors Services Coordinator, had previously been distributed and the following points were highlighted.

It was agreed that Mr Murphy would update the action plan for the Review of Governance and report back at the next meeting.

16. Policies

Copies of a model federated Child Protection Policy 2017 had previously been distributed.

It was agreed that Ms Jones would amend and update the Child Protection Policy for Governors' approval at the next full governing body meeting including the following:-

P4 Update DSL information

P 5 & 10: change *significant harm* – to *harm*

P20: change *sexual exploitation* – *child sexual exploitation*

17. Extended Schools

Miss Orwin reported that the Roman Way Extended Schools Committee meet termly and reports at the last meeting showed that membership is high with Tuesdays being full for the After School Club. RW

Ms Jones said that the Committee had agreed to raise the fees from September 2017 to cover the cost of an additional adult.

18. Governors' Newsletter

It was agreed that this would be an item for the next agenda.

19. Governors Training

Mrs Leigh reported that SEN Link Governors will attend training in June and Health & Safety Governors will attend training on 22 May 2017.

20. Governor Visit Reports

Action

Copies of a SEN link Governor visit to Endeavour Primary School had previously been distributed.

Mrs Fazackerley said that she had been introduced to the SENCO at Endeavour Primary School and another meeting has been planned for September 2017, which should be more productive, following Governor training. END

Mrs Paxton reported that she had attended a Forest Schools session at Endeavour Primary School and has also recently visited Knights Enham Junior School and Roman Way Primary School and will submit reports to the Governors. FED

Miss Orwin reported that she has met with the Special Projects Manager to explore funding options for improvements to the playground at Roman Way Primary School. RW

. Correspondence

None

. Impact of meeting

Planning recruitment of Leadership
Reconstitution of Governing Body
Success of new Governor involvement
Good questioning of SEN

. AOB/Items for the Next Agenda

Any Other Business

None

Items for the Next Agenda

SATs Results
Investigations from SENCOs
Leadership Recruitment
Penalty Notices
Review of Governance Action Plan
Child Protection Policy
Communication
Governors' Newsletter

24. Date of Next Meeting

14 July 2017 at 3.45pm to be held at Knights Enham Junior School

Meeting closed at 6.20pm

Signed Approved..... Date.....
Chair of Governors

Signed Confirmed..... Date.....
Chair of Governors

