

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



“Three Schools One Federation”

Minutes of the Meeting of 6 December 2013 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Cllr Mrs Pat West
Mrs Julie Stratton
Mrs Liz Hall
Mr Dominic Haydn-Davies

Mrs Anne Hughes – Executive Head
Mrs Jo Baker
Miss Michelle Gilbert
Mr Hywel Inglis
Mrs Jo Coomer
Mrs Yvonne Remnant

In Attendance

Mr Gareth Hughes – Associate Member and Head of School for Roman Way Primary School
Mrs Gail Leigh – Clerk

1. Apologies

Mr Nick Mackey - Accepted
Mr Paul Glynn – Accepted
Mrs Ros Hughes – Accepted
Mrs Alison Paxton – Accepted
Mr Matthew Main - Accepted
Mrs Marina Crean - Accepted

Action

Mr R Hughes welcomed Mrs Coomer to the meeting as the newly appointed parent representative for Roman Way Primary School and all persons present were introduced.

2. Pecuniary Interests

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

3. Minutes of the Last meeting

Action

The minutes of the full governing body meeting of 11 October 2013 had previously been distributed.

The minutes of the meeting of 11 October 2013 were unanimously agreed and signed as true record.

4. Matters Arising from the Minutes

- i) Cllr Mrs West enquired of the situation regarding the secondment of Mr De Silva.

Mrs Hughes said that Mr De Silva's secondment was being agreed to term by term and that the People, Planning & Development Committee had agreed to extend Mr De Silva's secondment for one further term (Spring Term 2014), at the last meeting.

- ii) Mr G Hughes reported that the teacher reported to be working towards the SENCO accreditation had now attained the qualification.
- iii) Mrs Hughes reported that the side panel of the federated minibus has been damaged whilst on loan to Knights Enham Infant School, who are currently loaning their minibus to the federation.

Mrs Hughes also said that HCC have supplied a quote for the repair work. However, the insurance company has requested that two more quotes are sought.

Mrs Hughes went on to say that the accident had occurred on the joint site of Knights Enham Schools and that congestion of traffic, due to an overflow of parked vehicles on site, makes it difficult to manoeuvre the minibus at times.

Mr R Hughes said that he thought it would be useful to arrange a joint meeting with Governors from Knights Enham Infant School to discuss site safety.

RH

5. Committee Minutes

Action

People Planning & Development 20.09.13

The minutes of the meeting of the People, Planning & Development Committee of 20 September 2013 were distributed prior to the meeting and the following items had been discussed:-

- Budgetary Control Reports
- Delegated Power of Headteacher
- Appointment of Executive Headteacher
- Staffing

Learning & Environment 27.09.13

The minutes of the meeting of the Learning & Environment Committee of 27 September 2013 were distributed prior to the meeting and the following items had been discussed:-

- Site Inspections
- Health & Safety
- Building Work
- Traffic Calming
- Policies

People, Planning & Development 15.11.13

The minutes of the meeting of the People, Planning & Development Committee of 15 November 2013 were distributed prior to the meeting and the following items were discussed:-

- Report from the federated PR Manager
- Budgetary Control Reports
- Budget Revision
- Premiums
- PLASC
- Travel Claims & Petty Cash Claims
- Staffing

Learning & Environment 22.11.13

The minutes of the meeting of the Learning & Environment Committee of 22 November 2013 were distributed at the meeting and the following items were discussed:-

- Site inspections
- Traffic Calming
- Report from the Assistant Inclusion Manager
- Pupil Progress
- Lesson observations
- Governors' ID

This item was discussed under item 6.

6. Leadership Pay

This item is minuted on a separate sheet

7. Financial Decisions

Roman Way Primary School

Copies of a revised budget summary and detailed report for 2013/2014 were previously distributed as follows:-

Total Recorded Income £989,669

Total Recorded Expenditure £947,180

Mr G Hughes said that Teaching Assistant hours have been increased.

The three year plan shows a carried forward figure of £73,933 for 2013/14.

The Governors unanimously agreed to accept the revised budget for 2013/2014 and three year plan for Roman Way Primary School.

Knights Enham Junior School

Copies of a revised budget summary and detailed report for 2013/2014 were previously distributed as follows:-

Total Recorded Income £1,069,779

Total Recorded Expenditure £1,031,110

The three year plan shows a carried forward figure of 110,082

Mrs Hughes said that some of the surplus is being used to fund the cost of an extra teacher for Year 6, during this academic year.

The Governors unanimously agreed to accept the revised budget for 2013/2014 and three year plan for Knights Enham Junior School.

7.Financial Decisions

Action

Endeavour Primary School

Copies of a revised budget summary and detailed report for 2013/2014 were previously distributed as follows:-

Total Recorded Income £1,136,831

Total Recorded Expenditure £1,112,933

The three year plan shows a carried forward figure of £38,196

Mrs James enquired if the expected income from pupil premiums is due to a rise in number on roll or a rise in the amounts of the premiums.

Mrs Hughes said that the projected figures are calculated by using a funding formula.

The Governors unanimously agreed to accept the revised budget for 2013/2014 and three year plan for Endeavour Primary School.

8. Membership

The following changes to Committee Membership were unanimously agreed:

Mrs Jo Coomer will be a member of the Learning & Environment Committee.

Miss Michelle Gilbert will be a member of the Learning & Environment Committee.

9. Appointment of Executive Headteacher

Mr R Hughes reported that there had been eleven requests for application packs, four visits to the schools and three completed application forms had been submitted for the post of Executive Headteacher.

Mr R Hughes also said the recruitment panel had agreed, at the shortlisting meeting on 28 November 2013, that they were unable to continue with the process, due to the low number of applicants. However, one application has been retained for the next round.

9.Appointment of Executive Headteacher contd

Action

Mrs James enquired if the advertisement could be improved in any way to increase the number of applications.

The Governors agreed that they saw no reason for the original advertisement to be amended in any way. However Mr R Hughes said that he has asked the Recruitment Team at Personnel Services if the Governors could be supplied with feedback from those who had received the application packs, but had not submitted application forms.

Mrs Hughes said that there is a general shortage of applicants for Headteacher posts.

The Governors agreed that a new application round should take place and that the post should be readvertised in the Times Educational Supplement at a cost of £5,929.

The following timeline was agreed for the next application round:-

10/01/14 – Advertisement to be placed on Hantsweb and the Times Educational Supplement.

30/01/14 – Closing date for applications

03/02/14 – Application packs to be sent to the Recruitment Panel

06/02/14 – Shortlisting meeting at 5.00pm to be held at Roman Way Primary School

07/02/14 – References to be requested

24/02/14 – References closing date

25/02/14 – Reference packs to Recruitment Panel

26/02/14 & 27/02/14 – Interviews

27/02/14 – Full Governing Body Meeting to ratify decision of the Recruitment Panel.

It was agreed that the Recruitment Panel would remain as agreed at the full governing body meeting of 6 September 2013 and that, if necessary, they would be replaced by other Governors who had attended the recruitment training.

10. Attendance **Endeavour Primary School**

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Year cumulative
Target	95%	95%	95%	95%	95%
YR	96.5%				
Y1	95.4%				
Y2	95.6%				
Y3	95.8%				
Y4	96.5%				
Y5	95.8%				
Y6	93.2%				
Whole School Overall	95.8%				
Late for school (before register closes)	114				
Late for school (after register closes)	3				
Unauthorised	0.5%				
Locality Team referrals	0				
L.I.P referrals	0				

Knights Enham Junior School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Year cumulative
Target	95%	95%	95%	95%	95%
YR	-				
Y1	-				
Y2	-				
Y3	Dover – 96.0%				
	Leeds – 96.1%				
Y4	Wind. – 92.5%				
	Warw. – 96.7%				
Y5	Edin. – 95.6%				
	High. – 94.1%				
Y6	Arun. – 95%				
	Balm. 94.9%				
Whole School Overall	95.1%				
Late for school (before register closes)	46				
Late for school (after register closes)	5				
Unauthorised	2%				
Locality Team referrals	01 pending				
L.I.P.	2 – first				

referrals	warning issued				
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Action

10.Attendance contd

Mr Inglis said that one child had had poor attendance due to difficulties travelling to school. However, the child is now attending regularly.

Mr Inglis also said that one referral to the LIP is pending and a meeting has been arranged for the following week to arrange support for the family.

Roman Way Primary School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Yr cumulative
Target	95%	95%	95%	95%	95%
YR	91.9%				
Y1	93.1%				
Y2	95.1%				
Y3	95.5%				
Y4	94.9%				
Y5	96.4%				
Y6	95%				
Whole School Overall	94.5%				
Late for school (before register closes)	135				
Late for school (after register closes)	15(0.1%)				
Unauthorised	275(1.4%)				
Locality Team referrals	2				
L.I.P, referrals	1				

Mrs James enquired if lateness figures were mainly due to a small number of children being late or a broader group.

Mr G Hughes said that it was a small number of children who regularly arrived late.

Mr G Hughes said that children are being encouraged to arrive for school on time. Those who arrive between 9.00am-9.30am have an L mark and those who arrive after 9.30am have a U mark which has to be recorded as a whole session of unauthorised absence.

Mr G Hughes said that two children had poor attendance and a family support worker was working with both families.

Mr G Hughes also reported a parent had received a fine of £220.

10.Attendance

Action

The Governors agreed that the schools' newsletter should contain an item informing parents that poor attendance could lead to parents receiving fines.

The Governors agreed that reasons for exceptional circumstance absence should be:-

Holidays for service families
Family bereavements

It was also agreed that the attendance policy should be reviewed at the next Learning & Environment Committee meeting.

Mrs Baker left the meeting at this point

11. Road Improvement Plans

Mr Haydn-Davies reported that building work for the Community Centre opposite Endeavour Primary School is due to be completed by July 2014, and parking facilities will help ease traffic congestion.

Miss Orwin enquired if the building work adjacent to Roman Way primary School had caused any problems.

Mr G Hughes said that the only difference had been that vehicles had to exit through the entrance of the school car park. However when the building work has been completed the exit will be in use again.

12. Policies

Copies of a federated Pay Policy had previously been distributed.

The Governors unanimously agreed to accept the federated Pay Policy.

Copies of a federated Inclusion Policy had previously been distributed.

The Governors unanimously agreed to accept the federated Inclusion Policy.

13. Aim for Outstanding

Action

Copies of a draft Governors' newsletter had previously been distributed and it was agreed to make no amendments.

Mrs Hughes said that the Senior Leadership Team would be prepared to offer in house training, following full governing body meetings, for interpreting data.

Miss Orwin left the meeting at this point

14. Governor Training

Mr R Hughes reported that the recruitment panel had completed the two session training for the Recruitment of a Headteacher.

Mrs Coomer said that she has booked a place for induction training.

Mrs James reported that she had attended training for Special Educational Needs.

Training Programmes for Spring Term 2014 had been previously distributed to the Governors.

15. Governor Visit

Mrs James reported that she accompanied the children on a KS1 trip to a production at 'The Lights' Theatre and a Year 2 trip to the London Eye for pupils from Endeavour Primary School and Roman Way Primary School.

Miss Orwin reported that she had assisted at the Christmas Fayre at Knights Enham Junior School and at Roman Way Primary School.

Mrs Stratton said that she helped organise the Christmas Fayre at Knights Enham Junior School.

Mrs Hughes said that all three schools had held very successful Christmas Fayres.

The Governors thanked and congratulated the Friends of Knights Enham Junior School, The Friends of Roman Way Primary Schools and Endeavour Primary School's PTA for their hard work. It was agreed that this would be reported in the next Governors' newsletter.

GL

16. Correspondence

None

17. Items for the Next Agenda

Action

Federated Minibus
Road Improvements
Building Work
Uganda Visit

18. Date of Next Meeting

7 February 2013 at 3.45pm to be held at Endeavour Primary School

Meeting closed at 5.25pm