

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 28 March 2014 at 3.45pm

Present

Mr Robin Hughes – Chair
Mrs Julie Stratton
Mrs Joanna Baker
Mr Paul Glynn
Mrs Alison Paxton
Miss Michelle Gilbert
Mrs Liz Hall

Mrs Anne Hughes – Executive Head
Mrs Joanne Coomer
Mr Matthew Main
Mrs Yvonne Remnant
Cllr Mrs Pat West
Mr Hywel Inglis

In attendance

Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary School
Mr Chris Lloyd – Inclusion Manager and Chairman of Education Uganda
Cllr Rolt – County Councillor for Andover North
Mrs Gail Leigh – Clerk

1. Apologies

Action

Mrs Nicola James – Accepted
Miss Marion Orwin – Accepted
Mrs Ros Hughes – Accepted
Mr Gareth Hughes – Accepted
Mrs Liz Hall – Lateness
Mr Hywel Inglis - Lateness

2. Pecuniary Interests

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

3. Uganda Report

Action

Mr Hughes welcomed Mr Lloyd, Inclusion Manager, to the meeting in his capacity as Chairman of Education Uganda.

Mr Lloyd apologised on behalf of the three teachers, from the federation, who had been invited to the meeting, for their absence and explained that Miss Laura Pearson, Miss Hannah Boulain and Miss Pam Snow had visited their school's twinned Ugandan schools in October 2013 and gave the following report:-

History

- In 2012/13 there had been the first school exchange link: Knights Enham Junior/ Kyabikuha. Kate Rickman/ Damiano Muthulhanda
- During 2013/2014 there had been a Federation to Federation exchange link:
 - Knights Enham Junior/ Kyabikuha: Hannah Boulain/ Joseph Kamabu
 - Endeavour/Ibanda: Laura Pearson/Samuel Tembo
 - Roman Way/Nkaiga: Pam Snow/ Damiano Muthulhanda
- During 2014/2015 another Federation to Federation link is planned: funding notified 26.3.2014. Discovery Federation teachers selected for Feb 2015, Ibanda Valley Federation teachers being selected for Oct 2014: visas and passports needed

Infrastructure

- UK: accommodation with staff; additional expenditure up to £1000 for e.g. weekends away, materials to take back
- Uganda: Education Uganda for accommodation/ transport/ support/transfer of funds

Curriculum developments

- Global citizens: Pictures of our Lives: new for UK and Uganda
- Whiteboards/pens and slates/chalk: new for Uganda
- Oddizzi Classpals: new for UK and Uganda
- Debating: new for UK
- Growing and eating food: new for UK
- Artefacts and drama: new for UK and Uganda

Experiences for UK teachers

Action

- Teaching in classes of 100+ pupils
- Trekking
- Safari
- Third world culture

Experiences for Ugandan teachers

- Teaching technology
- Visit to London
- Seeing the sea and flying for the first time

For both

- ‘The Trip of a Lifetime’

Future plans

- 2014/15 building on current curriculum themes. Building core group of experienced teachers
- 2015/16 application for 3rd and final year of funding: possible exchange of senior staff to review and decide on future

Benefits to other Hampshire schools

- 2 touring exhibitions: Pictures of our Lives and Ugandan artefacts
- Peter Bwambale’s Busy Day drama sessions
- Advice and support on establishing their own twinning links and exchanges

How could governors be further involved?

- Designated governor to join the planning and support group
- Come along on Feb 2015 or Feb 2016 trip if you have £1200 to spare, for the Trip of a Lifetime

Mr Inglis arrived at this point

Mr Glynn enquired of the population in the area of Uganda that the three teachers had visited.

Mr Lloyd said that 50% of the population is under 16 years of age and that the population is growing by 10%.

3.Uganda Report contd

Action

Cllr Mrs West suggested that Mr Lloyd contact Mr John Clarke to arrange a meeting to share the twinning report with the Councillors' Forum.

Mr Lloyd said that he was planning to contact Mr Clarke to request the use of the courier service to transport unwanted library books for use in the Ugandan schools.

The Governors agreed to elect a Link Governor for the twinning project, at the next meeting.

Mr Lloyd thanked the staff and governors for their help with the organisation of the exchange visits and for fundraising events.

4. Minutes of the Last meeting

The minutes of the full governing body meeting of 7 February 2014 were distributed prior to the meeting.

The minutes of the meeting of 7 February 2014 were unanimously agreed and signed as true record.

The minutes of the full governing body meeting of 27 February 2014 were distributed prior to the meeting.

The minutes of the meeting of 27 February 2014 were unanimously agreed and signed as true record.

5. Matters Arising from the Minutes

Mrs Crean reported that the damaged glass panel had been replaced in Endeavour Primary School.

Mrs Crean also reported that the official opening of the assault course at Endeavour Primary School will take place on Thursday 3 April at 1.15pm and invited all Governors to attend.

Mrs Hall arrived at this point

6. Committee Minutes

The minutes of the meeting of the People, Planning & Development Committee of 10 January 2014 were distributed prior to the meeting.

There were no comments from Governors regarding these minutes.

6.Committee Minutes contd.

Action

The minutes of the meeting of the Learning & Environment Committee of 17 January 2014 were distributed prior to the meeting and the following points were highlighted:-

Miss Freeman had reported on Gifted and Talented pupils within the federation.

The minutes of the meeting of the People, Planning & Development Committee of 7 March 2014 were distributed prior to the meeting and the following points were highlighted:-

Mrs Crean said that the Committee had agreed that copies of fire risk assessments should be held in the other schools as part of the Disaster Recovery Plan. However, this action had not yet been carried out.

Mrs Leigh said that she would carry out this action and ensure that each school held copies of the fire risk assessments for other two schools.

GL

The minutes of the meeting of the Learning & Environment Committee of 14 March 2014 were distributed prior to the meeting and the following points were highlighted:-

Mr Hughes said that the Executive Headteacher had displayed the Raise on Line data visually and had given a thorough report, followed by individual guidance from the Heads of School.

Mrs Hughes, Mrs Crean, Mr Inglis, Miss Gilbert and Mrs Baker left the room at this point

Pay Committee Meeting of 7 March 2014

This confidential item is minuted on a separate sheet.

Mrs Hughes, Mr Inglis, Miss Gilbert and Mrs Baker returned to the meeting at this point.

7. New Executive Headteacher

Mrs Hughes reported that she had spent the day working with Mr Rayner and planning for the recruitment of a new Head of School, following Mr De Silva's resignation.

Mrs Hughes also said that she felt, that together, Mr Rayner and herself had been able to build a strong working relationship using her experience and Mr Rayner's plans for the future as clear roles.

Mrs Hughes said that they had compiled an advertisement (to be placed 31/03/14 on Hantsweb and the Berkshire Green Paper), a job description and person specification. Shortlisting is planned for 2/5/14 and interviews for 9/5/14.

7.New Executive Headteacher contd

Action

The Governors agreed to the arrangements for the recruitment process and also agreed that Mr Hughes, Miss Orwin and Mrs Paxton would be members of the interview panel with Cllr Mrs West and Mrs Hall as reserves.

Proposed by Mrs Remnant, seconded by Mr Glynn and agreed unanimously.

Mrs Hughes also said that other dates are to be arranged for Mr Rayner and herself to meet as part of the handover process. However, a formal agreement would need to be made in order to recompense for time spent by Mr Rayner out of his current school.

Mrs Crean returned to the meeting at this point

8. Staffing

Mrs Hughes said that a number of excellent teaching appointments had been made for September 2014, following an advertisement for teachers to work within the federation. This means that currently there is a picture of fully staffed schools for September 2014. However, it may be necessary to make further plans for appointments if there are any staff resignations during this academic year.

9. Building

Cllr Rolt reported that he has made enquires about the building defects at Endeavour Primary School and has found that repairs to the boiler have been delayed due to the expense of replacement parts. Furthermore he has learned that clips to hold the lighting diffuser have been found to be unsatisfactory and Cllr Rolt said that he would continue to keep on the case.

Mrs Crean said that she has reported defects to Mr Hetherington, Architect, with the following responses:-

Gap in the perimeter fence – to be repaired by the Reactive Maintenance Team.

Double Classroom division – to be installed during June 2014.

Heating problems – a mechanism has been added to assist with early detection.

Hall ridge defects – a new 3m long sample of this repair is due for construction imminently and if it works, it will then be rolled out along the whole length of the Hall.

Leaking roof window in the Hall – The window frames have been modified to provide a better drain path for the rain and the school has been requested to monitor the situation and see if they leak again.

Flat roof edge repairs and soffit redecoration – a sample section is to be repaired to ensure the work will solve the problem.

Flat roof leaks – the Reactive Maintenance Team will establish the cause of the problem and organise the necessary repairs.

10. Road Improvement

Action

Cllr Rolt reported that the adoption of roads in Augusta Park have been delayed, due to the amount of snags that need to be rectified. However, a meeting has been arranged between Hampshire County Council representatives and Taylor Wimpey representatives to discuss this matter.

Mrs Coomer said that there have been a number of dangerous near misses outside of Endeavour Primary School and highlighted the fact that there is no raised kerb or barrier outside of the school gates.

Cllr Rolt said that he would contact Hampshire County Council to inform them of these concerns, prior to their meeting with Taylor Wimpey.

Cllr Rolt also said that traffic calming measures could not be put in place until the roads had been adopted.

Cllr Mrs West suggested that Cllr Rolt contact Karen Dockery of the Road Safety Team.

Mr Hughes suggested that Mrs Crean obtain a costing for a barrier and send a written request for devolved capital to make a purchase.

MC

Mrs Hughes highlighted the fact that traffic in the vicinity of Roman Way Primary School had become a great deal heavier following the new housing development at the Chariots and the closure of Icknield Way.

Cllr Rolt said that he had contacted the police who had carried out another survey in this area. However, the criteria had not been met in order to implement further traffic calming measures.

Mr Inglis pointed out that the traffic flow will become heavier as the new building development grows.

Cllr Mrs West said that, although the Twenty is Plenty scheme had finished, it may be possible to install a flashing sign powered by solar and also suggested contacting the Town Council to request a speed indication device.

Mrs Crean and Mrs Paxton left the meeting at this point

11. Assault Course

This item was dealt with under item 5.

Mrs Paxton left the meeting at this point

12. Policies

Action

A link to the Manual of Financial Practice & Procedures had previously been emailed to the PPD Committee.

The PPD Committee unanimously agreed to recommend to the Full Governing Body adoption of the Manual of Financial Practice & Procedures.

The Governors unanimously agreed to adopt the Manual of Financial Practice & Procedures.

Copies of the Scheme of Financial Management in Schools had previously been distributed to the Governors.

The Governors unanimously agreed to adopt the Scheme of Financial Management in Schools.

Copies of the Statement of Financial Expectations had previously been distributed to the Governors.

The Governors unanimously agreed to adopt the Statement of Financial Expectations

Copies of the Whistle Blowing Policy had previously been distributed to the Governors.

The Governors unanimously agreed to adopt the Whistle Blowing Policy.

Copies of the Best Value Statement had previously been distributed to the Governors

The Governors unanimously agreed to adopt the Best Value Statement.

Copies of the Disaster Recovery Plan had previously been distributed to the Governors.

The Governors unanimously agreed to adopt the Disaster Recovery Plan.

13. Newsletter

Copies of a draft Governors' Newsletter had previously been distributed and was unanimously agreed to by the Governors.

14. Governor Training

Action

Mr Glynn distributed information about the Local Governors' Conference for 'Leading Governance Through Change'.

Mr Hughes reminded the Governors that that Full Governing Body training session for Safeguarding would take place on 30 April 2014 at 6.00pm – 8.00pm, to be held at Knights Enham Junior School.

Mrs Coomer reported that she had attended a Curriculum Briefing and informed the Governors that a PowerPoint representation is available on the intranet.

15. Governor Visits

Cllr Mrs West said that she had met with Mrs Hughes for an update on 26 March 2014.

Mrs Stratton said that an Easter Fayre would take place at Knights Enham Junior School on 2 April 2014 at 3.00pm

16. Correspondence

Mr Hughes reported that he had received the Learning and Leadership Partner's report for Endeavour Primary School.

17. Items for the Next Agenda

Staffing

Budgets 2014/2015

Official Opening of Assault Course at Endeavour Primary School

Adoption of Roads in Augusta Park

Building Work

Traffic Calming

Election of Twinning Governor

18. Date of Next Meeting

15 May 2014 at 5.30pm to be held at Knights Enham Junior School

Meeting closed at 5.20pm