

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 16th May 2018 at 6.00pm at Knight Enham Junior School

Present

Mr Matthew Main (MM) – Chair
Mr Hywel Inglis (HI) – H KEJS
Mrs Sarah Jones (SJ) – RW
Mrs Sarah Couch (SC) – I. Head End
Mrs Tanya Hampton (TH)
Rev Lee Davies (LD)

Mrs Alison Paxton (AP)
Mr Gary Murphy (GM) – Vice Chair
Mrs Debbie Fazackerley (DF)
Mr Ian Grocott (IG)
Mr Stuart Armstrong (SA)

In attendance

Miss Nikki Pauk (NP) - Clerk

Absent with Apologies

Mr Steve McBride (SM)

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

No	Agenda Item	Action
1.	Apologies for Absence Mr Steve McBride (SM) – Accepted	
2.	Registration of Interests None	
3.	Notification of Items for AOB HI – Support from Governing Body to EPS – link in at agenda item 4.2 Inset Days for End next year	

	End – dates for moving to the new site	
4.1	Governance Update on temporary Governing Bodies for each school and actions needed MM – Tony Quinn (TQ) looking at recruiting Governors suitable for roles going forward. Governors required:- End – 10/12 RW – 7 KEJS – 7 HI advised that he has had an application from a parent which has been submitted. Need to individually resource the Governing Bodies TH asked if the numbers required include the Headteacher - yes. 23rd May is the deadline for all candidates for the Governor positions to submit their application forms. The week after half-term we will be clear on membership and what is outstanding. MM – Nick Mackey who was previously part of the Governing Body would like to apply to be a Governor at RW. TQ not contacted yet. MM has sent TQ e-mail from Nick giving permission to contact him. Need to drive recruitment for Governors. Role of Governor does not appear to be understood. It is about people's skill sets as well as numbers. SC requested a skill set of Governors and where there are skill gaps Letter has been sent out by KEJS to recruit Governors. You can have up to two parent Governors but parents can also be co-operative Governors. Please approach anybody you feel would be suitable.	Revisit next week TH to email skills matrix. MM to email list of Governors
4.2	Agree membership of dismissal and appeal panels Need to determine Governors to go on the Appeals Panel to hear any appeals against dismissals in the restructure. TH asked that if this happens post split will the Governors come from that schools Governing Body? MM said that the aim is to get this done before the dissolution of the Governing	

	Body. There is a requirement of 3 Governors to be on the panel for each school. The Governors can be the same for all schools. Volunteers were requested to sit on the Appeals Panel and AP, GM, LD, IC put themselves forward for this.	
4.3	Governor Training TH said that this needs to be decided for the next academic year. Training requests need to be in by the end of July to ensure you get on the training. Each school will have to pay their own subscription of approximately £600/£700 year for governor training once dissolution has taken place. GM asked if we could share training? SJ confirmed that we could.	Agenda item for first meeting post split
4.4	Governor Visit Feedback MM has reports to write up. Yr R visits have been useful in seeing how the schools do things differently. Yr 6 – data across all three schools. TH has two to report AP has PPG and Maths to report.	
5. 5.1	Individual School Updates Endeavour Interim Headteacher Update Staffing - recruiting for a Deputy Headteacher. Shortlisting is due to take place this Friday (18 May 2018). MM and GM will be part of this process. Interviews will then take place the following Friday (25th May 2018). There has been a high level of show around and SC feels that the right candidates have applied. Currently four application forms have been received but a couple more are expected. HP has been a full part of the recruitment process and has been undertaking structuring activities with Sarah Dunn A Year 3 teacher has been recruited to cover maternity leave General issues: staff are keen to know a timeline regarding the restructure. Currently have agency staff in covering the positions of Site Manager and Caretaker. They both started on 2nd May. The Site Manager will be leaving on 22nd May 2018. He was used to running around 50 residential homes and feels that he has gone down a step too far. The agency will supply us with somebody else to take on this role.	

5.2	Update on Kirk Site Progress Following the budget review meetings, MM has worked with the bursar to create a budget and deficit summary for each site at Endeavour. These revealed that over half of the forecast was attributable to operating the Kirk campus. MM sent an email to HCC detailing three options to address this deficit:- 1. To make good the deficit the funding gap for the next 3 years or until the school is full. 2. Look to open all year groups to maximise income. This is not what we want to do because of the impact it will have on other schools. 3. Walk away MM has reiterated to them that we are prepared to walk away if either of the other options is not taken. Response requested by 22nd May. Have heard encouraging soundbites. Concrete assurance is needed to bridge gap. Any income for the school would not be used for the main site as this would not be fair and the school still needs to address the deficit overall. A positive response is hoped for but if not received, there will be a need to involve others including MPs and Councillors.	
5.3	GDPR Progress Update Sue Mayo is Data Protection Officer for End and is working with the Winton DPO regarding timelines and privacy statements. The first meeting is due to take place next week. AP asked if everything need to be in place by the deadline? LD stated that the Church has been given legal advice that if you can demonstrate that this on your agenda this is deemed ok.	
5.4	C & S Committee Reports Feedback Meeting for this month was put back and is due to take place next week.	
5.5	Safeguarding Endeavour has had three breaches through the Scott Centre (the outside organisation who run the breakfast and afterschool club). SC is working closely with them and has told them that they could potentially lose the provision if they do not up their game. Since these discussions a Manager has been present daily but not at each session. Need to continue to monitor GM asked whether they paying us rent?	

	SC stated there will be a meeting next week to finalise rent and payment will be backdated to April 18. DF asked if SC was aware of the incident outside of the school premises today where the Police apprehended people? SC was unaware of this and thanked DF for providing her with the heads up.	
5.6	KEJS Headteacher Update Looking back: LLP visit – action much tighter evaluation plan being reviewed fortnightly. Two candidates were shortlisted for the position of Deputy Headteacher-. The successful candidate was Rachel Rogers who currently works at the Wellington Primary Academy in Tidworth. She will start in September and dates are currently being set for the handover process in Summer 2. HI has looked at a couple of schools in shaping KEJS. They are currently working with Maths and English. Summer 2: staff are feeling the uncertainty regarding the restructure process as to when things are going to happen. The letter sent out to staff indicated a date of 8th May but EPS have not followed through with this meeting. HI has spoken with Sharon and asked for support. Invites have been sent out to unions. AP: How do we hold EPS to account? HI sent back the report and proposed selection criteria and is awaiting to hear confirmation of a date. HI is speaking daily with staff re staying and looking at other opportunities. He is worried about losing good staff. Without clarity staff are not able to make an informed decision on their future. Points of challenge or the appeals process is not clear and has not been run properly. HI praised his staff for not showing how these pressures are affecting them. Middle leadership are working hard to support staff. IG: EPS is a service that we pay for and this is not acceptable. TH: Advise staff to speak to unions. The Union Reps are aware the process is stalling. If Unions think that something hasn't been done properly they will insist on a Tribunal. LD: They should accept liability for costs incurred for their errors. This is a significant concern.	

	MM: We need clarity around the timeline and process. SJ suggested a letter from the Governing Body be sent to all staff to show support. MM confirmed the Union discussion date is the 21st May. This date is replacing the previous one of 8th May. MM advised that Unions don't generally turn up for support staff. SJ: Expectations of us need to be done by a certain date SC: We should request/demand some regular face time from EPS. Experience of working in a detailed way. Drifting due to queries not all answered (8 sent and only 3 answered) MM: Sharon Collins has been invited to the implementation meeting on the 22nd May. TH: How will this impact the process? MM: Key triggers – agreement of Governors and informing staff. This shouldn't impact at all. Summer 2 final sets of data. PP meeting on 11th June – performance management. 23rd July is an inset day with staff and a chance to re-moderate books. GM suggested getting the new Governing Body involved on this day. HI said that this was a great idea! HI wants to tell staff before the end of this term to sit and observe the re-establishing of KEJS. Yr 3 teachers will be working in Yr 2 classrooms. This enables them to collect physical evidence of the children in terms of writing and what they are capable of doing at the end of July. This will provide a true set of expectations and is a good starting point. HI is tentatively agreeing inset days with the Head of KEIS. So far three have been agreed. Going forward he wants to develop a good relationship with the infants and their new Headteacher Claire Beasley. Governance is due to be looked at by OFSTEAD. It would be greatly appreciated if the Governors could come in – this will show a really joined up process. MM has had advice that if Ofsted happens after the Governing Body has dissolved the temporary Governing Body will be	MM to email Sharon tonight and follow up with phone call tomorrow MM to do
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	called upon. HI said that this would have to be the C&S Committee as they would be most knowledgeable. GDPR: Gail Swatton is the Data Protection Officer for KEJS. Have not been able to book her on training as all places full. Gail Leigh is working on documents regarding consent issues.	
5.9	Safeguarding DSL staff meeting to review safeguarding cases to ensure practice is robust and learnings taken.	
5.10	Roman Way Headteacher Update Looking back: its been an unusual year as SJ has been heading up KEIS which has given her invaluable professional development and Laura Skeates who has been acting up at Roman Way has really stepped up to the mark as leader. Need to recruit a Deputy Headteacher and teacher to cover maternity leave. All locked down before half-term. EPS have said that there is no reason it cannot happen this quickly. Shortlisting for Deputy Headteacher is due to take place tomorrow at KEIS and the interview panel will be SJ, MM and IG. They are excited and looking forward to being a standalone school. A parent consultation has taken place regarding the change of uniform and parents are in favour of this. As of September KS2 will no longer wear ties and blazers. Happy Fish who are our uniform supplier is not happy with this-MM said that he is unaware of any contract or agreement in place. SJ commented that she had received complaints from parents informing her of how rude he is and the service provided is not good. She was under the impression that uniform is made to order so could not understand how he could have so much spare uniform. MM: Future uniform suppliers must have a Supply Agreement with a Service Level Agreement (SLA) included. HI confirmed that they are currently doing the consultation as well. SC said that she would speak to Helen Palmer regarding the tie and blazer. Roman Way restructure at risk posts – there were two but two teachers have now left and the PPA cover teachers have slotted in. They will need support and training to help them succeed. GDPR: Dating mapping exercise done. Sue Parkinson is their	Data mapping to be

	Data Protection Officer but she may be retiring. She is booked on County training which she can share. Privacy statement is currently in draft form. Winton Cluster are buying in training as couldn't book on.	shared with HI
6. 6.1	People & Development Progression of restructure activity and leadership arrangements Covered under individual school updates	
6.2	PPD Committee Reports Feedback Budgets are painting a more positive picture. There is work still to be done. There is still a 5 year forecast deficit. The 3 year horizon is looking okay for KEJS and RW however Endeavour will be £27,000 minimum in deficit.	
7. 7.1	Finance & Audit To agree budgets for Endeavour, Roman Way and Knights Enham Junior School Budgets approved at PPD and agreed	
7.2	To agree Pay Policy This is required. Its been bumped to three different meetings so far. A new policy will have to be in place on the 6th July due to the dissolution of the Governing Body. It was therefore agreed to adopt the current policy as it will need revisiting in a months time. Numbers and wording need to be updated. There are polices that will need to be agreed individually for each Governing Body and will need to be discussed at the first meeting: safeguarding, SEN, medical conditions. MM: There are lots of different policies – amalgamate some together as there are far too many. DF: Are all policies on the website? MM: Essential ones are.	Headteacher responsibility
7.3	To agree amendment to Supporting Pupils with Medical Needs Policy SC not done anything. Had query regarding inhalers and procedure for them and epi-pens. These issues have now been solved and a local arrangement is in place. Not been able to progress this yet. SA commented that these policies are poorly written. TH said that she would be happy to do policies for each school and it would then be for the Headteacher to adapt for their	

	school. MM explained that all federated policies would be transferred at the point of dissolution.	
8. 8.1	Effectiveness Review Agree minutes and sign off actions from previous meeting Agreed	
8.2	Key Action re-cap from current meeting EPS Timeline Skills Matrix Medical Conditions Policy Governor Recruitment Actions following meeting on 22nd to be emailed to Governors. Agreement to support Endeavour for the remainder of the year.	
8.3	Any Other Business LD will be stepping down as Governor. He has been assessing his own workload and how best to support. He will be doing a trial role of chaplaincy within Endeavour. He has not done anything in this setting before. DF commented that where she works they find this role a big support to staff. LD said that this would be pastoral support for both adults and pupils. Volume of role, what it looks like and implications. SC: Two residential communities have been built from nothing. We have children in the school of many faiths/cultures. This can be an all encompassing role. Staff can benefit from this and explore. AP: Is there a view to expand elsewhere? LD: Yes in the next 12 months recruiting in to the Parish. It is not about being there as a Christian but facilitating conversations. TH: Conducting services? SC: Not within the chaplaincy role. LD will be hiring out the school for a Sunday Service separately. IG: Community development of two estates can only be of benefit opportunity for someone not part of the institution. SJ: Would you be wearing your collar? The word Chaplaincy and collar may not sit well with some parents.	

	LD: Yes however the role is building a multi-faith dialogue as safeguard in school and will be accountable to the Headteacher. TH: Protection. Line management in free schools has not happened and extremism has been identified. How do we ensure that the role of Headteacher and pastoral is safeguarding and relationship monitored? SC: Includes all schools LD: What is agreed needs to cover accountability. There will be regular monitoring and feedback. TH: What impact will this have on non religious families? SC: No difference in the curriculum because of it. TH: Curriculum covers all faiths LD: It is not about faith but pastoral support. Faith is a side issue and will not be pushed. It is about showing care and love for one another. TH: Pastoral care not in school? Need identified? SC: Not lack in support. This will be a listening ear between the community and the school. IC: There is a high level of stress with pupils in school. Someone not part of the school and approachable is a good thing. We are supposed to be educating in a Christian manner. DF: From a staff prospective if it stops staff from going off with stress this can only be a good thing. SC: It is about breaking down the barriers. HI: How is confidentiality maintained in terms of safeguarding? LD: Safeguarding procedures are top of the agenda in any religious institution. The school policies will be abided. Nothing is confidential. SC: There are different models schools adopt. Endeavour have a Play Therapist who comes in to school with different ethics but they share themes not content. TH: Involving this role in the management of staff would this not muddy the water and take away the responsibility of Senior Leaders, EPS and Occupational Health?	
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	LD: This is just an extra resource and is not to do with religion. We need to be careful as to how this role is communicated. TH: There may be an issue with the timing and that the Church are going to be hiring out the hall. LD: Just wanting to let the Governors know about what is proposed and see if we can carry on. TH: Have we had any other faiths into school? SC: The school is being hired at the request of the Church. We are not looking to advertise yet as we are not ready to do so. GM: In the new development is there potential for a place of worship? LD: Yes but this is too expensive. TH: Are Community Centres used as places of worship? LD: Yes the Community Centre and YMCA are currently used. There are other faiths in Andover but they are not currently active. SC: The way forward is for Governors to join the discussion for different perspectives to be heard as we continue to explore this. There just needs to be careful steering and thinking. LD requested feedback on the assemblies led on a termly basis	To take to End Governing Body for further discussions SC / HI / SJ
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Meeting closed at 20:11

Signed (confirmed).....
Chair of Governing Body for Endeavour, Roman Way and Knights Enham Junior School

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