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 21 March 2018 at 6.00pm

Present

Mr Matthew Main – Chair
Mrs Sarah Jones – Head RW
Mrs Sarah Couch – I. Head Endeavour
Mrs Tanya Hampton
Rev Lee Davies
Mrs Alison Paxton
Mr Hywel Inglis – Head KEJS
Mr Gary Murphy
Mrs Debbie Fazackerley
Mr Ian Grocott

In Attendance

Mr Tony Quinn – Governor Services Coordinator
Mrs Laura Skeates – Acting Head Roman Way
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 Steve McBride (SM) – Accepted
Mr Stuart Armstrong (SA) - Accepted

Absent without Apologies

Mr Alastair Barlow

2. Declaration of Interest

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

3. Governance **Action**

Mr Main said that he wished to give thanks to Mr Robin Hughes, who had recently resigned from his post of Chair of Governors, for his contribution and commitment to the federation.

Mr Main asked the Clerk to thank Mr Hughes, on behalf of the governing Body.

Mr Main reported that the Governing Body had a made the decision to dissolve the federation, originally, at the end of March 2018. However, since then, the Local Authority have advised that the timeline is managed for the federation to be dissolved at the end of this academic year.

<u>3.1 Election of Vice-Chairman</u>

Mr Main reported that there have been no nominations for the post of Vice Chairman and asked if any Governors wished to nominate themselves at the meeting.

Mr Murphy put his name forward for the post of Vice-Chair

Mr Murphy left the room at this point

Mr Murphy was unanimously elected as Vice-Chair of Governors.

Mr Murphy returned to the room at this point

<u>3.2 Visit from Tony Quinn to discuss future governance structures</u>

Mr Main welcomed Mr Quinn, Governor Services Coordinator, to the meeting.

Mr Quinn distributed a timeline for a dissolution date of 6 July 2018. And made the following points:-

- Temporary Governing bodies will be set up by the Local Authority for July 2018.
- Temporary Governing Bodies will need at least 7 members made up of I Headteacher, I Staff, 1 LA, 2 Parents and 2 Co-opted.
- Small Governing Bodies may decide to have a reciprocal, collaborative agreement, in case there are insufficient Governors for panels. This would need to be reviewed on an annual basis.
- Governor Services will contact local County Councillors to determine LA nominations.
- Governors to determine what skills are needed and register with Governors for Schools, Inspiring Governors and Do-IT.org for recruitment.

Mrs Hampton said that she has recently carried out a Governors' skills matrix. FED

3.2Governance contd **Action**

- Copies of the last year's minutes to be copied and distributed to each school.

Mr Main asked if minutes could be transferred electronically. FED

Mr Quinn said that the minutes would need to be in paper form,

- Confidential Minutes will need to be copied and put into sealed envelopes for each school.
- A poster campaign could be carried out, involving children for recruitment.

Mr Main said that it is important to bring to life the Governors' role to parents and staff.. FED

Mr Quinn said that each school will need one staff Governor each and the staff Governor's role is a good CPD opportunity for middle leaders.

Mr Quinn asked if any Governors are intending to continue.

Mr Main said that he has asked Governors, if they wish to continue and, currently. there would be 3 or 4 Governors for each school although he is waiting to hear from two of the Governors. FED

- The temporary Governing Body will meet once and will then become the actual Governing Body.

Mr Main said that Knights Enham Junior School is due to have an Ofsted Inspection soon and, as he has been closely involved with the C & S Committee and has good knowledge of the school, he would like to be part of the KEJS temporary governing body. KEJS

Mr Quinn asked if Governors could let him know if they felt similarly inclined.

Mr Quinn asked the Headteachers if they would feel comfortable with smaller Governing Bodies.

Mr Inglis and Ms Jones said that they would be comfortable with smaller Governing Bodies.

Mr Quinn said that small Governing Bodies can be hard work but are easy to expand, using a skills basis.

Ms Jones asked if there are any films that could be used to promote recruitment of Governors.

Mr Quinn said that Governors for School website has a link to a video.

3.2Governance contd **Action**

Mr Quinn also said that Governor Services will be involved from start to finish and will be able to help with recruitment.

Mr Murphy asked if the SLA for Governor Services runs in accordance with the financial year or the academic year. FED

Mr Quinn said that the SLAs run financially and will be pro-rata for the federated governing body and then for each school.

Mr Murphy asked when his next training session is booked for. FED

Mrs Hampton said that he is booked on to a course for Understanding Primary Data on 14 November 2018.

Mrs Hampton asked if there would be a meeting for recruitment of Governors. FED

Mr Main said that there will be a need for a meeting and Mr Quinn said that he would be able to attend.

Mr Main thanked Mr Quinn for attending the meeting.

Mr Quinn left the meeting at this point.

Rev Davies left the meeting at this point.

<u>3.3 Governor Training Report</u>

Copies of a Training Log for March 2018 were distributed t the meeting and Mrs Hampton, Training & Development Governor, made the following points:-

- Two new Governors have not yet attended Induction Training.
- Due to a number of resignations there are gaps in the training log.
- Recommendation that essential training is carried out first and then select courses that suit committee membership.

Mrs Fazackerley asked if it would be possible to list training courses that are held in Andover. FED

Mrs Hampton said that she will email another link to the training directory, which shows available courses and venues. **TH**

Mr Main asked if Governors could carry out e-learning. FED

Mrs Hampton said that e-learning is available for some training and certificates can be printed out and passed on to the Clerk, to place on Governors' files.

3.3 Governor Training Report contd **Action**

Mrs Paxton noted that some training, that she has attended, is not on the training log. FED

Mrs Hampton said that this was carried out for another school and she does not have access to their training log. However, Mrs Hampton suggested that if any Governors have carried out training for another school to let her know and she will enter this into the training log.

Mr Main said that training opportunities could be a selling point for the recruitment of Governors. FED

Mrs Hampton said that Governors' Conferences are very motivational.

3.4 Governor Visit Reports

Copies of Mrs Fazackerley's Governor Visit Report to Knights Enham Junior Schoolon 16 January 2018 for SEND had previously been distributed

Mrs Fazackerley said that further discussion with Mr Inglis are planned with regards to allocation of funding. KEJS **DF/HI I**

Copies of Mrs Fazackerley's Governor Visit Report on 19 January 2018 to Endeavour Primary School for SEND had previously been distributed

Mrs Fazackerley said that she will follow up with the SENCO re KS1 precision teaching. END **DF**

Mrs Couch said that the visit had triggered the measuring of precision teaching on different coloured charts for consistency.

Mr Paxton reported that she had met with the Maths Leaders at Knights Enham Junior School on 20 March 2018

Mrs Paxton said that the Maths Leaders are seeking help from the LLP for Maths and that tracking is going well although work is taking place to solve anomalies in SIMs. KEJS

4. **Notification of Items for Any Other Business**

Mr Main requested that a date is agreed for an extraordinary meeting.

Mrs Couch requested that the impact on attendance work of the Pastoral Support Worker is reported.

Both requests for any other business were agreed.

5. Endeavour Update **Action**

5.1 Key Points/Data Endeavour Curriculum & Standards 20.01.18

The minutes of the meeting of the Endeavour Primary School Curriculum & Standards Committee of 20 January 2018 were distributed prior to the meeting.

Mr Murphy made the following points:-

- A very good presentation had been given by the Early Years Leader.
- In Year R there are 17 areas of assessment which need to be monitored for 81 children.
- The challenges for Year R across split sites have been met really well and children have been integrated.

Mr Murphy also reported that another C & S meeting took place on 14 March 2018 with a very good data presentation made by Mr Armstrong.

5.2 New Site Update

Mrs Couch made the following points for the progress of the building on the new site:-

- Internal walls are being installed.
- The Senior Leadership Team have been involved and have chosen the new furniture.
- A visit for the entire staff is planned for the next inset day on 16 April 2018.
- Internal space for the Library is insufficient and will need creative thinking.
- There will need to be changes made to the designer's decisions, although this will be limited by the budget.
- Building is two weeks ahead of schedule and it is anticipated that work will be complete by mid-August.
- There is a Plan A and Plan B for moving into the building, with the safer option of the end of the second week in September 2018.

Mrs Hampton asked if the new Headteacher will be involved in plans. END

Mrs Couch said that the new Headteacher will be involved and a meeting has been arranged with herself, the new Headteacher and the Chair of Governors.

Mrs Paxton asked if there will be a time capsule. END

Mrs Couch said that the time capsule will be part of the opening ceremony.

5.2Endeavour Update contd **Action**

Mr Grocott said that it will be valuable for staff to be involved in plans for using internal space in the school. END

Mrs Couch said that the school is being built for 2 form entry, with the capacity for 3 form entry and it is thought that the library area and the playground will be too small.

Mr Main said that this would be an item for the implementation Group to discuss. END

Mrs Couch said that this would be very helpful to move forward.

Mrs Couch also said that the new Headteacher had noted that the barrier, that has been installed outside the school, has caused the two sites to be a further distance apart.

5.3 IT Update

Mrs Couch reported that an IT upgrade has been planned to take place following Easter when laptops will be replaced by PCs with USB ports disabled for memory sticks and staff will be able to use remote access.

Mr Inglis asked if this will mean a requirement for staff to use their own IT equipment for remote access.

Mrs Couch said that she has thought about keeping laptops for remote access.

Mrs Hampton asked if staff will be able to use remote access if USB ports are disabled. END

Mrs Couch said that staff will be able to work remotely with wireless access.

Mr Main said that for GDPR compliance remote access should be used instead of memory sticks. END

Mrs Fazackerley asked if there is a policy for downloading documents remotely. END

Mrs Couch said that there will be a staff declaration form.

Mr Main said that, for due diligence, the removal of memory sticks reduces risk.

Mrs Skeates asked if there is any way that laptops can only be used for remote access,

5.3£ndeavour IT Update **Action**

Mr Main said that there will need to be safeguards, for example, a secure area. END

AP asked what will happen to old devices. END

Mrs Couch said that old devices will become the property of Hampshire IT and will be melt down.

Mrs Hampton asked if staff have been consulted of the new IT plans. END

Mrs Couch said that an IT audit has been carried out and staff will be consulted.

Mr Inglis asked of how whiteboards will be used when USB ports have been disabled.

Mr Main said that there will need to be a thought process for secure data. END

5.4 People/Leadership/Interim Arrangements Update

Mrs Couch reported that there has been a high percentage of genuine staff illness and staff reaching the trigger point for short term absences. Therefore, there will be a change in systems and procedures in accordance with Occupational Health.

Mrs Couch also said that sickness cover has historically been carried out by HLTAs and PPA cover teachers and, for stability and the retention of HLTAs, from Easter HLTAs will only cover PPA and not sickness absence.

Mrs Couch also reported that the wider staff structure, for September, will be worked on with the new Headteacher and involve all staff during the next INSET day, which should be more stable for support staff

5.5 Safeguarding

Mrs Couch said that planning has taken place for managing inhalers and epi-pens to support children with medical needs.

Mrs Couch further said that she is not comfortable with children carrying their own epi-pens.

Mr Grocott said that there could be a problem if medication gets into other hands. END

Mr Main asked if children carry their own inhalers in the other schools. FED

5.5. Safeguarding – Endeavour **Action**

Ms Jones and Mr Inglis said that children do not carry inhalers or epi-pens in the other two schools.

Mrs Couch said that there is a need to factor where ep-pens and inhalers should be kept.

Mrs Skeates that teachers could be responsible for carrying the medication for PE lessons.

Ms Jones said that supply teachers need to be made aware of medical needs.

Mrs Hampton said that the administration of medication needs to be recorded. END

Mr Main asked if there is advice for medication. END

Mrs Couch said that it is good practice to base the needs around a health care plan and there is a need to look at whether a request is a parental request or medical request.

Mrs Couch said that site security has been looked at to make sure pf what it should be and site staff are now fully in control and the site is secure.

Mr Murphy asked if staff absence policies are robust. END

Mrs Couch said that the policy is robust, however, health checks have not always been followed even though school procedures were in place they have not always been followed up.

Mr Grocott asked of water on site is safe. END

Mrs Couch said that school ponds should not be more than 80cm deep and it has been found the pond on site will never be more than 80cm deep.

Mrs Hampton asked how the depth is monitored. END

Mrs Couch said that the pond has drainage system.

Mr Grocott asked if children are allowed near the pond. END

Mrs Couch said that the pond is being repaired and currently not in use

Mr Grocott asked if children could get near to the pond. END

Mrs Couch said that the pond has three layers of protection, two of which are padlocked.

5.5. Safeguarding – Endeavour **Action**

Mrs Hampton asked how often the pond is used. END

Mrs Couch said that the pond has been out of action for a full term, however, it had been used often in the past.

Ms Jones asked if the pond could be drained or covered with a grill during school holidays.

Mr Main said that options for pond safety need to be looked at.

6. KEJS Update

6.1 Key Points/KEJS Curriculum & Standards 10.01.18

The minutes of the meeting of the Knights Enham Junior School Curriculum & Standards Committee of 10 January 2018were distributed prior to the meeting.

6.1 Key Points/KEJS Curriculum & Standards 07.02.18

The minutes of the meeting of the Knights Enham Junior School Curriculum & Standards Committee of 7 February 2018were distributed prior to the meeting.

6.1 Key Points/KEJS Curriculum & Standards 06.03.18

The minutes of the meeting of the Knights Enham Junior School Curriculum & Standards Committee of 6 March 2018were distributed prior to the meeting.

Mr Main reported that progress is continuing apace with most of the red lined actions being achieved although there had been some slippage caused by the school closure, due to snowfall. KEJS

Mr Main also reported that the biggest impact will be losing the Acting Deputy Headteacher at Easter, however, the plan put in place for the interim is robust. END

6.2 RI Plan update

Mr Inglis reported that the school had an RI Monitoring visit on 13 March 2018 and gave the following report:-

Based on its internal monitoring, the school currently judges its overall effectiveness to be good.

6.2 RI Plan update – KEJS contd **Action**

Primarily, this is because of the strong educational outcomes at the end of Key Stage 2 in 2017. Improvements in teaching since the LA monitoring visit within July 2017 and the predictions for the end of Key Stage 2 in 2018, when the outcomes are again expected of to be at least in line with national averages.

Based on the available evidence, the school can be reasonably confident in its self-evaluation and appears to be well-placed to secure a good outcome in its next Ofsted Inspection, due in July 2018. However, the Headteacher and Senior Leaders must now secure more rapid improvements in teaching so that remaining pockets of inconsistency are eradicted and the needs of the higher attaining pupils are met more effectively. Strengthening the outcomes for higher attaining pupils at the end of Key Stage 2 is the main priority for the school to address.

Mr Inglis said that Ofsted will dig deeper and there is an urgency for everything to be in place including a small pocket of inconsistency in learning.

Mrs Paxton said that she had attended the feedback, following the monitoring visit, and the main needs are improvement for the needs of higher attaining pupils and assessment, KEJS

Mr Inglis said that learning behaviour and staff involvement were found to be good but the school needs to be secure.

Mr Inglis also said the LLP has come into school to tie milestones on a two-weekly basis.

Mrs Paxton said that Governors need an improved monitoring sheet to show what they have doing. KEJS

Mr Inglis said that there has been a good transition with a teacher who will be taking over as Maths Leader from the Acting Deputy Headteacher.

Mrs Paxton said that she had been the only Governor who had attended the feedback which had not shown enough commitment from the Governing Body. KEJS

Mr Inglis suggested that telephone access is set up for Governors who cannot attend further visits.

The Governors agreed that the report from the feedback had been good.

6.3 KEJS School Evaluation Form **Action**

Copies of a school evaluation form for Knights Enham Junior School had previously been distributed.

Mr Inglis said that the main areas of development had been reported in item 6.2.

6.4 People/Leadership/Interim Arrangements Update

Mr Inglis reported that he has internally advertised the post of Acting Deputy Headteacher for the summer term.

Mr Inglis also reported that there had been 14 applications for the post of Deputy Headteacher with 2 candidates being shortlisted for interviews on 23 March 2018.

6.5 Safeguarding

Mr Inglis said that the airlock has been reorganised to give a clear vision of people approaching the school entrance.

Mr Inglis also said that a welcome sheet has been produced for visitors with information regarding safeguarding and health & safety.

7. Roman Way Update

7.1 Key Points Roman Way Curriculum & Standards 17.01.18

The minutes of the meeting of the Roman Way Primary School Curriculum & Standards Committee of 17 January 2018were distributed prior to the meeting.

Mr Main reported that the C & S Committee had held really positive meetings with a good presentation of data and where concerns were, by Mrs Skeates. RW

Mr Main further reported that good results are starting to show and data is clear and concise showing challenges and successes. RW

Ms Jones reported that, in her absence as Acting Headteacher of KEIS, the school had been led well by Mrs Skeates.

7.2 People/Leadership/Interim Arrangements Update

Ms Jones reported that staffing is stable.

Ms Jones requested that Governors consider her continuing to work at KEIS as Acting Headteacher for 2.5 days per week until the end of the summer term or until the return of the Acting Headteacher, currently absent for maternity leave.

7.2 Roman Way Update contd **Action**

Mrs Hampton asked of the impact on Roman Way Primary School. RW

Ms Jones said that there should be no impact on the school due to a robust monitoring system in place.

Mrs Hampton asked of the impact on staff. RW

Mrs Paxton said that it could offer good development opportunities for staff.

Ms Jones said that she ensures that she touches base with all staff.

Mr Main said that C & S meetings have shown that there are no concerns. RW

The Governors agreed that Ms Jones would continue to work as Acting Headteacher at Roman Way Primary School for 2.5 days per week until the end of the summer term or until the return of the Acting Headteacher.

<u>7.3 Safeguarding</u>

Ms Jones reported that Mrs Hampton had worked with staff on CPOMs training and thanked Mrs Hampton for her work.

8. Finance, Audit & Risk

<u>8.1 Key PPD points/data 23.01.18</u>

The minutes of the meeting of the People, Planning & Development Committee of 23 January 2018were distributed prior to the meeting.

Mrs Paxton reported that the PPD Committee have discussed budgetary control reports, overspends and policies. FED

Mr Main reported that that the SFVS had been reported to the Committee with the main action to link costs with the school improvement plans which needs to be demonstrable. FED

Mr Murphy enquired of the possible change in the Endeavour budget due to growing schools funding. END

Mrs Couch said that she will know by Easter of the amount for growing school funding.

Mr Main said that the breakdown of costs for IT is now known. END

Mrs Fazackerley noted that there is a policy for hot weather and asked if there is a policy for snow. FED

8.1 Key PPD points/data contd **Action**

Mr Inglis said that there are snow and ice procedures on school websites.

Mrs Paxton said that parents were unclear about the timings of notifications on school closures. FED

Mrs Couch said that she had planned to let parents know by 7.30pm and had actually informed them by 7.15pm also parents had been informed that they would know of closures by text message and the school website.

Mrs Couch also said that Endeavour King Site had been caused to close, due to a failed boiler at the beginning of the week and parents were notified as soon as possible.

Mr Inglis said that snow procedures were on the KEJS website which stated that parents would be informed by 8.15am.

Mrs Hampton asked if the notification would be too late for parents. KEJS

Mr Inglis said that parents were informed earlier, however, there is a need to review timings on the website. **HI**

Mrs Paxton asked of staff required to work when the schools have no heating. FED

Mrs Couch said that staff at the King site were told to come into work during the school closure caused by the breakdown of the boiler because there was a heated room for them to work in.

Mrs Couch also said that Attenborough class at the Kirk site was able to run both days.

8.2 Policy for transportable data

Ms Jones said that the Policy for Transportable Data is being worked on and it was agreed that this would be an item for the next agenda.

8.3 Pay Policy 2017/18

It was agreed that the Pay Policy for the previous pay year had been fully updated and to, therefore, continue with the policy until the federation is dissolved.

8.4 Supporting Pupils with Medical Needs Policy

It was agreed that the Policy for Supporting Pupils with Pupils with Medical Needs would be an item for the next agenda.

8.5 Single Equality Statement for KEJS **Action**

Copies of a Single Equality Statement for Knights Enham Junior School had previously been distributed.

|Mr Main said that there will be a need to include GDPR compliance for data. KEJS **MM**

The Governors agreed to accept the Single Equality Statement in principle, for KEJS.

8.6 Data protection (GDPR)

Mr Main reported that he attended a meeting for GDPR which had not been very informative and there is a lot to put into place for May 2018.. FED

Ms Jones asked if any work had carried out for the Data Protection Policy.

Mr Main said that he has carried out some work on the policy. FED

Mrs Hampton asked of Data Protection Officers. FED

Mr Main said there will need to be a Data Protection Officer for each school, which could be a Governor or school can use an external agency. FED **Heads**

Ms Jones said that she had contacted EPS to enquire of a job description for the role and found there is not one.

Mrs Fazackerley asked if the role would have any personal liability. FED

Mr Main said that schools would need to show due diligence.

HI said that all school will need to place a Single Equality Statement on their websites.

8.7 GDPR Compliance for CPOMs

Copies of a statement for CPOMs regarding GDPR compliance had previously been distributed and it was agreed that statements from companies should be placed on file in each school.

9. Impact of Meeting

Governance timeline
Updates from the Headteachers
New format of agenda which is more focussed
Governors' training report

10. Adoption of Minutes from the Last Meetings **Action**

2 February 2018
The minutes of the full governing body meeting of 2 February 2018 had previously been distributed.

There were no matters arising from the minutes of the meeting of 2 February 2018

The minutes of the meeting of 2 February 2018 were signed as a true record.

6 February 2018
The minutes of the full governing body meeting of 6 February 2018 had previously been distributed.

There were no matter arising from the minutes of the meeting of 6 February 2018.

The minutes of the meeting of 6 February 2018 were signed as a true record.

28 February 2018
The minutes of the full governing body meeting of 28 February 2018 had previously been distributed.

There were no matters arising from the minutes of the meeting of 28 February 2018.

The minutes of the meeting of 28 February 2018 were signed as a true record.

11. AOB/Items for the Next Agenda

Any Other Business

Mr Main requested that an extraordinary meeting be called.

It was agreed that an extraordinary meeting would be held on 27 April 2018 at 4.00pm.

Mrs Couch reported that the Pastoral Support Worker of Endeavour Primary School had worked with Mrs Hampton and distributed copies of attendance case studies at the meeting.

Mrs Couch said that the Pastoral Support Worker is a very positive tole.

Items for the Next Agenda

Policy for transportable data
Policy for supporting pupils with medical needs.

12. Date of Next Meeting

16 May 2018 at 6.00pm to be held at Knights Enham Junior School

Meeting closed at 8.30pm

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

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