

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 24 November 2017 at 3.45pm

Present

Mr Robin Hughes – Chair
Mrs Elizabeth Fletcher – Acting Head Endeavour
Mr Hywel Inglis – Acting Head KEJS
Mrs Alison Paxton
Mr Steve McBride
Rev Lee Davies
Mr Ian Grocott

Mr Matthew Main
Ms Sarah Jones – Head RW
Miss Marion Orwin
Mrs Tanya Hampton
Mrs Debbie Fazackerley
Mr Alastair Barlow

In Attendance

Mrs Laura Skeates – Acting Head/Acting Deputy 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 Gary Murphy - Accepted
Mr Nick Mackey - Accepted

Absent without Apologies

Mr Praphan Browne

2. Declaration of Interest

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

3. Notification of Items for Any Other Business **Action**
None

4. Committee Reports
People, Planning & Development 19.09.17

The minutes of the meeting of the People, Planning & Development Committee of 19 September 2017 were distributed prior to the meeting.

People, Planning & Development 07.11.17

The minutes of the meeting of the People, Planning & Development Committee of 7 November 2017 were distributed prior to the meeting.

It was agreed that the date of the last meeting should be amended to read 19/09/17.

KEJS Curriculum & Standards/RIG 13.09.17 **GL**

The minutes of the meeting of the KEJS Curriculum & Standards/RIG Committee of 13 September 2017 were distributed prior to the meeting.

Roman Way Curriculum & Standards 20.09.17

The minutes of the meeting of the Roman Way Curriculum & Standards Committee of 20 September 2017 were distributed prior to the meeting.

Endeavour Curriculum & Standards 20.09.17

The minutes of the meeting of the Endeavour Curriculum & Standards Committee of 20 September 2017 were distributed prior to the meeting.

KEJS Curriculum & Standards/RIG 11.10.17

The minutes of the meeting of the KEJS Curriculum & Standards/RIG Committee of 11 October 2017 were distributed prior to the meeting.

KEJS Curriculum & Standards/RIG 08.11.17

The minutes of the meeting of the KEJS Curriculum & /RIG Committee of 8 November 2017 were distributed prior to the meeting.

Mr Hughes said that the meeting had been more focussed by using the new form of agenda which had been slimmed down by the Action Group.
KEJS

Mr Inglis said that, by following the new form of agenda, the meeting had been focussed and had more impact. KEJS

4.Committee Reports contd

Action

Roman Way Curriculum & Standards 16.11.17

The minutes of the meeting of Roman Way Curriculum & Standards Committee of 16 November 2017 were distributed at the meeting.

Endeavour Curriculum & Standards 22.11.17

It was agreed that a copy of the minutes of the Endeavour Curriculum & Standards Committee of 16 November 2017 would be emailed to Governors.

Mr Hughes said the Mr Murphy had said that, by using the new form of agenda for Endeavour, the meeting had been more effective. END

Mrs Hampton asked how items removed from C & S agendas would be dealt with, including safeguarding. FED

Mr Main said that the current versions of agendas for C & S Committees were an interim measure, until the new Committee structure is agreed and terms of reference are in place.

Mr Hughes said that items removed from C & S agendas would be dealt with by other Committees.

Pay Committee Terms of Reference

Terms of Reference for the Pay Committee 2017 had previously been distributed.

Following recommendations from the Pay Committee, the following amendments were agreed:-

Chair – Chair of FGB

Quorum – Two non-staff Governors

Subject to the agreed amendments, the Governors unanimously agreed to accept the Pay Committee terms of reference for 2017/18.

5. Membership

Current Membership

Mr Hughes informed the Governors that Miss Orwin would resign from her post as Co-opted Governor from 25 November 2017 and thanked her for her many years of commitment.

Miss Orwin said that she will continue to support Roman Way Primary School, as a volunteer.

Mr Hughes said that there are now 5 vacant posts for Co-opted Governors and, following Miss Orwin's resignation, 1 vacancy for an LA Governor.

5.Membership contd

Action

Mr Hughes also noted that some current Governors do not always attend meetings and reminded Governors that full commitment is needed. FED

Mr Grocott said that interested candidates for Governor posts would need to know the amount of meetings they are required to attend. FED

Mrs Paxton said that a high level of commitment is needed as meetings can be as many as five in one week. FED

Mr Main said that the Action Group are working on honing Committees' terms of reference for a more specific focus. FED

Mrs Paxton enquired when the new structure would be ready for Governor approval. FED

Mr Main said that the revised structure would be ready for the next FGB meeting and it was agreed that this would be an item for the next agenda. **MM**

Mr Hughes thanked Mr Main for his work in moving the Governing Body forward,

Miss Orwin requested that thought be given to a Governors carrying out some planned tasks at Roman Way as follows:-

Autumn term site inspection.
Meeting with SENCO.
KS2 Book Scrutiny.

Mrs Paxton said that, following Miss Orwin's resignation, she would be the sole member of the performance management panel and it was agreed that this would be an item for the next agenda. **RH**

Applications for Co-opted Posts

Mrs Leigh informed the Governors that there had been no applications vacant for Co-opted Governor posts.

6. Pay Recommendations

Mr McBride and Mrs Hampton, Mr Inglis, Ms Jones and Mrs Fletcher and Mrs Skeates left the room at this point.

Teaching Staff Pay 2017/18

This confidential item is minuted on a separate sheet

6. Pay Recommendations contd

Action

Leadership Pay 2017/18

This confidential item is minuted on a separate sheet

Mr McBride, Mrs Hampton, Mr Inglis, Ms Jones and Mrs Fletcher and Mrs Skeates returned to the room at this point

Pay Committee Meeting for Support Staff Pay

It was agreed the next Pay Committee to consider support staff pay recommendations would be on 2 February 2017 at 3.15pm to be held at Endeavour Primary School.

RH

7. Revised Budgets

The Governors agreed that Mr Main would carry out a presentation prior to the proposals of revised budgets:-

Mr McBride, Mrs Hampton and Mrs Skeates left the room at this point.

Presentation of Budgets and Structures

This confidential item is minuted on a separate sheet.

Mr McBride, Mrs Hampton and Mrs Skeates returned to the room at this point.

Mr McBride left the meeting at this point

Copies of Revised Budget Summary Reports 2017-18 were distributed at the meeting as follows:-

Endeavour Primary School

Total Recorded Income £1,868,641

Total Recorded Expenditure £1,942,992

In Year Deficit £74,351

Cumulative Surplus £46,789

Knights Enham Junior School

Total Recorded Income £1,287,687

Total Recorded Expenditure £1,280,048

In Year Surplus £7,637

Cumulative Surplus £118,029

7.Revised Budgets contd

Action

Way Primary School

Total Recorded Income £1,375,800

Total Recorded Expenditure £1,370,284

In Year Surplus £5,516

Cumulative Surplus £85,953

The Governors agreed to accept the revised budgets 2017/18 for all three schools.

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

8. Action Group Report

Progress of Restructure

Mr Main reported that the Action Group have met twice and have been working on a new structure for Governors' Committees which should be completed this week followed by revision of terms of reference.

It was agreed that the new Committee structure and revised terms of reference will be an item for the next agenda.

Virtual Participation at Governors' Meetings

Copies of information from the Virtual Governance Topic Area had previously been distributed.

Mr Hughes asked the Governors to consider the option for Governors to take part in meetings by virtual participation.

Mr Main said that meetings would need to be planned as usual with a set date and venue.

The Governors agreed to approve alternative arrangements for Governors to participate or vote in meetings in the form of virtual participation.

Proposed by Mr Hughes, seconded by Mr Barlow and agreed unanimously.

9. Ofsted Action Plan

Action

Copies of the KEJS School Improvement Plan for September 2017-July 2018 had previously been distributed

Mr Inglis reported that he had worked with the Learning & Leadership Partner to form a new plan with a sharper focus.

Mrs Hampton enquired of how the School Improvement Plan would be monitored. KEJS

Mr Inglis said that the plan includes targets and actions and is also discussed at monthly Curriculum & Standards Committee meetings.

10. David Kirk Site

Outcome of consultation of expansion of Endeavour Primary School

Mr Hughes said that the consultation period has now closed.

Mr Hughes also said that he has been in discussion with the Head of Strategic Development regarding funding, which would change from £165,000 for a new school to £45,000 for an extension.

Mr Hughes further said that, due to funding changes, Governors may wish to revisit the decision to support the proposal of an extension to Endeavour Primary School.

Mr Grocott agreed that the Governors will need to consider funding before a decision is made. END

Mrs Paxton said that lower funding would cause a lot of pressure for the Headteacher and staff.

Mrs Hampton enquired if the new school's initial intake would be Year R only. END

Mr Main said that in order to gain enough funding there may be a need to offer places to all year groups. END

Mr Main also said that a meeting has been planned to discuss the school building, in two weeks' time on the David Kirk Site and the Action Group will attend.

Progress of New School Site

Mrs Fletcher reported that building of the school is due to be completed by the beginning of September 2018.

11. Pupil Attendance

Action

Copies of a pupil attendance reports for all three schools had previously been distributed.

It was agreed that the reports contained current information and strategies used to improve attendance including the work of the Welfare Officers.

12. Review of Governance

Actions from Full Governing Body Training

Mrs Paxton said that the full governing body training held on 14/11/17 for Holding Leadership to Account had been very good.

Mr Inglis said that he had been able to work with the trainer to tailor the training specific to the schools' needs.

Mrs Hampton requested that any questions following the training are emailed to her.

Mr Paxton asked if there would be feedback.

Mrs Hampton said that she would email feedback to Governors.

TH

Access for Secure Website

Mr Main reported that Governors documents and other information will be stored on an iCloud site, rather than the Governors secure website, which should improve access. FED

It was also agreed that the Clerk would work with Mrs Hampton to transfer the documents and links.

TH/GL

13. Leadership Recruitment

Progress of Leadership Recruitment within the Federation

Mr Hughes said that KEJS Headteacher interviews are planned for 12 & 13 December 2017.

Interim Arrangements for Spring Term 2018

Mrs Fletcher reported that the Consultant Headteacher would no longer be supporting Endeavour Primary School for two days per week from the beginning of next term.

Mrs Fletcher also reported that she would need to return to the working pattern of 80% (four days per week) from the beginning of next term.

13. Leadership Recruitment contd

Action

Mrs Fletcher said that she will meet with the School Improvement Manager to discuss future interim arrangements, which will, hopefully, be more substantive than this term.

Mr Hughes thanked Mrs Fletcher and Mrs Pagett for their professionalism in Acting Roles of Headteacher and Deputy Headteacher, during this term./

Mr Main congratulated Mrs Fletcher and Mrs Pagett for ensuring teaching and learning was the main focus of the school and enquired if there were clear arrangements for the futures.

Mr Hughes said that a request will be made for 5 days support for the leadership of Endeavour. Primary School.

14. Policies

E-Safety Policy

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

Pay Policy 2017

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

KEJS Teaching, Learning & Assessment Policy

Copies of a KEJS Teaching, Learning & Assessment Policy had previously been distributed to the Governors.

The Governors agreed to adopt the KEJS Teaching & Learning Policy.

Proposed by Mrs Paxton, seconded by Mrs Fazackerley and agreed unanimously.

Statement of Financial Expectations

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.

Roman Way Marking, Feedback and Assessment Policy

Copies of a Roman Way Marking, Feedback & Assessment Policy were previously distributed to the Governing Body

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

15. Travel & Petty Cash Claims

Action

Following a recommendation from the PPD Committee, it was agreed that travel and petty cash claims for each Acting Headteacher will be authorised by another Acting Headteacher, within the federation.

16. Data Protection

Mr Main said that the next step for GDPR will be an information audit to take place.

Mrs Fazackerley asked of Governors' responsibilities. FED

Mr Main said the audit would be carried out by school staff, however he will be attending a training session with the Headteacher of Roman Way and Acting Headteachers of Endeavour and KEJS on 12/01/18 and will report back at the next meeting.

MM

17. Fire Drill

Mr Inglis reported that a fire drill is planned to take place at Knights Enham Junior School during the next two weeks.

HI

Mr Inglis also reported that one fire marshal has left and two more will attend training during the spring term 2018.

18. Governor Training

Miss Orwin reported that she had attended SEN training recently and had previously submitted a report to Governors which contained useful questions for school visits. RW

Mr Inglis said that he would provide milestone dates which should help when planning Link Governor visits.

HI

Mrs Hampton requested that all Governors return skills audits as soon as possible to enable the Governing Body to build a picture of training needs.

Mrs Hampton also reported that she had attended Training & Development training during the previous day which focussed on drivers and where we are going. FED

Mr Grocott reported that he will attend a course for Protecting Children.

It was agreed that the Clerk would email with joining instructions to the Key, to all Governors.

GL

19. Governor Visit Reports

Action

Mrs Fazackerley reported that she had carried out SEND visits to Knights Enham Junior School and Endeavour Primary School during this term and had previously submitted reports to Governors. END/KEJS

Mrs Fazackerley said that although the visits were carried out early in the academic year she had been able to look at data for the previous year. END/KEJS

Mrs Paxton reported that she had carried out a second Pupil Premium visit to Knights Enham Junior School this term, which had been really useful especially to triangulate information. KEJS

A visit report from Mr Murphy, who had attended a Year 3 pupil progress meeting at Endeavour, had previously been distributed to Governors. END

A visit report from Mr Murphy, who had attended a school council meeting at Endeavour, had previously been distributed to Governors. END

20. Correspondence

None

21. Impact of meeting

It was agreed that Governors now had better understanding of structures within the federation.

22. Adoption of Minutes from the Last Meetings

29 September 2017

The minutes of the full governing body meeting of 29 September 2017 had previously been distributed.

There were no matter arising from the minutes of the meeting of 29 September 2017.

The minutes of the meeting of 29 September 2017 were signed as a true record.

7 November 2017

The minutes of the full governing body meeting of 7 November 2017 had previously been distributed.

There were no matter arising from the minutes of the meeting of 7 November 2017.

The minutes of the meeting of 7 November 2017 were signed as a true record.

23. AOB/Items for the Next Agenda

Action

Any Other Business

None

Items for the Next Agenda

Election of performance management committee

Revised committee structure

Revised terms of reference

Support Staff pay recommendations

E-Safety Policy

Pay Policy

Roman Way Marking, Feedback and Assessment Policy

Data Protection

24. Date of Next Meeting

2 February 2018 at 3.45pm to be held at Endeavour Primary School

Meeting closed at 6.10pm

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

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