

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 29 September 2017 at 3.45pm

Present

Mr Robin Hughes – Chair
Mr Hywel Inglis
Mrs Elizabeth Fletcher
Mr Gary Murphy
Mrs Ros Hughes
Rev Lee Davies
Mrs Julie Stratton
Ms Sarah Jones
Mr Praphan Browne

Mr Matthew Main
Mr Ian Grocott
Mr Steve McBride
Miss Marion Orwin
Mrs Debbie Fazackerley
Mr Alastair Barlow
Mrs Tanya Hampton
Mrs Alison Paxton

In Attendance

Mrs Gail Leigh – Clerk
Miss Pippa Dixon – SENCO for Roman Way Primary School

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 Nick Mackey – Accepted

Absent without apologies

None

2. Election of Chair and Vice-Chair

Election of Chair

Action

Mrs Leigh informed the Governors that there had only been one written nomination – Mr Robin Hughes for Chair.

Mr Robin Hughes was duly elected as Chair for a term of office ending 31 October 2018.

Election of Vice-Chair

Mr Hughes informed the Governors that there had only been one written nomination – Mr Matthew Main for Vice-Chair

Mr Main was duly elected as Vice-Chair for a term of office ending 31 October 2018.

The Chair thanked Miss Orwin for her commitment and support in her previous role of Vice-Chair since 2010.

3. Declaration of Interest

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

Pecuniary Interest forms were completed by the Governors, at the meeting.

4. Notification of Items for Any Other Business

Mr Main requested that, due to the growth of the federation structures, within the federation, be considered as an item for discussion under any other business.

The Governors agreed to Mr Mains request for any other business.

5. Adoption of Minutes

The minutes of Full Governing Body meeting of 14 July 2017 had previously been distributed to the Governors.

It was agreed that Page 5, Item 4 – Para 4 should read: *Mrs Pagett will be Acting Headteacher for Endeavour Primary School for Autumn Term 2017.*

Subject to the agreed amendment, the minutes of the Full Governing Body of 14 July 2017 were agreed as a true record.

5.Adoption of Minutes contd

There were no matters arising from the minutes of the meeting of 14 July 2017.

Action

Subject to the agreed amendment, the minutes of the Full Governing Body meeting of 14 July 2017 were signed as a true record.

The minutes of Full Governing Body meeting of 13 September 2017 had previously been distributed to the Governors.

The minutes of the Full Governing Body of 13 September 2017 were agreed as a true record.

There were no matters arising from the minutes of the meeting of 13 September 2017.

The minutes of the Full Governing Body meeting of 13 September 2017 were signed as a true record.

6. Acting Headteachers' Reports

Knights Enham Junior School

Copies of the Acting Headteacher's Report were distributed at the meeting and the following points were highlighted by Mr Inglis:-

- Apologies were made by Mr Inglis for the lateness of the report, however, a School Improvement Visit Report had previously been distributed to all Governors which had included a summary of main findings.
- Writing is a key focus, this year. The English Leader has worked with a HIAS Adviser to develop a rich, text-led scheme.
- Spelling is also a key focus, this year, and the school is using a school-wide spelling scheme, No Nonsense Spelling, which is a prescriptive strategy and it is hoped, will raise the levels of grammar and spelling.

Mr Murphy asked if the No Nonsense Spelling Scheme is used across the federation. FED

Mrs Fletcher said that Endeavour Primary School had been the first to use the strategy, since last year.

Mr Main asked how the success of the strategy is measured and of the review period. KEJS

Mr Inglis said that learning outcomes are reviewed half-termly, following pupil progress meetings. Furthermore, the English Leader has looked at the progress of spelling by comparing results of assessment tests to see impact.

6. Acting Headteachers' Reports contd – KEJS

Action

Mr Main requested that timescales for actions are included in future Headteacher Reports. KEJS

Mr Inglis said that plans are centred around 4 monthly timescales which will be included in future reports.

HI

- The school has had a very positive start with children continuing to make good progress and there is a big push in school to make sure work is appropriate to move children on towards working at Greater Depth.
- The pupil number on roll is currently 220, which is the same as last year.
- The Year 3 cohort is particularly small, due to some children leaving the Infant School to join schools closer to their homes.
- There have been few changes in staffing with one Year 6 teacher leaving and replaced by a newly qualified teacher, who had previously worked in the school as a graduated teaching assistant and as an unqualified teacher.

Mrs Hampton arrived at this point

Miss Orwin asked how pupil attendance compared with last year. KEJS

Mr Inglis said that attendance is currently 95.8% and thanked Mrs Hampton, Welfare Officer, for her work in engaging with parents and tackling persistent absenteeism.

Mr Inglis said that Mrs Hampton and himself have also worked with the County Legal Panel to emphasise to parents the importance of children's good attendance in school, in order to receive a good education.

Miss Orwin noted that there had been 17 incidents of lateness by 8 children and asked if the children lived in the catchment area. KEJS

Mr Inglis said that some of the children lived on the fringe of the catchments area and walked into school. Furthermore, work is taking place to reduce persistent lateness.

Mrs Hampton said that once the Legal Panel have taken on a case they then become responsible and give the support of a Legal Intervention Officer.

6. Acting Headteachers' Reports contd - KEJS

Action

Mrs Fazackerley asked how enforcement is carried out. KEJS

Mrs Hampton said that parents can be fined or prosecuted with a breach of the Education Act.

Mrs Fazackerley asked if referrals to the Legal Panel had been successful in improving attendance. KEJS

Mr Inglis said that cases had, previously, not been referred for two and half years. However, the school now has a Welfare Officer whose role is key in monitoring attendance.

Mr Hughes asked how many fines have been issued for poor attendance. KEJS

Mr Inglis said that 14 fines have been issued.

Mrs Hampton said that work is taking place, with parents, to avoid fining.

Mr Main asked if fining is consistent across the federation. FED

Mrs Fletcher said that all schools have staff who are attending network meetings to find consistency across the County.

Mr Inglis said that the Welfare Officer at KEJS is working consistently with the Infant School.

Rev Lee asked if the school was seeing visible improvement following the issue of fines. KEJS

Mrs Hampton said that work has taken place with parents to reduce the amount of days taken for term time holidays, which improves attendance levels and avoids fines.

Endeavour Primary School

Copies of the Acting Headteacher's Report were distributed prior to the meeting and the following points were highlighted by Mrs Fletcher:-

- The school is currently led by Mrs Fletcher as Acting Headteacher and Mrs Pagett as Acting Deputy Headteacher, during an interim in the recruitment process for a Headteacher.

Mrs Fletcher said that she would email a full staffing structure to the Clerk for distribution to Governors

EF/GL

- The new site has a modular building, which houses a Year R class of 22 pupils.

6. Acting Headteachers' Reports contd - Endeavour

Action

- The school has appointed a new Caretaker, who is currently working across the two sites.
- The main building has 14 classes of children.
- Staff worked with Maths and English Advisors to plan learning journeys and a review date has been planned.
- Three newly qualified teachers joined the school in September 2017 and are working really well.
- The No Nonsense Spelling Scheme is in place and is now being tightened and tweaked.
- All KS2 staff know the KS1 results of their pupils and of the targets.
- The PPD Committee had agreed to the recruitment of a Pastoral Worker for a fixed term contract, until 31 August 2018.
- There will be a meeting on 16 October 2017 from 3.00pm – 6.00pm as part of the consultation for the proposal of the expansion of Endeavour Primary School.

Mrs Fazackerley enquired of measures being taken for staff not confident in applying the split input strategy for English. END

Mrs Fletcher said that newly qualified teachers have been able to observe other teachers to improve confidence.

Mrs Fletcher also said that Early Years Leaders are meeting regularly to ensure all teaching is consistent across the three Year R classes and across the two school sites.

Miss Orwin asked if the split sites caused lateness of children. END

Mrs Fletcher said that the split sites have caused problems for childminders who look after children attending classes on different sites and talks are taking place with the nearby YMCA, regarding breakfast club provision.

Mrs Hampton enquired if extended schools had been considered. END

Mrs Fletcher said that she is also making enquiries with Ms Jones, Headteacher of Roman Way, and HC3S regarding extended schools.

6. Acting Headteachers' Reports contd – Endeavour

Action

Miss Orwin asked if children and staff had settled in well at the new site.
END

Mrs Fletcher said that she has received positive comments from parents, however, work will take place on the staffing structure.

Mrs Hampton asked if there had been positive comments for stamps used to indicate good effort. END

Mrs Fletcher said that stamps are working well and are linked with a Growth Mindset approach.

Mr Hughes enquired of the impact, in school, of incidents outside of school. END

Mrs Fletcher said that a large number of police reports had been received over the summer holidays and assemblies have taken place for behaviour.

Mrs Fletcher also reported that one of the school ELSAs is due to attend training as a Designated Safeguarding Leader on 21 November 2017.

Roman Way Primary School

It was agreed that the Headteachers' report for Roman Way Primary School would be discussed following the arrival, at the meeting, of Ms Jones.

7. Membership

Mr Hughes welcomed Mr Barlow, Mr Grocott and Rev Davies to the Governing Body and all present were introduced.

Current Membership

Mrs Hughes informed the Governors that she would be resigning from the Governing Body on 30 September 2017.

Mr Hughes thanked Mrs Hughes for a total 22 years of service as Governor of Knights Enham Junior School and later of the Discovery Federation.

Mr Hughes informed the Governors that following Mrs Hughes' resignation there will be 4 Co-opted Governor spaces. However, Mr Armstrong, who had previous service as a Co-opted Governor for the Discovery Federation has expressed an interest in applying for a co-opted post following his return to the UK.

It was agreed that Mr Armstrong's application would be considered at the next Full Governing Body Meeting.

7.Membership contd

To agree Committee Membership

Mr Main requested that, due to the growth of the federation and for budgetary matters, structures within the federation for staffing and for governance be considered by the Governors.

Mr Main said that he felt the focus and remit of meetings should also be considered.

Mr Murphy said that the right focus on staffing levels should lead to solutions for deficit budgets. FED

Mr Barlow said that he had expected finance and personnel to be dealt with by separate committees. FED

It was agreed that a working party be formed to consider options of structures within the federation and the focus of meetings, with membership of the working party as follows:-

Mr Gary Murphy
Mr Matthew Main
Mr Robin Hughes
Mr Hywel Inglis
Mrs Lizzie Fletcher
Mr Ian Grocott
Miss Marion Orwin
Mrs Debbie Fazackerley
Ms Sarah Jones (subject to agreement)

Proposed by Miss Orwin, seconded by Mr Main and agreed unanimously.

Ms Sarah Jones and Miss Dixon arrived at this point.

It was agreed to discuss Item 12. SEND Report for Roman Way Primary School at this point

12.SEND Report for Roman Way Primary School

A Summer Term SEND Report 2017 for Roman Way Primary School had previously been distributed and following points were made:-

Mrs Fazackerley said that she had found the breakdown of SAP Meeting parental attendance figures helpful and asked if it had helped pinpoint reasons for non-attendance. RW

Miss Dixon said that KS1 teachers are ensuring that parents are handed invitations and KS2 parents receive a phone call to inform parents of invitations sent home with children, also all parents are receiving reminder texts.

12.SEND Report for Roman Way Primary School contd

Action

Miss Orwin asked of children classified with cause for concern. RW

Miss Dixon said that she meets with teachers at the beginning of term to look at attainment of SEN children and again at the end of term to see progress. Children classified as cause for concern are also placed on the SEN register, but do not need support.

Mrs Paxton arrived at this point.

RH enquired if any statements have not yet been transferred to EHCPs. RW

Miss Dixon said that most statements have been transferred to EHCPs.

Mrs Fazackerley asked if it is more cost effective have a SENS. RW

Miss Dixon said that the school has to provide the first £6,000 of funding for SEN support and the lower top up band is £12,000.

RH asked if children have less support due to the new system of funding. RW

Miss Dixon said that children continue to be supported by the flexibility of staff.

RH asked if the school has access to outside agencies. RW

Miss Dixon said that the school has an SLA for the services of the Educational Psychologist and support is received from Norman Gate Outreach.

Miss Dixon also said that the Primary Behaviour Service are not often needed and have said that the school has good behaviour strategies.

Mr Browne arrived at this point

Miss Dixon left the meeting at this point

Headteachers's Report for Roman Way Primary School

Copies of a Headteacher's Report for Roman Way Primary School had previously been distributed and the following points were highlighted by Ms Jones:-

- There is a desperate need for a covered walkway between the main school building and temporary huts.

Miss Jones asked the Governors if they had knowledge regarding the length of time a school can use temporary classrooms until a permanent classrooms is supplied.

Headteacher's Report for Roman Way Primary School contd

Action

MM said that if a school has a 3rd year of bulge classes, permanent classrooms can be built.

Mrs Hampton said that planning permission would have been given prior to the installation of the temporary classrooms.

Ms Jones said that she would make enquiries regarding temporary classrooms.

SJ

Mr Hughes enquired if the pupil intake number for this year had been as expected. RW

Ms Jones said that two families had left the school and one family had joined, leaving pupil numbers stable

Miss Orwin reported that a Maths presentation had taken place during the last Curriculum & Standards Committee meeting and that she will attend a Maths observation in school. RW

7.Membership contd

Committee Membership and election of Chairs of Committees

The following membership of Committees was agreed:-

People, Planning and Development

Mrs Alison Paxton – Chair
Mr Robin Hughes
Mrs Elizabeth Fletcher
Mr Hywel Inglis
Ms Sarah Jones
Mr Matthew Main
Miss Marion Orwin
Mrs Julie Stratton
Mr Nick Mackey (subject to agreement)
Mr Alastair Barlow

Curriculum & Standards – Endeavour Primary School

Mr Gary Murphy – Chair
Mrs Elizabeth Fletcher
Mrs Debbie Fazackerley
Mr Praphan Browne
Mr Steve McBride
Mr Alastair Barlow

7.Membership contd

Action

Curriculum & Standards - Knights Enham Junior School

Mr Robin Hughes – Chair
Mr Hywel Inglis
Miss Marion Orwin
Mrs Alison Paxton
Mrs Julie Stratton
Rev Lee Davies

Curriculum & Standards – Roman Way Primary School

Miss Marion Orwin – Chair
Ms Sarah Jones
Mrs Tanya Hampton
Mr Matthew Main
Mr Nick Mackey
Mr Ian Grocott

Extended Schools – Roman Way Primary School

Mr Matthew Main (Chair)
Ms Sarah Jones
Miss Marion Orwin
Mrs Tanya Hampton

Committee structures were proposed by Mrs Paxton, seconded by Mrs Stratton and agreed unanimously

Link Governors

The Governors unanimously agreed that the following Governors would act as Link Governors for the following posts:-

Training & Development Governor – Mrs Tanya Hampton (Federation)
SEND Governors – Mrs Debbie Fazackerley (Endeavour & KEJS) and Miss Marion Orwin (RW)
Safeguarding Governor - Mr Matthew Main (Federation)
Health & Safety Governors – Mr Nick Mackey and Rev Lee Davies (Endeavour), Miss Marion Orwin (RW) and Mrs Julie Stratton (KEJS)

Link Governors were proposed by Mrs Paxton, seconded by Miss Orwin and agreed unanimously

7.Membership contd

Action

Attendance Working Party

Mr Hughes said that there is a need for robust conversations regarding the consistency of strategies to improve attendance. FED

Ms Jones said that Roman Way Primary School have not fined any parents.

Mr Inglis said that the Senior Leadership Team meet regularly and discuss pupil attendance strategies.

Mr Main said there is a need for Governors to know the whole process for attendance across the federation and look at cost effective ways to carry it out. FED

It was agreed that the working party for federation structures would also deal with consistency of strategies for attendance.

Mr Main said that he had spent time at Endeavour Primary School to look at growing schools funding and budget, where it was found that by doing things differently a saving of £21,000 could be made. END

Mr Main also said that Governors need to work quickly on a structure, across the three schools, that is a benefit to the federation by understanding how to utilise roles and share effectively,

8. Terms of Reference 2017 - 2018

Committee Terms of Reference for 2017-2018 had previously been amended by the Committees and distributed to the Governors.

The Governors unanimously agreed to make the following amendments:-

People, Planning & Development

Increase composition to 10 members

Curriculum & Standards – Endeavour Primary School

Increase composition to 6 members

Curriculum & Standards – Knights Enham Junior School

Increase composition to 6 members

Curriculum & Standards – Roman Way Junior School

Increase composition to 6 members

9. Leadership Recruitment

Action

The Governors congratulated Ms Jones on her successful appointment as Headteacher of Roman Way Primary School

Mr Hughes reported that round 2 of the recruitment process for the Headteacher post is taking place and interviews will take place on 12 and 13 December 2017.

It was agreed that the selection panel for the recruitment of Headteacher at Knights Enham Junior school would be:-

Mr Robin Hughes
Mr Gary Murphy
Mr Matthew Main
Mr Ian Grocott
Rev Lee Davies

Mr Hughes also reported that recruitment of leadership of Endeavour Primary School has been delayed until the consultation for the expansion has taken place.

Mr Grocott expressed concern for the delay of leadership recruitment, which needs to be resolved as soon as possible. END

Mrs Hampton and Mr McBride left the room at this point

10. Staffing Restructure

This confidential item is minuted on a separate sheet.

11. Pay Recommendation

This confidential item is minuted on a separate sheet.

Mrs Hampton and Mr McBride returned to the meeting at this point

12. SEN Report – Roman Way Primary School

It was agreed that this item had been dealt with earlier in the meeting,

13. David Kirk Site

Mrs Fletcher reported that the completion date for the new building is expected be the beginning of August 2018.

Mr McBride asked if there is a contingency plan if building work is delayed. END

Mrs Fletcher said that it will be possible to open up more classrooms in the temporary building, if necessary.

14. Delegated Power

Action

It was unanimously agreed that the financial delegated power of each Headteacher/Acting Headteacher should be up to £5,000.

15. Policies

Charging & Remissions Policy

Copies of the federated Charging & Remissions Policy had previously been distributed to the Governors.

Mrs Fazackerley asked if the statement relating to the statutory maximum fee for data protection request should be amended in line with GDPR FED

Mr Main said that the statement could be retained until May 2018.

It was agreed that the Charging and Remissions Policy would be adopted in the form agreed by the People, Planning & Development Committee.

E-Safety Policy

Mr Inglis said that the Senior Leadership have nearly completed the E-Safety Policy and are seeking clarification regarding transportation of data.

It was agreed that the E-Safety Policy would be an item for the next agenda.

16. Safeguarding

Copies of safeguarding audits across the federation had previously been distributed and the following points were made:-

Mrs Hughes said that she had checked the safeguarding audit at Knights Enham Junior School and had found all systems to be in place. KEJS

Mrs Hughes also said that she has seen good displays in all three schools and has seen a demonstration of CPOMs which is used in all three schools. FED

17. Data Protection

Mr Main gave the following report for new data protection regulations:-

- Current data protection regulations will be replaced by GDPR on 22 May 2018.
- The ways in which data and information are managed will need to change considerably.

17.Data Protection contd

Action

- All key stakeholders must have awareness of the changes.
- The current 8 principles will be replaced by 6 principles
- More safeguarding will need to be in place
- The key differences are that data must be fair and transparent, data should be limited and necessary and consideration should be given to how up to date data is.
- The new top fine will be £20 million or 4% of turnover if the GDPR is breached.
- It will be illegal not to have a contract with a data processor.

Mrs Paxton asked if a contract is in place with the new IT provider. FED

Ms Jones said that the contract is with a separate company.

- IT recycling will need to be carried out by an accredited company

Mr Main said that there is a need to prepare for the new regulations by auditing information and reviewing data policies. FED

- There will be a need to consider how consent is obtained and recorded.

Miss Orwin asked if parental consent would be given for children's data. FED

Mr Main said that children under 12 will need parental consent.

- A data protection officer/s will need to be appointed and consideration should be made to the number of data protection officers required in the federation.

Ms Jones suggested one Data Protection Officer per school.

Mrs Paxton asked if there had been any guidance for GDPR from County. FED

Mr Main said that information has been sent out via School Communications.

Mr Main proposed that leadership start working towards GDPR compliance.

Ms Jones said that she is happy to go ahead.

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

The Chair thanked Mr Main for his presentation.

18. Induction for New Governors

Action

Welcome Pack

Copies of a draft welcome pack for 2017-18 had previously been distributed and the following points were made:-

It was agreed to add a staffing structure for Endeavour Primary School to the pack.

Subject to this amendment, it was agreed that the pack would be sent out to new Governors.

EF/GL

18. Induction for New Governors

Buddy System

The following buddy system was agreed for new Governors.

Miss Orwin would act as buddy to Mr Grocott
Mrs Paxton would act as buddy to Mr Barlow
Mrs Hampton would act as buddy to Rev Davies

Mr McBride offered to show new Governors around Endeavour Primary School.

SM

19. Communication

The Chair said that improved communication for Governors had been discussed at the last meeting.

Mr Main said that the solution would be a system where Governors could get a timely response from one another.

MM

Mr Barlow suggested SLACK which could be set up for Full Governing Body and also Committees. FED

Mr Main said that Governors could access SLACK via an app on their computer or phone. FED

The Governors agreed that Mr Main would carry out a trial group through the SLACK system.

20. Governor Training

Ms Hampton notified the Governors of three possible dates for FGB Training for Holding Leaders to Account.

20.Governor Training contd

Action

The Governors agreed to select 14 November 2017 at 6.00pm for Full Governing Body training to be held at Roman Way Primary School

Mrs Hampton also said she would send out skills audits to all Governors and asked that they are returned by 20 October 2017.

TH

Mr McBride left the meeting at this point

21. Governor Visit Reports

Copies of a Governors Visit form reporting a visit to Knights Enham Junior School carried out by Mrs Hampton and Mrs Hughes to review the management information system for safeguarding, had previously been distributed.

Mrs Hampton notified the Governors of e-learning for Governors visits which can be accessed through the Governors Services' website.

Mrs Hampton said that she would supply new Governors with passwords for the Governors' secure website.

TH

Mrs Leigh said she would email Governors visit forms to all Governors.

GL

22. Correspondence

Mr Hughes reported that he had received information regarding a parliamentary review.

23. Impact of Meeting

The Governors agreed that the main impact of the meeting had been:-

- GDPR compliance
- Federation and Governance Structure
- Staffing discussions

24. AOB/Items for the Next Agenda

It was agreed that Mr Main's request for any other business had been dealt with under item 7.

Items for the Next Agenda

Application for Co-opted Governor vacancy
E-Safety Policy
GDPR

25. Date of Next Meeting

24 November 2017 at 3.45pm – to be held at Roman Way Primary School

The meeting closed at 6.50pm

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

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