

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 17 October 2014 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Liz Hall
Mr Paul Glynn
Mr Stuart Armstrong

Mr Felix Rayner – Executive Head
Mrs Julie Stratton
Mrs Alison Paxton
Mrs Yvonne Remnant

In Attendance

Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary School
Mr Hywel Inglis – Associate Member and Head of School for Knights Enham Junior School
Ms Sarah Jones – Associate Member and Head of School for Roman Way Primary School
Mrs Ros Hughes – Associate Member
Mr Nick Mackey – Associate Member
Mrs Gail Leigh – Clerk

1. Apologies

Action

Mrs Joanne Coomer – Accepted
Mrs Michelle Holdsworth – Accepted
Mrs Joanna Baker - Accepted

2. Pecuniary Interests

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

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

3. Minutes of the Last Meeting

Action

The minutes of the full governing body meeting of 12 September 2014 had previously been distributed.

The minutes of the meeting of 12 September 2014 were unanimously agreed and signed as true record.

4. Matters Arising from the Minutes

None.

5. Executive Headteacher's Report

Presentation

As requested, Mr Rayner gave a presentation to the Governors as he had given to the staff across the federation on the first day of the academic year with the following headings:-

Defying Gravity

Building on Solid Ground

Introducing Me

The Six Forces of Goodness to Defy Gravity:

- Believe
- Empower
- Lead
- Engage
- Communicate
- Positivity

Relationships – Trust

My Starting Steps:

- Getting to Know You
- Getting to Know the Community
- Getting to Know our Strengths and Weaknesses

National Context

The Governors thanked Mr Rayner for his presentation

Report

Copies of the Executive Headteacher's Report were distributed prior to the meeting and the following points were highlighted:-

Staffing

Staffing levels were shown in percentages in order to easily monitor changes.

5.Executive Headteacher's Report contd

Action

Miss Orwin enquired of the teacher at Endeavour Primary School who had been unable to start work at the beginning of term, due to illness.

Mrs Crean said that the teacher has begun a phased return to work and had attended Parents' Evenings.

Number on Roll

Knights Enham Junior School – 199

Roman Way Primary School – 202

Endeavour Primary School – 309

Mrs Paxton enquired of any transition of pupils between the three schools in the federation.

Mr Rayner said there had been only one known case recently which has been successful.

Mr Rayner also reported that he will soon be attending a meeting to discuss the proposition of Roman Way Primary School admitting a two form entry of Year R pupils for a second year in September 2015.

The Governor unanimously agreed that Roman Way Primary School should offer to admit 60 Year R pupils as a two form entry for September 2015.

Proposed by Miss Orwin and seconded by Mrs Remnant.

Mrs Paxton enquired if the higher intake would continue on a more permanent basis.

Mr Rayner said that, should this proposal be agreed for a third year, the Governors would need to discuss the permanent implications.

Curriculum

Mr Rayner reported that all three schools have started using the new National Curriculum and an INSET day was held on 3 October 2014 which ensured the long term plan and the majority of medium term plans are in place.

Miss Orwin said that she had attended a planning session during the INSET day which had been very interesting.

Health & Safety

A report had included the Supporting Pupils with Medical Needs document which came into place during September 2014 and places the onus on the Governors to ensure there is a policy in place. The new recommended template policy is under review and will be available shortly.

5.Executive Headteacher's Report contd

Action

SEND and G and T

SEN Registers for each school have been updated to include new Year R children.

Gifted and Talented registers are to be updated during October 2014.

Mr Rayner reported that the percentage of children with special educational needs in the schools, within the federation, were similar to the National average and RAISE had shown this was low in comparison to the free school meal average, therefore this is to be investigated.

Mrs Hall enquired if there had been any cases of children entering Year R who had been unable to speak.

Mr Rayner said that there had been no such cases.

Exclusions

There had been one internal exclusion.

Racial Incidents

None.

Fire Drill

A fire drill for Knights Enham Junior School had been carried out on 13 October 2014 and evacuation time had been 2 minutes 27 seconds.

A fire drill for Roman Way Primary School had been carried out on 17 September 2014 and evacuation time had been 3 minutes 39 seconds.

A fire drill for Endeavour Primary School had been carried out on 12 September 2014 and evacuation time had been 2 minutes 29 seconds.

Federation News

Teachers from the three twinned schools in Uganda were currently visiting the federation.

The federation football team has won the first match of the season.

Key Developments

Mr Rayner said that key developments were reported in detail to the Learning & Environment Committee and were listed in the report under the headings of:-

- Raising Pupil Achievement
- Improving the Quality of Teaching
- Behaviour and Safety
- Improving Leadership

6. Self Reviews

Action

Mr Rayner said that self reviews were carried out in all three schools during September 2014, and included the following;

- * Data analysis of all three schools
- * 30 Teaching and learning observations
- * Learning walks including SENCO, TA, Teacher, Bursar and Admin
- * Book and planning scrutiny
- * Pupil interviews at KS1, KS2l and KS2u

Key Information From Data

Positives

- * Improving EYFS GLD results
- * Improving phonic results
- * Some good results in Years 2 to 5
- * Generally good results in Year 6

Things to develop

- * Children reaching higher level of attainment in a range of subjects at different ages
- * Ensuring we keep closing the gap across a range of groups
- * Ensuring more children pass the phonics thresholds and we are in-line or above national figures

Teaching

No. of Lessons 30

Inadequate 3%

Requires Improvement 7%

Good 87%

Outstanding 3%

Positives

- * Positive and productive relationships – good behaviour in class
- * Behaviour in class
- * Teacher modelling and scaffolding
- * Use of support staff during group work

Things to develop

- * Increase challenge further
- * Refining ‘Learning Objectives’ and ‘Success Criteria’
- * Increasing independence – knowing what to do next
- * Ensure all support staff have clear focus throughout the lesson – capturing evidence, shared input etc.

6. Self Reviews contd

Action

Pupil Interviews

Positives

- * All feel safe – schools a happy place, adults are kind
- * Good teaching
- * Expected to do their best
- * Behaviour good in class

Things to develop

- * More challenge
- * Ensure behaviour is good whoever is teaching class and at break and lunch
- * Review homework provision
- * Consistency of self-assessment systems – purple pens

Learning Walks

Positives

- * Engagement PM – generally children on task and getting on
- * SEND provision - TAs supporting children well during group activity, good differentiation, 1 to 1 support used well
- * Behaviour – relationships and attitudes to learning strong
- * External Environment – varies from site to site all with good aspects for play and engagement

Development

- * Engagement – some low level disruption to be worked on
- * SEND provision – intervention to be started and evaluated, TA support during the lesson input
- * Behaviour – to be developed at play and lunchtime
- * External Environment – EYFS areas to be developed, site safety to be looked at further

Books and Planning Scrutiny

Positives

- * Amount of work in books
- * Timely marking
- * Clear sequence of lessons in English and maths
- * Planning is based on prior learning and is evaluated and adapted

Things to develop

- * Consistent pro-formas for planning across the federation
- * Ensure learning objectives and success criteria have further clarity and marking links to them
- * Higher level of challenge
- * Consistency of marking and use of ‘purple pens’ response

6.Self Reviews contd

Summary Actions

- * Develop challenge for all - ensure targets are met
- * Build on the good teaching and enable more outstanding teaching
- * Develop independence - ensure children know what to do when they don't know what to do
- * Ensure all staff have clear focus throughout the lesson – capturing evidence, shared input etc
- * Ensure behaviour is good whoever is teaching and at break and lunch
- * Consistency of planning, marking and the of 'purple pens' - ensure learning objectives and success criteria have further clarity
- * Develop handwriting and review homework across the school

Mr Rayner said it was a very impressive and positive first self review for The Federation.

Mr Glynn enquired of the meaning of GLD and scaffolding.

Mr Rayner explained that GLD was Good Level of Development and scaffolding was for systems and structures in place to support learning.

Miss Orwin enquired if strategies were in place to support the teacher of an inadequate lesson.

Mr Rayner said that support was being given to the teacher in question.

Mr Hughes enquired if behaviour rewards needed to be reviewed for low level disruption.

Mr Rayner said that each school has reviewed their codes of conduct and that low level disruption was not an issue when classes are being taught by their usual teacher. However, pupil behaviour is an area that will be constantly focussed on.

Ms Jones said that pupils are initially given a gentle warning and a chance to remodel their behaviour.

Mrs Crean said that staff had been very positive during the self reviews where one lesson had been monitored per teacher.

Ms Jones said that the culture was to coach teachers, rather than judge.

7. Membership

Mr Hughes presented a four year Governor Services award to Mr Glynn and to Mr Inglis.

Mr Hughes said that following the submission of skills audits he had compiled a skills matrix showing the strengths of the Governing Body and an indication of skills needed when co-opting further Governors. Copies were distributed at the meeting.

Mr Hughes further said that the elected working party had met and agreed to recommend membership for reconstitution in line with Government recommendations as follows:-

One Headteacher representative
One LA representative
One staff representative
Three parent Governors (one to represent each schools)
Nine Co-opted Governors

The Governors unanimously agreed to the recommendation of the working party and also that the new constitution should be put in place on 4 December 2014.

8. Committees

Committee Membership

It was agreed to make no changes to Committee membership.

It was agreed that Mr Armstrong would attend the next meetings of both the People, Planning & Development Committee and the Learning & Environment Committee, as an observer, prior to making a membership decision.

Election of Chairs of Committees

Mr Robin Hughes was unanimously elected as Chair of the People, Planning and Development Committee.

Mrs Marion Orwin was unanimously elected as Chair of the Learning and Environment Committee.

Terms of Reference – 2014 - 2015

Terms of Reference for the Learning & Environment Committee and the People, Planning & Development Committee were distributed and it was unanimously agreed to make the following amendments to both terms of reference:-

The Committee has the financial power to agreed purchases up to £7,500. **Action**
8.Committeess contd

Delegated Power of Executive Headteacher

Mr R Hughes reported that the People, Planning & Development Committee had recommended that the financial delegated power of the Executive Headteacher should be up to £5,000

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

Statement of Financial Expectations

Copies of the Statement of Financial Expectations were distributed prior to the meeting.

Mrs Leigh reported that, in line with guidance within the Statement of Financial Expectations, all staff have been notified of the following:-

Where individuals use their own vehicles on County Council business they must have a current insurance policy, including cover for business use and a valid MOT certificate, where this applies.

It was unanimously agreed to adopt the Statement of Financial Expectations for 2014.

9. Appointment of Link Governors

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

Training Liaison Governor – Mr Stuart Armstrong

SEN Governors – Mrs Liz Hall & Miss Marion Orwin

Gifted and Talented Child Governors – Mrs Liz Hall & Miss Marion Orwin

Curriculum Governor – Mrs Yvonne Remnant

Safeguarding Governors – Mrs Ros Hughes & Mrs Alison Paxton

Looked After Children Governors – Mrs Ros Hughes & Mrs Alison Paxton

Health & Safety Governors – Miss Marion Orwin & Mr Nick Mackey
School Link Governors:-

Endeavour Primary School – Mr Dominic Haydn-Davies (with his agreement)

Knights Enham Junior School – Mrs Jo Baker (with her agreement)

Roman Way Primary School – Miss Marion Orwin

Governor Forum Representative – Governors wishing to attend should inform the Clerk

Proposed By Mrs Paxton, Seconded by Miss Orwin and agreed unanimously

10. Looked After children

Roman Way Primary School

None.

Endeavour Primary ~School

Mrs Crean reported that the school has 4 looked after children on roll who have settled well, are well supported and are making good progress.

Knights Enham Junior School

Mr Inglis reported that there is one looked after child on roll who is making good progress.

11. Attendance

Endeavour Primary School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Year cumulative
Target	96.7%				
YR	96.1%				
Y1	98%				
Y2	98%				
Y3	96.2%				
Y4	95.9%				
Y5	97.3%				
Y6	96.9%				
Whole School Overall	97%				
Late for school (before register closes)	94				
Late for school (after register closes)	2				
Unauthorised	0.5%				
Locality Team referrals	0				
L.I.P referrals	0				

Mrs Crean reported that attendance figures currently exceed this year's target, with only Year 4's figure not showing as outstanding.

Mrs Crean said that she has received a high number of holiday requests, which cannot be refused for children below compulsory school age. However the number of holiday requests have recently reduced.

Mrs Crean also said that the recording of lateness is to be monitored to ensure there is alignment in the time registers are closed throughout the

school.

Action

11.Attendance contd

Knights Enham Junior School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Year cumulative
Target	96%	96%	96%	96%	96%
YR	-				
Y1	-				
Y2	-				
Y3	Dover – 94.5%				
	Leeds – 96.5%				
Y4	Warw. – 94.9%				
	Winds. – 94.6%				
Y5	Edin. – 97.7%				
	High. – 95.5%				
Y6	Arun. – 92.2%				
	Balm.95.0%				
Whole School Overall	95.2%				
Late for school (before register closes)	956 mins lost by 44 pupils				
Late for school (after register closes)	2 incidents by 1 pupil				
Unauthorised	2.5%				
Locality Team referrals	None at present				
L.I.P. referrals	1 child, now off but to be monitored				

Mr Inglis reported that most classes were in line with the current target except for Class Arundel.

Mr Inglis said that one child had been absent due to an approved holiday for two weeks this term and another child had been absent for three weeks holiday which had not been approved, but was now a good attendee. Another child had returned abroad, but remained on the school's register until the child is classed as 'missing child'.

Mrs Paxton enquired if the child's attendance can be altered retrospectively when the pupil is taken off the school's register.

Mr Inglis said that this would be case after 40 sessions of absence and once the paperwork has been completed.

Mr Inglis also reported that one child's attendance had been poor due to difficulties with transport following the family's move from Andover. However, this child now attends a school near to the family's new home.

Mr Inglis further reported that of two children who had poor attendance, one family is being support by Transform and a reward system has been put in place to start on Monday 20 October to encourage good attendance.

11.Attendance contd**Roman Way Primary School**

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Yr cumulative
Target	96%				
YR	96.56%				
Y1	93.56%				
Y2	92.90%				
Y3	96.33%				
Y4	96.66%				
Y5	95.23%				
Y6	97.21%				
Whole School Overall	95.32%				
Late for school (before register closes)	21				
Late for school (after register closes)	4				
Unauthorised	1.36%				
Locality Team referrals	0				
L.I.P, referrals	0				

Ms Jones said that attendance has improved from 92% at this time last year.

Ms Jones also said that, during the current term, many children in Year 1 and Year 2 had been absent due to a stomach bug also one child has been persistently absent due to a severe medical condition. However, the school nurse is working with the child's parents towards a solution. Furthermore, one child's lateness is being monitored.

Mr Rayner asked the Heads of School of the work being carried out to ensure attendance targets are reached.

Mr Inglis said that all staff are encouraging good attendance with strategies including a weekly class award and individual rewards and data is starting to show improvement.

Ms Jones said that the importance of good attendance is highlighted in school newsletters and children are being encouraged through assemblies and rewards.

Mrs Crean said children are to be rewarded for 100% attendance each half term by taking part in activities, which have been chosen by the school council, and attendance letters to parents will include a leaflet explaining

the importance of good attendance at the end of this half-term.

Action

11.Attendance contd

Mrs Hughes noted that the number of minutes lost through lateness had been useful as listed by Knights Enham Junior School and it was agreed that this would be listed by Endeavour Primary School and Roman Way Primary School, in future.

**MC &
SJ**

Mr Rayner said that all three schools within the federation were showing good solid attendance figures.

12. Performance Management

This confidential item is minuted on a separate sheet.

13. Health & Safety

New Fencing for Roman Way Primary School

Mr Rayner said that he had been concerned about the security of the pupils of Roman Way Primary School, due to the low height of fencing surrounding the rear and sides of the school perimeter.

Mr Rayner further said that Mrs McMillan had sought quotes for replacement fencing and had favoured the most inexpensive quote of £5,780 which had seemed to be good value for money.

The Governors unanimously agreed to the purchase of new fencing for Roman Way Primary School at a cost of £5,780.

Building Issues

Mrs Crean said she has reported the roofing material that had lifted in an area at the front of the school, to Hampshire County Council.

Traffic Calming

Miss Orwin reported that Cllr Carpenter is petitioning for a controlled crossing to be installed outside of Roman Way Primary School, due to the increased volume of traffic, which will help to keep the issue a high profile.

Mrs Stratton expressed concern that there had been no cover during the absence of the crossing patrol warden, outside of Knights Enham Junior School, for two weeks.

Mr Inglis said that he had reported the matter to Hampshire County council, which had not been resolved.

Mr Rayner said that he has planned to meet with the Head and Chair of Governors for Knights Enham Infant School to discuss traffic calming in the vicinity of Knights Enham Schools.

13. Health & Safety contd

Mrs Crean said that she has been informed that the car park opposite Endeavour Primary School will be ready for use in November 2014.

Mr Armstrong said that a planning meeting for residential buildings, opposite Endeavour Primary School, is due to take place on Friday 24 October 2014, where objections will be made, mainly regarding shared parking for residents and visitors to community buildings.

Mr Armstrong also said that a planned rising bollard may help in easing traffic outside Endeavour Primary School.

14. Aim for Outstanding

Mr Hughes said that skills audits had been helpful in identifying strengths and skills needed within the Governing Body.

Mr Rayner suggested Ofsted Guidance for Leadership and Management as an item for discussion at the next Full Governing Body meeting.

15. Governor Training

Miss Orwin reported that she had attended a training session for 'How to Support and Challenge'.

Mrs Hall reported that she has attended two training sessions for the changes in supporting children with Special Educational Needs.

16. Governor Visits

Mrs Stratton reported that she has visited Knights Enham Junior School in her capacity of Chair of 'The Friends of Knights Enham Junior School' who are planning a Christmas Fayre for 28 November 2014.

Miss Orwin said that she continues to frequently visit Roman Way Primary School and will be attending 'The Friends of Roman Way Primary School' AGM on 22 October 2014.

Miss Orwin also reported that she attended the Ugandan Coffee Morning at Endeavour Primary School earlier that day.

It was agreed that a federated Staff and Governor social event would take place after school hours on Monday 15 December 2014 at Endeavour Primary School.

17. Correspondence

Mr Hughes reported that he had received a communication from Mr John Coughlan, Director of Children's Services, to acknowledge and apologise for the difficulties and pressures there have been in schools as a result of the introduction of the IBC.

18. Items for the Next Agenda

Reconstitution - to include election of officers and Co-opted Governors
Ofsted Guidance for Leadership and Management
Parking facilities outside Endeavour Primary School

19. Date of Next Meeting

5 December 2014 at 3.45pm to be held at Roman Way Primary School

Meeting closed at 5.35pm