

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 11 February 2015 at 7.00pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Liz Hall
Mrs Michelle Holdsworth

Mr Felix Rayner – Executive Head
Mrs Joanna Baker
Dr Stuart Armstrong

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 Gail Leigh – Clerk

1. Apologies

Action

Mrs Alison Paxton – Accepted
Mrs Yvonne Remnant – Accepted
Mrs Joanne Coomer – Accepted
Mr Matthew Main – Accepted
Mrs Ros Hughes - Accepted

2. Pecuniary Interests

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

The minutes of the full governing body meeting of 5 December 2014 had previously been distributed.

It was agreed that Item 12: Paragraph 2 should have read *Knights Enham Infant School*.

Subject to this amendment, the minutes of the meeting of 5 December 2014 were unanimously agreed and signed as true record.

4. Matters Arising from the Minutes

- i) Miss Orwin reported that she had attended target tracker training with Ms Jones and the Curriculum Coordinator at Roman Way Primary School and had distributed a report to the Learning & Environment Committee at the last meeting.
- ii) Mrs Leigh reported that she has booked a Full Governing Body training session for 'Understanding Pupil Data in Primary Schools' and will notify Governors of the date.
- iii) Mrs Holdsworth enquired if subjects have been agreed prior to an advertisement being placed for Subject Leaders within the federation.

GL

Mr Rayner said that an internal advertisement for Subject Leaders is due to be placed on 27 February 2015 and, initially, the posts will be for English, Maths, Science, PE and IT.

Mr Rayner also said that if the new structure of Subject Leaders is successful, more posts will be advertised.

- iv) Mr Rayner reported that he had amended the Aims for the Governors' Newsletter to make them clearer to read.
- v) Mr Hughes reported that he had sent letters of thanks to the Chair of each school's PTA.

5. Executive Headteacher's Report

Action

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

Feedback from Self-Reviews January 2015

- Twenty-two lessons were observed across Endeavour Primary School and Knights Enham Junior School during January 2015.
- There has been a positive improvement in Teaching as follows:-
0% Inadequate
6% Requiring Improvement
94% Good
14% Outstanding
- Marking has improved and is consistent across the federation ensuring that targets are clear for children to act on.

Miss Orwin enquired if there is a federated Marking Policy and Mr Rayner said that the policy is federated, has recently been reviewed is now clear and consistent.

Mr Hughes enquired of the percentages and Mr Rayner explained that 14% of Good Teaching is Outstanding.

- The Leadership Team had been very pleased with pupil's books which showed a good amount of work and improvement in the use of targets.

Mr Hughes pointed out that if a teacher is classed as requiring improvement, could this be due to a one off lesson.

Mr Rayner said that other evidence, such as book scrutinies, are also taken into account when the judgement is made.

Mr Rayner said that a self-review for Roman Way Primary School will take place on 24 and 25 February 2015 and Miss Orwin will take part in the process.

Mr Rayner also said that he would like to invite a Governor to each self-review in future.

Key Developments

- Targets are colour coded to highlight progress.

Raising Pupil Achievement

- Assessment systems are being developed for Year FS,1,3,4, and 5

5.Executive Headteacher's Report contd

Action

Improving the Quality of Teaching

- Self-reviews showed no RI Teaching.
- The proportion of good and outstanding teaching has increased.

Mrs Holdsworth said that teachers have observed outstanding teaching in a school outside of the federation, which has proved to be useful.

Mr Inglis agreed that this has been a positive exercise and ideas gained have been put into practice.

Behaviour and Safety

- Attendance has fallen below target in all three schools, mainly due to sickness. However percentages remain above 94% in all three schools and strategies are in place for further improvement.
- Behaviour has improved in all three schools following a more consistent approach to behaviour management across the federation.

Improving Leadership

- Staff have been working hard preparing for the recruitment of leadership staff, teaching staff and admin staff.
- i) Although the Deepening of Community Links was highlighted in red, the Heads of School reported the following Community Activities that are currently taking place or planned for the future, in their Schools:-
 - ii) Adult Learning sessions at Roman Way Primary School and Endeavour Primary School
 - iii) Joint events for Knights Enham Infant and Junior Schools including coffee afternoons for parents of pupils with English as an Additional Language.
 - iv) Possible use of Roman Way Primary School, during the holidays, for local childminders.

Dr Armstrong suggested that the format for key developments could include a section which showed progress and justification, which would be helpful for the Governors.

Staffing

Action

- Staffing numbers have remained fairly steady across the federation.

Mr Rayner said that an advertisement has been placed for teachers across the federation, at this early stage, due to a national shortage of teachers. However there has been a higher amount of interest in posts, than expected.

Mr Hughes enquired of the actual total of staff across the federation and Mr Rayner said that the total is, currently, approximately 120 members of staff.

Number on Roll

- Numbers on roll remain fairly steady with some movement of pupils between the three schools of the federation.

Knights Enham Junior School – 200

Roman Way Primary School – 201

Endeavour Primary School – 306

Curriculum

- The main focus over the next half term will be to develop the computer strategy within the schools. A range of teachers have visited schools, who do this well, and a long term plan is being developed that will feature working with Hampshire IT.

Mr Rayner said that he felt the schools were currently receiving poor support for IT. However it is important to make the right decision for the future due to the high costs that are involved.

Mr Hughes said that he was concerned that the schools were not getting value for money and enquired of the timescale of the plans.

Mr Rayner said that a meeting is planned for March to work on a strategic plan, including links with Secondary Schools and, possibly employing an IT Technician for the federation. It is hoped there will be a response from Hampshire IT, prior to the meeting, regarding wireless networks.

Health & Safety

First Aid

- 22 members of support staff across the federation attended a one day training session for Emergency First Aid at Work on 2/12/14
- 9 members of support staff across the federation attended a two day training course for Paediatric First Aid on 3 & 5/12/14

Supporting Pupils with Medical Needs

- Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. In meeting the duty, the governing body, proprietor or management committee must have regard to guidance issued by the Secretary of State under this section. Section 100 came into force on 1 September 2014.
- The 'Supporting Pupils with Medical Needs policy is ready for Governors' approval.

Health & Safety Returns

- Revised Health & Safety returns are not yet ready for schools to complete.

Safeguarding

The Executive Headteacher and Head of School for Roman Way Primary School attended CPLO Training on 17/11/14.

A new Safeguarding Policy is ready for Governors' approval.

A Safeguarding Internal Audit has been carried out at Endeavour School, which will be followed by audits at Knights Enham Junior School and Roman Way Primary School.

The two Safeguarding Governors will verify the internal audit at Endeavour Primary School on 9 March 2015.

SEND and G and T

- SEN figures as follows:-
Knights Enham Junior School – 30 pupils 15%
Roman Way Primary School – 25 pupils – 12%
Endeavour Primary School – 30 pupils – 9%

Mr Hughes noted that SEN numbers had dropped by 3 pupils at Roman Way Primary School and by 10 pupils at Knights Enham Junior School.

Mr Rayner said that this due to SEN Registers having recently been updated.

Mrs Hall said that pupils can now be statutorily assessed for statements at two years old.

It was agreed to invite the Inclusion Manager to the next meeting.

5.Executive Headteacher's Report contd

Action

- High Attainer figures are as follows:-

Knights Enham Junior School – 15 pupils 7%

Roman Way Primary School – 33 pupils – 16%

Endeavour Primary School – 25 pupils – 8%

Exclusions

None

Racial Incidents

None

Vandalism

None

Fire Drill

A fire drill for Knights Enham Junior School had been carried out on 11 February 2015.

A fire drill for Roman Way Primary School had been carried out on 27 January 2015 and evacuation time had been 2 minutes 25 seconds, with no issues.

A fire drill for Endeavour Primary School had been carried out on 30 January 2015 and evacuation time had been 2 minutes 15 seconds. An issue that arose was that children and staff on the playground were unable to hear the alarm and this is being investigated by Mrs Leigh.

Dates

24/15.02.15 – Self Reviews at Roman Way Primary School

10.03.15 – Parent Support Advisor Meetings at Endeavour Primary School.

13.03.15 – Coffee Morning with Parent Support Advisor at Endeavour Primary School.

16.03.15 – Science Week at Knights Enham Junior School.

18.01.15 – Happy Puzzle Maths at Knights Enham Junior School.

31.01.15 – Easter Fair at knights Enham Junior School.

Cross Federation Dates

13.02.15 – Cross Andover Training – INSET day.
26.02.15 – Assistant Head of School for Roman Way Primary School interviews.
05.03.15 – Federated year 5 Trip to Hillier Gardens.
w/b 09.03.15 – Parents' Evenings.
10.03.15 – Cross Teacher interviews

Training Days

13.02.15 – Andover Schools Joint INSET.
20.04.15 – Actions from School Development Plan

6. School Improvement Plans

Key Developments of the School Development Plan were reported under Item 5.

Mr Rayner reported that he has met with Mr Main to produce a five to drive document which can link into the School Development Plan.

Mr Rayner also reported that he has met with Dr Armstrong to format targets for the School Development Plan.

7. Policies

Copies of a Whistle Blowing Policy were previously distributed to the Governors.

The Governors agreed to accept the Whistle Blowing Policy.
Proposed by Miss Orwin, seconded by Mrs Baker and agreed unanimously.

Copies of a Best Value Statement were previously distributed to the Governors.

The Governors agreed to accept the Best Value Statement.
Proposed by Mr Rayner, seconded by Mrs Hall and agreed unanimously.

Copies of a Child Protection Policy were previously distributed to the Governors.

The Governors agreed to accept the Child Protection Policy.
Proposed by Mrs Baker, seconded by Miss Orwin and agreed unanimously.

7.Policies contd

Action

Copies of a Supporting Pupils With Medical Needs Policy were previously distributed to the Governors.

The Governors agreed to accept the Supporting Pupils With Medical Needs Policy, which run alongside the Inclusion Policy.

Proposed by Dr Armstrong, seconded by Mrs Baker and agreed unanimously.

8. Attendance

Endeavour Primary School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Year cumulative
Target	96.7%	96.7%	96.7%		
YR	94%	91%	93.4%		
Y1	96.4%	96.7%	96.5%		
Y2	95.3%	93.9%	95%		
Y3	94.4%	94.8%	94.5%		
Y4	94.4%	97.2%	94.9%		
Y5	96.1%	97.6%	96.4%		
Y6	96.8%	96.1%	96.6%		
Whole School Overall	95.2%	94.8%	95.1%		
Late for school (before register closes)	305 incidents by 79 pupils	385 mins lost by 25 pupils 236 mins lost by 1 pupil			
Late for school (after register closes)	29 incidents by 13 pupils	7 incidents by 4 pupils			
Unauthorised	0.4%	0.3%			
Locality Team referrals	0	0			
L.I.P referrals	0	0			

Mrs Crean said that attendance has dropped significantly in Year R which has mainly been caused by sickness and the fact that under 5s are entitled to authorised holidays.

Mrs Crean also reported that one pupil, who had previously had 100% attendance, had been absent for 18 days due to illness and another child had 22 days of absence due to the serious family circumstances.

Mrs Crean further said that one child, who travels a distance away, has consistently arrived late after the register had closed and a meeting has been held to discuss methods of assistance.

Miss Orwin enquired how many unauthorised absences, caused by lateness, would incur legal action and Mrs Crean said that the number sessions would be 100.

Mrs Hall enquired of support for families of pupils with low attendance.

Mrs Crean said that parents are referred to the Parent Support Advisor or the Early Help Hub.

8.Attendance contd

Action

Mrs Crean further said that one pupil's attendance, which had been low, has now improved greatly.

Mr Hughes noted that unauthorised absence was very low at Endeavour Primary School.

Mr Rayner noted that the amount of pupils with a late mark had reduced significantly.

It was agreed that future attendance reports would contain data for all pupils alongside data for pupils over the age of 5.

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	95.5%	96.3%	95.8%		
	Leeds	96.0%	93.5%	95.5%		
Y4	Warwick	95.2%	94.5%	95.1%		
	Windsor	93.7%	96.0%	94.1%		
Y5	Edinburgh	96.5%	95.4%	96.3%		
	Highclere	94.2%	93.7%	94.1%		
Y6	Arundel*	91.7%	91.6%	91.7%		
	Balmoral	94.1%	94.5%	94.2%		
Whole School Overall		94.7%	94.6%	94.7%		
Late for school (before register closes)		5000 mins lost by 72 pupils	935 mins lost by 33 pupils	5935 mins lost by 75 pupils		
Late for school (after register closes)		8 incidents by 4 pupils	2 incidents by 2 pupils	10 incidents by 6 pupils		
Unauthorised		2.7%	2.3%	2.5%		
Locality Team referrals		None at present	None at present			
L.I.P. referrals		1 child, now off but to be monitored				

Mr Inglis reported that unauthorised absence has decreased along with the number of minutes late which has vastly decreased

Mr Inglis also reported that one pupil had taken two weeks unauthorised holiday and two pupils had been absent due to a week in hospital.

Mr Inglis also said that one pupil's case has been looked at by the Early Help Hub and the family are now being supported by Transform.

Mr Inglis said that, furthermore, 2 children have very low attendance, with one of the pupils' attendance being part of a Child Protection Plan. The other child lives a distance away from school and has problems being transported into school.

Mr Inglis went on to say that termly letters are sent home to parents, which report on pupils' attendance.

8.Attendance contd

Action

Roman Way Primary School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Yr cumulative
Target	96%	96%	96%	96%	96%
YR	94.88	95.82	95.08		
Y1	92.44	94.19	92.81		
Y2	93.17	93.83	93.31		
Y3	96.02	94.82	95.77		
Y4	95.75	93.74	95.31		
Y5	94.92	94.37	94.81		
Y6	96.02	95.10	95.83		
Whole School Overall	94.68	94.63	94.67		
Late for school (before register closes)	130 incidents by 17 pupils	34 incidents by 7 pupils			
Late for school (after register closes)	14 incidents by 4 pupils	7 incidents by 2 pupils			
Unauthorised	1.41	1.63			
Locality Team referrals	0				
L.I.P, referrals	0				

Ms Jones reported that one pupil in KS1 has a medical condition and the family had received advice from the school nurse. However, the pupil has only attended for on session since 1 January 2015.

Ms Jones also reported that another pupil had been unable to attend school due to a parent's medical condition. However, staff have been collecting and accompanying the child to school, although this has not always been possible, and this case has been passed to the Early Help Hub.

Ms Jones further said that there have been a high number of absences due to a very harsh virus.

Ms Jones also reported that she had attended a conference for supporting troubled families in Test Valley and a meeting of the Early Help Hub which had also been attended by members of many different outside agencies who were able to offer help to families of pupils with low attendance.

The Heads of School reported that a number of reward strategies are carried out in each school to encourage good attendance.

9. Health & Safety

Action

Building & Traffic Calming Measures

Endeavour Primary School

Mrs Crean reported that repairs have been carried out to the school hall floor, following a leak.

Mrs Crean also reported that the boilers are now working well in the school.

Roman Way Primary School

Miss Orwin reported that she will contact Cllr North regarding a timescale for the installation of SLOW signs and of double yellow lines in the vicinity of Roman Way Primary School.

MO

Knights Enham Junior School

Mr Inglis reported that a pupil of knights Enham Infant School had been knocked down by a car that morning outside of the main gate of the joint Knights Enham Schools' site.

Mr Inglis said that a letter has been written by the Head of Knights Enham Infant School to encourage parents to use either one of the two safe crossings of a bridge and a crossing patrol warden, to drop children off for school.

Mr Inglis also said that both he and the Head of Knights Enham Infant School, in conjunction with the Chairs of each Governing Body, are planning to meet with members of the Highways Department to discuss safe access to the schools.

HI

Progress of Community Centre Building at Augusta Park

Mrs Crean reported that plans for the use of the Community Centre are on track and it is hoped that the Nursery be able to move in during Summer Term 2015.

Dr Armstrong said that, although the building work was on track, plans could be delayed due to leasing arrangements.

Mrs Crean said that it was hoped that the rooms, currently used by the Nursery, would be free in time to be prepared as classrooms for September 2015.

10. Aim for Outstanding

Miss Orwin reported that Mrs Coomer and herself had met with the Senior Leadership Team earlier that day to discuss the need for clarity between Raise online and Target Tracker and distributed the attached report.

11. Governor Training

Dr Armstrong said that Governors Services will only require notification of the level of access for Governors training, if different to the previous year.

The Governors agreed to full access for Governor training for 2015/2016.

Proposed by Miss Orwin, seconded by Mrs Hall and agreed unanimously.

Mrs Leigh reported that she has booked a Full Governing Body training session for 'Understanding Pupil Data in Primary Schools' and will notify Governors of the date.

Mrs Leigh also reported that she will attend her first face to face session for the NCTL course for the Development of Clerks on 13 March 2015.

Mr Hughes said that all Governors should have received a training programme by email.

12. Governor Visits

Miss Orwin reported that she had attended a coffee morning at Roman Way Primary School, which had also been attended by Portuguese and Polish families and a representative from EMTAS, which had been organised by Mrs Hampton, Speech and Language Coordinator for the federation.

Mr Inglis said that Mrs Hampton had also organised Coffee afternoons at Knights Enham Junior and Infant Schools for families with English as an Additional language, which had been very successful.

Mr Rayner said that Mrs Hampton and Mrs Smith, PR Manager had visited Vitacress, who have offered a number of ways to assist families of pupils with English as an Additional language.

The Governors thanked Mrs Hampton for her excellent work and agreed to invite her to the next meeting.

Dr Armstrong reported that he has met with Mr Rayner and Mrs Crean for a tour of Endeavour Schools and plans are in place for Dr Armstrong to visit Knights Enham Junior School and Roman Way Primary School, during the next half term.

Mr Rayner reported that Mr Main has toured Knights Enham Junior School and also discussed ways of communicating to Governing Body.

13. Correspondence

Action

Mr Hughes reported that he has received the following correspondence:-

- Activity Reports from the Learning & Leadership Partner for Endeavour Primary School and Knights Enham Junior School, which will be discussed at the next People, Planning & Development Committee meeting.
- A copy of Property Matters which will be placed in the Governors' Library.
- Notification from Test Valley Borough Council regarding a planning appeal for the erection of a three storey, mixed use building at East Anton Farm Road, opposite Endeavour Primary School.
- An email regarding new regulations for Exclusions, which have since been withdrawn.

14. Items for the Next Agenda

Visit from Inclusion Manager
Visit from Speech and Language Coordinator
Self Review of Roman Way Primary School
School Development Plan
Community Links
Budget 2015/2016
Staffing Structure
Membership

15. Date of Next Meeting

27 March 2015 at 3.45pm to be held at Endeavour Primary School

Meeting closed at 8.35pm