

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 27 March 2015 at 3.45pm

Present

Miss Marion Orwin – Vice-Chair
Mrs Liz Hall
Mrs Joanna Baker
Mrs Michelle Holdsworth
Mr Matthew Main

Mr Felix Rayner – Executive Head
Mrs Julie Stratton
Mrs Yvonne Remnant
Mr Nick Mackey
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
Miss Laura Freeman – Inclusion Manager
Mrs Gail Leigh – Clerk

1. Apologies

Action

Mrs Alison Paxton – Accepted
Mr Robin Hughes – Accepted
Mrs Ros Hughes – Accepted
Dr Stuart Armstrong – Lateness
Mrs Tanya Hampton - Accepted

2. Pecuniary Interests

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

3. Visit from Inclusion Manager

Action

The Governors welcomed Miss Freeman to the meeting.

Policy for Inclusion and Special Educational Needs

Miss Freeman had previously distributed copies of a Policy for Inclusion and Special Educational Needs to the Governors and the following points were made:-

- Miss Freeman said that the policy had been amended in light of the new code of practice.
- It was agreed that where the policy had stated *Headteacher*, this should be amended to *Heads of Schools*.

Mrs Hall, SEN Governor, said that she had previously met with Miss Freeman to view the draft policy which is in line with the new code of practice, ensuring that the necessary provision is made for any children identified with special educational needs.

Mrs Hall also said that she had attended two training sessions which had indicated that children with special educational needs could be integrated into main stream schools in their lifetime.

Miss Orwin enquired of the facilities that schools would need, such as an extra classrooms.

Mrs Hall said that extra funding would be needed in mainstream schools to cope with adequate staffing requirements.

The Governors unanimously agreed to accept the Policy for Inclusion and Special Educational Needs, subject to the previously agreed amendment.

Mr Main arrived at this point

SEN Registers – March 2015

Miss Freeman reported the current figures across the federation as follows:-

SEN registers per school as of March 2015:

	SEN Support	Statements/EHCP
Roman Way	22 (11%)	2
Endeavour	24 (9%)	6
Knights Enham	31 (15%)	1

3. Visit from Inclusion Manager contd

Action

High Attainers registers per school as of January 2015:

	Maths	Reading	Writing
Roman Way (Yr1-6)	22 (11%)	14 (7%)	15 (7%)
Endeavour (Yr2-6)	11 (4%)	16 (5%)	17 (5%)
Knights Enha (Yr3-6)	8 (4%)	6 (3%)	7 (3%)

Gifted and Talented registers per school as of January 2015:

	Art	Music	PE	PSHE	ICT/Comp	Hist	~Geog	Sci
Roman Way	4	1	1	1	1	1	1	1
Endeavour	1	1	2					
Knights Enham	4	3	4	1	1			

Incomplete data

Mrs Freeman said that the Gifted and Talented figures would be completed when she had heard back from all teachers.

Mr Rayner enquired of the ways of identification of special educational needs.

Miss Freeman said that, in the first place, referrals would come from the teachers and could include social emotional and mental factors.

Miss Freeman also said that the figures on the SEN Register were lower because some children, not working at age related levels, had been removed, due to them not having special educational needs.

Mrs Hall said that children are now being statemented at an earlier age.

Miss Freeman said that referred children can now have Educational Health & Care Plans from age 0-25 which replaces statements.

Mr Rayner asked of comparisons between the schools in the federation with the national average.

Miss Freeman said that the national average of children with Special Educational Needs is 15% and that the schools, within the federation, were either equal to the national average or lower.

3. Visit From Inclusion Manager contd

Action

Mrs Crean noted that the figure of 9% for Endeavour Primary School was considerably lower than the national average.

Miss Freeman said that some children are on the borderline. However, the teaching staff are able to differentiate the work within the classroom for borderline children and therefore they are not included on the register.

Miss Orwin enquired of the strategies for children who are gifted and talented.

Miss Freeman said that federated activities are planned for gifted and talented children. Some children have recently attended a drama production and the Roald Dahl Museum.

Mr Rayner said that liaison has taken place with Secondary Schools for the use of their facilities for gifted and talented children.

The Governors thanked Miss Freeman for her report.

4. Visit from the Speech and Language Coordinator

Due to the absence of Mrs Hampton, this item has been deferred until the next meeting.

5. Minutes of the Last Meeting

The minutes of the full governing body meeting of 11 February 2015 had previously been distributed.

The minutes of the meeting of 11 February 2015 were unanimously agreed and signed as true record.

6. Matters Arising from the Minutes

- i) Miss Orwin reported that SLOW signs have been installed in the vicinity of Roman Way Primary School. Also, a study for a controlled crossing is to commence in April 2015 and Miss Orwin will contact Cllr North following the Easter break to enquire of progress.
- ii) Mrs Crean questioned the notes of Miss Orwin regarding book scrutinies and it was agreed that Governors would carry this out in the presence of a member of the Senior Leadership Team.
- iii) Mrs Crean reported that the Adventure Pre-School (currently housed at Endeavour Primary School) is due to move into the Community Centre during the Easter break.

MO

6.Matters Arising from the Minutes contd

Action

Mr Rayner noted that the previous minutes had stated that pupil attendance of 95% is good. However, the national average is 96% which is in line with the schools' targets.

7. Committee Reports

People Planning & Development 16.01.15

The minutes of the meeting of the People, Planning & Development Committee of 16 January 2015 were distributed prior to the meeting and the following points were highlighted:-

Mr Lloyd had attended the meeting to talk about Ugandan twinning expenses.

Miss Orwin informed the Governors that a twinning committee for the schools of the federation has been set up.

Mrs Holdsworth enquired if the visit to the forest school had taken place.

Mr Rayner said the visit had taken place. However, there are cost implications.

Mrs Holdsworth enquired if the federation was working towards individual case plans for children entitled to pupil premiums and Mr Rayner confirmed that this was the case.

Learning & Environment 30.01.15

The minutes of the meeting of the Learning & Environment Committee of 30 January 2015 were distributed prior to the meeting and the following points were highlighted:-

Miss Orwin enquired if there was a policy that included guidelines for social media.

Mr Rayner said that Mr Mullen is working on an E-Safety Policy which incorporates social media and which is near to completion.

Ms Jones reported that Mrs Eve has now completed the CPLO course.

Mrs Crean reported that she had discussed the possible removal of the garden shed with the Caretaker at Endeavour Primary School.

Mrs Crean also reported that she has made enquiries and it is not necessary to label taps as drinking water.

Miss Orwin reported that she had carried out Safeguarding Checks at Endeavour Primary School and following checks at Knights Enham Junior School and Roman Way School, action points will be reported.

MO

Dr Armstrong arrived at this point

7.Committee Reports contd

Action

People, Planning & Development 06.03.15

The minutes of the meeting of the People, Planning & Development Committee 6 March 2015 were distributed prior to the meeting and the following points were highlighted:-

Miss Orwin reported that double yellow lines have been enforced outside all three schools.

Mr Rayner reported that he is working on a glossary for the school development plans. However the plans (in conjunction with Dr Armstrong and Mr Main) are being redesigned to give the Governors a clearer understanding.

FR

Dr Armstrong had given a Microsoft Power Point presentation to the Committee which showed a number of graphical charts including a weekly trend of pupil attendance, which could be used in school assemblies to show the progress of each class.

Miss Orwin enquired if the Leadership Team had been successful in receiving job applications from experienced teachers.

Mr Rayner said that the recruitment of Newly Qualified Teachers and experienced teachers was very challenging at this time. However, one experienced teacher has been appointed for September 2015.

Mr Inglis said that the Leadership Team had attended the Hampshire Primary Headteachers' Conference, where the Director of Children's Services had spoken of his concern regarding the recruitment of teachers.

Mrs Crean said that the Leadership Team were focussed on developing teachers within the federation.

Learning & Environment 13.03.15

The minutes of the meeting of the Learning & Environment Committee of 13 March 2015 were distributed at the meeting and the following point were highlighted:-

Mrs Crean reported that refresher training for Target Tracker had been deferred until after Assessment training had taken place.

8. Membership

Miss Orwin informed the Governors that Mr Haydn-Davies had resigned from his post as a Co-opted Governor and also reported that Mr Gary Murphy has shown an interest in the vacancy and had submitted a summary of his skills, which were read out to the Governors.

The Governors unanimously agreed to appoint Mr Murphy to the Governing Body as a Co-opted representative.

9. Self Review of Roman Way Primary School

Action

Copies of Self-Review Feedback for Roman Way Primary School had previously been discussed at the Learning & Environment Committee and also distributed to all Governors.

Mr Rayner said that the self-review had shown that 100% of teaching was good and 10% was outstanding.

Miss Orwin said that she had taken part in the learning walk where she had observed the school to be bright and cheerful, although in need of repainting.

Mr Rayner reported that the data had shown that:-

EYFS is on track to reach a target of 76%
Yr 2 are on track to match or exceed 2014 figures
Writing Y2 is on track to exceed national figures
Year 6 SPaG are currently on track to be 77% and increase of 8% to meet the school target of 30% L5
Y1 phonics are on track for 80% which is a huge increase on last year's 58%

Mr Rayner said that progression in the current Year 6 group has been challenging, due to low result at the end of KS1.

Ms Jones said that a number of strategies have been put in place to raise achievement in Year 6 including employing extra staff, enabling children to work in smaller groups and introducing focussed targets for individual children. Furthermore a successful booster group has been in place at breakfast time during the Spring Term.

Ms Jones also said that the Learning & leadership Partner had recently visited school and her report will be given to the PPD Committee.

Miss Orwin said that she had also taken part in the book scrutiny, during the self review which had shown that writing has improved.

Mr Rayner said that a Self Review of all three schools will take place again during June 2015 and invited Governors to attend.

It was agreed that Governors would inform the Clerk of their availability to attend Self-reviews.

10. School Development Plan

Action

Copies of the School Development Plans – Plan 1 had previously been distributed to the Governors and the following points were made:-

Mr Rayner reminded Governors that Actions were colour coordinated as follows:-

Green – completed

Yellow – Near to completion

Red – further from completion

Mr Main recommended that completed (green) actions were looked at again in the future to ensure they were embedded and Mr Rayner agreed that this should take place in July 2015.

FR

Mrs Hall enquired if parents had the opportunity to see the progress of the plans.

Mr Rayner said that key developments were to be highlighted on the schools' websites and have also been included in Governors; newsletters.

Mrs Holdsworth said that it would be useful to share the school development plans with other school communities such as PTAs.

Mr Rayner distributed Plan 2 at the meeting which had been reformatted with the assistance of Mr Main and Dr Armstrong.

Mr Rayner requested that Governors volunteer to assist with monitoring the plan by selecting an area which agreed as follows:-

Behaviour and Safety – Miss Orwin

Leadership – Mr Main

Achievement – Dr Armstrong

Teaching – to be agreed

MO

MM

SA

Dr Armstrong said that he is working with Mr Rayner to prepare a structural chart of the federation, which will be available to parents and help them understand the complexities of the federation.

11. Self Evaluation Form

Copies of the Self-Evaluation Form for Endeavour Primary School had previously been distributed to the governors and the following points were highlighted:-

Mr Rayner said that the percentage of pupil attendance, although good at 95.5%, had lowered and ways to improve were being looked at.

12. Budget 2015/2016

Action

Mr Rayner reported that the Federation Bursar is working with the Hampshire Finance Officer and the Senior Leadership Team on Budget plans for 2015/2016, which will be put forward for approval at the next Full Governing Body meeting.

13. Staffing Structure

Roman Way Primary School

Ms Jones reported the following:-

A teacher is to return from long term sickness during the following week on a phased return.

A newly qualified teacher has been appointed from 1 September 2015.

Endeavour Primary School

Mrs Crean reported the following:-

Teaching Assistant staff have temporarily been restructured to cover sickness absence and a further 2 Teaching Assistants have been appointed.

One Teacher will be leaving at the summer half term and her class will be covered for 4 days by a PPA teacher and for one day by the Assistant Head of School for the final half term of this academic year.

Knights Enham Junior School

An experienced member of the teaching staff has returned to work from long term sickness on a phased return.

A new Teaching Assistant was appointed in January 2015.

Mr Rayner said that four newly qualified teachers and one experienced teacher have been appointed across the federation for September 2015.

Mr Rayner also said that an Assistant Head of School for Roman Way Primary School has been appointed for September 2015 and interviews for Key Stage Leaders across the federation are due to take place during the following week.

14. Policies

Action

The Governors unanimously agreed to adopt the online Hampshire Manual of Financial Practice and Procedures

Copies of the Scheme of Financial Management in School had previously been distributed to the Governors.

The Governors unanimously agreed to accept the Scheme of Financial Management in Schools.

Copies of the Statement of Financial Expectations had previously been distributed to the Governors.

The Governors unanimously agreed to accept the Statement of Financial Expectations.

Copies of the Governors' Allowance Policy had previously been distributed to the Governors.

The Governors unanimously agreed to accept the Governors' Allowance Policy.

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

The Governors unanimously agreed to accept the Charging Policy.

Mr Main noted that the Governors had previously agreed that certain policies be agreed at Committee level.

It was agreed that the delegation of policy approval be agreed when terms of reference are reviewed.

GL

15. Road Improvement Plans

Endeavour Primary School

Mrs Crean reported that traffic congestion had eased following the enforcement of double yellow lines outside the school and the availability of parking outside of the new Community Centre.

Knights Enham Junior School

Mr Inglis reported that traffic congestion has eased following the closure of the main gates and parents are now mostly dropping off children at the crossing patrol and the Infant entrance. However, taxis and blue badge holders continue to be permitted to enter the schools' car park.

15.Road Improvement Plans contd

Action

Mr Inglis said he continues to meet with the Head of Knights Enham Infant School on a regular basis and the Assistant Head of School is working with the Assistant Head of the Infant School to ensure the monitoring of the main school gate.

Roman Way Primary School

Ms Jones reported that she has been informed that all areas of the car park, outside of the school, belong to the school and that she was making enquiries for car park signage.

SJ

Mrs Crean left the meeting at this point.

16. Governors' Newsletter

Copies of a draft Governors' newsletter had previously been distributed to the Governors:-

Copies of a new format of the Governors' Newsletter were distributed at the meeting, which was agreed to by the Governors.

It was agreed that Governor Training should be included in the Newsletter and that Governors should submit articles for inclusion to the Clerk.

17. Governor Training

Dr Armstrong reported that he had received information about the Annual Governors' Conference, which will be distributed to the Governors.

SA

Mrs Leigh reported that she has attended the first face to face session for the Clerk's Development Course.

Miss Orwin reported that she has attended a training session for Attainment for Vulnerable Groups, where the main theme had been lack of aspiration and had shown that the gap is closing in attainment for FSM and non FSM children.

Miss Orwin also reported that she has attended training for Protecting Children, which had recommended a need for a policy on the use of mobile phones.

Mr Inglis said that he was currently looking at policies on mobile phone usage.

Mr Rayner said that each school has procedures for children who bring mobile phones to school, which will be built into a policy.

FR

18. Governor Visit Reports

Action

Miss Orwin reported that she had taken part in learning walks in all three schools.

Miss Orwin also reported that she had taken part in the interview for an Assistant Head of School for Roman Way Primary School.

Dr Armstrong reported that he had visited all three school of the federation.

Mr Main reported that he had visited Knights Enham Junior School.

19. Correspondence

None

20. Items for the Next Agenda

Visit from Speech and Language Coordinator
School Development Plan
Executive Headteacher's Report
Budget Plans 2015/2016
Three Year Plans
SEF (including specific school development)
Staffing Structure

21. Date of Next Meeting

22 May 2015 at 3.45pm to be held at Knights Enham Primary School.

Meeting closed at 5.30pm