

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 10 July 2015 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Joanna Baker
Mrs Michelle Holdsworth
Mr Matthew Main

Mr Felix Rayner – Executive Head
Mrs Julie Stratton
Mrs Yvonne Remnant
Mr Nick Mackey
Mrs Elizabeth Hall

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

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

Action

Mr Gary Murphy – Accepted
Mrs Alison Paxton – Accepted
Mrs Ros Hughes – Accepted
Dr Stuart Armstrong - Accepted

2. Visit from Pastoral Work Leader

Action

In the absence of Mr Lloyd the Governors confirmed that they had received a report for Looked After Children within the Discovery Federation (attached)

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.

4. Notification of Items for Any Other Business

It was agreed that reports from all three schools, regarding summer fetes, would be given under any other business

Minutes of the Last Meeting

The minutes of the full governing body meeting of 22 May 2015 were agreed as a true record.

Matters Arising from the minutes of the meeting of 22 May 2015 were as follows:-

Mrs Crean said that she did not consider that the percentage of Gifted and Talented children at Endeavour Primary School had been reported accurately and that she would check the figures and report back to the Governors.

MC

Mr Rayner reported that a Glossary had been handed out at a Committee meeting and it was agreed that the Clerk would circulate the Glossary to all Governors.

GL

Mrs Crean noted that Safeguarding Leaders were now known as Designated Safeguarding Leads and also that not all Key Stage Leaders had been trained.

It was, therefore agreed that the Clerk would notify Heads of Schools of training dates.

GL

- iv) Following the Governors' minutes exercise for clarifying the three core functions of Governors it was agreed that the Clerk would use coloured font in future minutes to highlight questions and actions for the three core functions of governors:-

GL

- Ensuring the clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent

The minutes of the meeting of 22 May 2015 were signed as true record.

6. Committee Reports

Action

People Planning & Development 01.05.15

The minutes of the meeting of the People, Planning & Development Committee of 1 May 2015 were distributed prior to the meeting and the main items for discussion had been:-

- Self Evaluation Forms
- Learning & Leadership Reports
- Staffing
- Budgetary Control Reports
- Budget 2015/16
- Three Year Financial Plans
- End of year Variances
- Internal Controls

Learning & Environment 08.05.15

The minutes of the meeting of the Learning & Environment Committee of 8 May 2015 were distributed prior to the meeting and the main items for discussion had been:-

- Pupil Progress
- Assessment Report
- E-Safety Policy
- Communication
- Site Inspections
- Safeguarding Checks
- Traffic and Buildings

People, Planning & Development 19.06.15

The minutes of the meeting of the People, Planning & Development Committee 19 June 2015 were distributed prior to the meeting and the main items for discussion had been:-

- Staffing
- Self Reviews
- Budgetary Control Reports
- Support Staff Budget
- Internal Controls

Learning & Environment 26.06.15

The minutes of the meeting of the Learning & Environment Committee of 26 June 2015 were distributed at the meeting and the main items for discussion had been:-

- SATs
- Pupil Attendance
- Assessment Report
- E-Safety
- Site Inspections
- Full Governing Body Training
- Health & Safety
- Buildings and Traffic

7. Membership

Action

Mr Hughes reported that, following a proposal at the previous full governing body meeting, Mr Mackey had agreed to transfer his representation of Co-opted Governor to that of parent governor, therefore leaving a vacancy for a Co-opted Governor.

Mr Hughes asked the Governors to consider the skills required, before seeking a nomination for the post. FED

Mr Rayner said that there is a need for data analysis skills.

Miss Orwin suggested contacting local companies including Simply Health and Vitacress.

The Governors agreed that the Clerk contact local companies to enquire of interest for the post of Co-opted Governor stating that data analysis skills would be an asset to the Governing Body.

8. School Reviews

Copies of an update for the new Ofsted Framework had been distributed to the Governors prior to the meeting.

Mr Rayner presented the new Ofsted framework to the Governors, highlighting the changes, which will commence on 1 September 2015.

Mrs Hall arrived at this point

Mr Rayner also reported that self reviews had taken place, in all three schools, during June 2015, and had been reported to the People, Planning & Development Committee.

Mr Rayner further reported that the Senior Leadership Team had rated all three schools as Good following the self reviews.

9. SATs

Mr Rayner said that SATs results had shown some brilliant results and some that were not as good as expected which had shown areas to be developed.

Knights Enham Junior School

Mr Inglis reported KS2 SATs results as follows:-

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>	<u>Level 6</u>
Reading	73%	27%	
SPaG	69%	38%	2%
Maths	69%	18%	
Writing	87%	40%	
Combined	58%	7%	

9.SATs Results contd

Action

Knights Enham Junior School

<u>Progress</u>	<u>2 Levels</u>	<u>3Levels</u>
English	71%	29%
Maths	78%	10%
Writing	96%	50%

Mr Rayner said that the local authority have been informed that the SATs results had not met the targets.

Mr Inglis said that teachers had worked incredibly hard to improve the progress of Year 6 and Teacher Assessments had been higher than the SATs results. Furthermore, it had been felt by staff, during SATs week, that there had not been a good atmosphere this year.

Mr Hughes asked how staff had noted a different atmosphere. KEJS

Mrs Holdsworth said that staff had noted that pupils work had not been a true reflection of their abilities which has been evidenced in mock papers and pupils' books.

Mr Rayner said that an action plan is being put in place, which will be brought to the Governors.

FR

Roman Way Primary School

Ms Jones reported KS2 SATs results as follows:-

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>	<u>Level 6</u>
Reading	86%		
SPaG	59%		
Maths	72%		
Writing	68%		

Ms Jones said that spelling had been the weak part in the spelling, punctuation and grammar test. However a new spelling scheme will be introduced across the federation from September 2015.

Miss Orwin noted that the Head of School had reported that there had been challenging behaviour issues in this cohort.

Ms Jones said that staff had worked hard with this cohort, who had made a great deal of progress in Year 6.

<u>Progress</u>	<u>2 Levels</u>	<u>3Levels</u>
Reading	95%	
Maths	77%	
Writing	86%	

9.SATs

Action

Ms Jones reported that the Early Years GLD result was 78% which exceeded the target and Year 1 Phonics screening had shown a result of 91% (above national average) compared to last year's result of 59%.

Ms Jones reported KS1 SATs results as follows:-

<u>Subject</u>	<u>Level 2b+</u>	<u>Level 3</u>
Reading	82%	32%
Writing	75%	
Maths	86%	

Ms Jones said that she was pleased with the KS1 results. which had been moderated by the County and which would give pupils a good start for KS2.

Mr Rayner said that results need to reach at least 85% in all subjects

Endeavour Primary School

Mrs Crean reported that the Early Years GLD result was 72% which, although below the target of 80%, was above the National Average and Year 1 Phonics screening had shown a result of 81% (above the target of 80%) compared to last year's result of 59%.

Mrs Crean said that Early Years had suffered a great deal of staffing turbulence and felt the result was good, in the circumstances.

Mrs Crean reported KS1 SATs results as follows:-

<u>Subject</u>	<u>Level 2b+</u>	<u>Level 3</u>
Reading	93.1%	43.1%
Writing	91.4%	29.3%
Maths	96.6%	27.6%
Combined	82.5%	

Mrs Crean reported KS2 SATs results as follows:-

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>	<u>Level 6</u>
Reading	84%	21%	
SPaG	68%	37%	
Maths	84%	21%	5%
Writing	84%	21%	
Combined	84%	21%	

Mrs Crean said that 3 pupils had joined Year 6 at Level 3 and had not had enough time to make the required progress. Furthermore spelling had been a weak area, which should improve when the new spelling scheme was in place.

9.SATs contd

Action

Miss Orwin enquired how the spelling scheme was selected. FED

Mr Rayner said the English Coordinators had chosen the spelling scheme, which had been recommended by the local authority.

Mr Main enquired why some results were so much lower than expected. FED

Mr Inglis said that previous evidence had shown that pupils were on track and the school has a great team of staff who want the best for the children. However, practice will be improved by moderation and monitoring systems being made more robust, rigorous and precise from Year 3 onwards and a County Maths Advisor will be supporting staff.

Mr Rayner said that he felt that the schools have been using a good strategy which has shown good results during the last five years, however, moderation and monitoring systems will be reviewed.

Mrs Crean said that, even though some data has been disappointing, the teachers across the federation are outstanding.

10. Pupil Premiums

Knights Enham Junior School

Mr Inglis said that large gaps have been identified in the progress of children who are entitled to pupil premiums and children who are not entitled, which will be a key consideration in the action plan.

Roman Way Primary School

Ms Jones reported that the school had received funding of £101,520 for pupil premiums and the rationale for the use of funding has been mainly for human resources to lead interventions where pupils entitled to pupils premiums have made 6-8 months progress in 3 months and are now working at a higher level. Furthermore ELSA work has removed emotional barriers, by calming children down and making sure they are ready to learn. Another intervention has been to improve children's self esteem through off-site and after school activities.

10. Pupil Premiums

Action

Endeavour Primary School

Mrs Crean reported that the school had received £104,600 for pupil premiums and the rationale for funding has been for phonographics, which has had a massive impact on Year 2 children entitled to pupil premiums. Furthermore interventions, across the school, are being led by Learning Support Assistants and volunteers which has led to all children entitled to pupil premiums making expected progress or above, except in spelling.

Mr Hughes noted that there is a high number of service pupils entitled to pupil premiums at Endeavour Primary School and enquired of the rationale for the use of funding. END

Mrs Crean said that funding for service children is mainly used to fund ELSAs who work closely with service families and provide a Forces Club for pupils.

Mrs Crean also said that one third of pupils in the current Year 6 are entitled to pupil premiums and interventions have shown an impact on their progress.

Miss Orwin enquired how pupils are being encouraged to read at home. FED

Mr Rayner said that the volunteer helpers in all three schools assist with working with children who are not reading at home.

Mrs Crean suggested a link from the schools' website to a powerful video which supports home reading.

Mrs Crean also said that a new strategy is being planned at Endeavour School to move assemblies to a later time so that children can read to volunteers during the first session of the day.

11. Staffing

Staffing structures for September 2015, for all three schools were distributed at the meeting.

Mr Hughes enquired if all three schools will be fully staffed for September 2015. FED

Mr Rayner said that, although there is a current crisis in recruiting teaching staff, all three schools will be fully staffed in September 2015, including three schools direct students, who will be qualified by September 2016.

12. Restructure of the School Day

Action

Copies of an extract from the governors hand book had previously been distributed relating to restructuring the school day.

Ms Jones asked the Governors to consider the proposal of restructuring the school day at Roman Way Primary School by shortening the lunch break to 45 minutes and also shortening the end of the day by 15 minutes to finish at 3.15pm.

Ms Jones said that, to improve behaviour, the playground area has been monitored by staff during lunch breaks and it was found that behaviour worsened during the last 15 minutes and, therefore, it was felt that pupils would return to class calmer if the lunch break was shortened.

Mrs Remnant asked if working parents would struggle to find child care for an extra 15 minutes. RW

Ms Jones said that a consultation would take place with parents, staff and the community, prior to a decision being made.

Mr Mackey enquired if structured games continue to be in place for playtime breaks. RW

Ms Jones said that playground equipment is being refurbished and staff have recently attended a training session with Jenny Moseley to improve playtime activities.

Mr Rayner said that if behaviour becomes poor during the lunchtime break this is often carried through to classroom during the afternoon session.

Mr Mackey enquired if 45 minutes would be adequate time for pupils to be served and eat their lunch time meal. RW

Mr Rayner said that part of the consultation period would be to discuss the proposal with the kitchen staff.

Mr Inglis said Knights Enham Junior School have a lunch break of 45minutes for 8 classes and the strategy that is used works well.

Mr Mackey noted that Endeavour Primary School also finishes at 3.15pm and expressed concerns about the increase in traffic. RW

Mr Rayner thanked Mr Mackey for his comment which will be taken into consideration during the consultation.

The Governors agreed that it is important to improve behaviour and agreed that a consultation process take place regarding the restructuring of the school day at Roman Way Primary School with the outcome of the consultation reported to Governors for a final decision. FED

13. Policies

Action

Copies of the federated Home Learning Policy had previously been distributed to the Governors.

Mr Rayner said that, following a survey with parents, the new home learning policy offered a more flexible system.

Mr Rayner also distributed copies of a topic overview, which will be sent out to parents each half term, and which contains the following:-

How children will be learning in school

Materials used by children

Useful topic websites

Ideas for creative topic learning

How to feedback information from parents, children and staff

Key things children will learn in class

Ideas for home

Key skill practice for Maths and English

Mr Hughes enquired of children who are not supported with home learning. FED

Miss Gilbert said that, although homework clubs are no longer running, the vast majority of children are supported with creative home learning.

Mrs Remnant enquired of parents with English as an additional language and Mrs Hall enquired of parents with poor literacy skills. FED

Mr Rayner said that the Speech and Language Coordinator will work towards translations and easy to read material for parents.

The Governors unanimously agreed to accept the Home Learning Policy, subject to minor amendments.

Copies of the federated On-Site School Events Policy for Knights Enham Junior School had previously been distributed to the Governors.

It was agreed that the On-Site School Events Policy be rewritten as a federated policy for Governors' approval.

Copies of the School Access Plan for Knights Enham Junior School had previously been distributed to the Governors.

It was agreed that the Clerk would check that points within the Access Plan were included in the Inclusion Policy. GL

14. Extended Schools

Action

Ms Jones reported that she had received replies from a survey to parents regarding extended schools with the following results.

Parents of 3 children had requested a breakfast club
Parents of 15 children had requested after school care.

Ms Jones requested that, in light of the result, Governors consider a proposal to set up an after school club from 3.30pm – 6.00pm at a ratio of 8 pupils to 1 member of staff.

Ms Jones also said that the club would be held in the Music Room which has a sink and would be run by 2 Level 3 Teaching Assistants per session, initially, for a 3 month trial.

Ms Jones also said that the Teaching Assistants were first aid trained and one of the Teaching Assistants has been trained for Food Hygiene.

Mr Mackey enquired of the purpose of the after school club. RW

Ms Jones said that the club would be run as a childcare facility for parents at a cost of under £4 per session where children would be able to take part in activities with a quiet area for children to do homework.

Ms Jones also said that a requirement would be to form a Committee, including 2 Governors and a parent to meet twice a year.

The Governors unanimously agreed to a 3 month trial of an after school club as proposed by Ms Jones.

The Governors also agreed that membership of the committee would be as follows:-

Ms Sarah Jones
Mr Felix Rayner
Mr Nick Mackey
Miss Marion Orwin
Parent representative to be agreed

It was further agreed that committee meetings would take place prior to the first PPD meeting of each term at 3.00pm with the first meeting taking place at Roman Way Primary School on 25 September 2015 (with Mr Hughes deputising for Miss Orwin at this meeting).

15. Health & Safety

Action

Mr Inglis reported that an external Health & Safety Audit had been carried out by Helen Barrett-Durrant from HCC Health & Safety Department on 7 July 2015, with Miss Orwin (H & S Governor) and Mrs Leigh (Federated H & S Representative) in attendance.

Mr Inglis said the main focus had been on procedures for Fire and Training with other areas looked at including risk assessments and moving & handling.

Mr Inglis also said that the audit had commenced with a tour of the building and site where the lack of storage for coats and bags had been noted. However, new coat stands had previously been ordered and will be in place for September 2015.

Mr Inglis said that, following the tour, paperwork and evidence of training was looked at and all systems were, in the main, in order, with action points from the last audit completed.

Mrs Leigh said that all staff and governors had contributed to the good order of Health & Safety and **Miss Orwin and Mr Mackey, had actively contributed by carrying out Governors' termly site inspections and Miss Orwin had attended Governor training. KEJS**

Miss Orwin said that, with agreement of Heads of Schools, she plans to involve pupils in site inspections during the next academic year. FED

Mr Inglis said that an action plan will be put into place for a few areas not covered including training for Facilities Management and Supervision of Contractors on site, for the Site Manager.

GL

16. Governor Elections

Mr Hughes said that a letter would be sent out by the Clerk mid-August inviting nominations for Chair and Vice-Chair and any nominations will be listed on the full governing body agenda for the first meeting of the next academic year.

GL

17. Governors' Newsletter

A draft newsletter had been previously been distributed to the governors.

Mrs Leigh said that **Dr Armstrong will add attendance data in a chart form and Mr Hughes said that he would add a message from the Chair. FED**

Subject to these amendments the governors agreed that the newsletter should be sent out to parents and displayed on the website.

18. Governors' Timetable

Action

Copies of a draft timetable for 2015-2016 Governors' meetings had previously been distributed.

The Governors agreed to the timetable with dates for the Extended Schools Committee to be included and also the date of the Governor/Staff social event on 14 December 2015.

19. Governor Training

Miss Orwin reported that she had attended training for Safer Recruitment and Understanding Health & Safety in Schools. FED

Mrs Leigh reported that she continues to take part in training for the Clerk's Development Course.

20. Governor Visit Reports

Mrs Remnant reported that she had attended in-school training for Raise on Line. FED

Miss Orwin and Mrs Stratton accompanied pupils from Knights Enham Junior School's Dance Club when they took part in a Dance Exhibition at the Lights Theatre, where the children had all behaved extremely well.

Mrs Hall reported that she had the summer fete at Knights Enham Junior School, where she had been able to meet with parents and children and who had spoken very positively about the school.

21. Correspondence

None

22. AOB/Items for the Next Agenda

Miss Orwin reported that The Friends of Roman Way Primary School had held a summer fete on 27 June 2015 where a profit of £901 had been raised, which will be used to fund a lighting and P A system

Mrs Crean reported that The Friends of Endeavour Primary School had held a summer fete on 4 July 2015 where a profit of approximately £2,000 had been raised.

Mrs Stratton reported that the Friends of Knights Enham junior had a summer fete on 26 June 2015 where a profit of £340 had been raised.

Governors thanked the fundraising committees, staff and pupils for organising such successful and enjoyable community events.

22.AOB/items for the Next Agenda contd

Action

Items for the Next Agenda

Election of Chair & Vice-Chair
Executive Headteacher's Report
Action Plan for Moderation & Monitoring Systems
Health & Safety Action Plan
Restructuring of the School Day at Roman Way Primary School
Extended Schools
Out of School Activities Policy
Terms of Reference for Appeals Committees

23. Date of Next Meeting

16 October 2015 at 3.45pm to be held at Roman Way Primary School

Meeting closed at 5.40pm