

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 9 December 2016 at 3.45pm

Present

Mr Robin Hughes – Chair (Arrived at 4.15pm)	Miss Marion Orwin
Mr Steve McBride	Mrs Julie Stratton
Mrs Yvonne Remnant	Mr Gary Murphy
Mr Matthew Main	Mrs Joanna Baker
Mr Nick Mackey	Mrs Ros Hughes

In Attendance

Mr Hywel Inglis – Associate Member and Acting Headteacher for Knights Enham Junior

School

Ms Sarah Jones – Associate Member and Acting Headteacher for Roman Way Primary School

Mrs Marina Crean – Associate Member and Acting Headteacher for Endeavour 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 for Absence

Action

Mrs Alison Paxton – Accepted
Mrs Tanya Hampton – Accepted
Mrs Elizabeth Hall - Accepted
Mr Tim Deery – Accepted

Absent without Apologies

None

In the absence of the Chair, it was agreed that Miss Orwin would Chair the meeting.

Action

2. Declaration of Interest

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

3. Notification of Items for Any Other Business

None

4. Committee Reports

People, Planning & Development 23.09.16

The minutes of the meeting of the People, Planning & Development Committee of 23 September 2016 were distributed prior to the meeting and the main items for discussion had been:-

Mr Murphy noted that 3 actions had not been completed since the PPD meeting of 24/06/16. FED

Mrs Leigh said that this was due to the fact that the Bursar had been absent from work.

Learning & Environment 30.09.16

The minutes of the meeting of the Learning & Environment Committee of 30 September 2016 were distributed prior to the meeting and the main items for discussion had been:-

Mr Inglis reported that he had recently attended a meeting with Property Services and their minutes state that they will fund the work of digging up tree roots and resurfacing the school path. Furthermore, the work will be carried out as a high priority.

People, Planning & Development 18.11.16

The minutes of the meeting of the People, Planning & Development Committee of 18 November 2016 were distributed prior to the meeting and the main items for discussion had been:-

Miss Orwin enquired if verification of evidence in books from the handwriting policy had been found at Endeavour Primary School, during a planned visit from Link Governors. END

Mrs Remnant confirmed that handwriting evidence had been seen and included in her visit report. END

4.Committee Reports contd

Action

Learning & Environment 25.11.16

The minutes of the meeting of the Learning & Environment Committee of 25 November 2016 were distributed prior to the meeting and the main items for discussion had been:-

Mrs Crean reported that information for visitors is available at the school's reception desk including Health & Safety Guidelines. Safeguarding Guidelines and Evacuation procedures.

Mr Mackey said that he would look at the information during his next site inspection. END

NM

Miss Orwin said that Roman Way Primary School's PTA have said that they will consider funding the cost of repainting of markings in the Infant playground. RW

Miss Orwin said that she would attend the INSET Day for Maths at Roman Way Primary School on 03/01/17 and report back to the Governors

MO

5. Pay Recommendations

Mrs Baker, Mr McBride, Mr Murphy, Mrs Crean, Ms Jones and Mr Inglis left the room at this point.

Mr Hughes arrived at the meeting at this point and took over as Chair

Items 5.1 & 5.2 are confidential and minuted on a separate sheet

Mrs Baker, Mr McBride, Mr Murphy, Mrs Crean, Ms Jones and Mr Inglis returned to the room at this point.

Pay Committee Terms of Reference

Terms of Reference for the Pay Committee 2016 had previously been distributed.

It was unanimously agreed to make no amendments to the Pay Committee Terms of Reference for 2016/17

Mrs Hughes joined the meeting at this point

Pay Committee Meeting for Support Staff Pay

It was agreed the next Pay Committee to consider support staff pay recommendations would be 20/01/17 at 3.00pm.

6. Ofsted Action Plan

Action

Mr Inglis reported that Mr Heyes, School Improvement Manager for Test Valley and Mrs Dunn, Primary Phase Inspector had carried out a monitoring visit to Knights Enham Junior School on 5/12/16 and highlighted the following points:-

- The visit had been to measure the progress that the school has made against the action plan.
- Pupils' attitudes toward learning, the hard work of the staff and presentation of books had been positive.
- There is a need to strengthen teaching and learning, by implementing sharper systems.
- Children will be made more aware of their learning journey to understand how it affects future learning.
- By using task design, children should end up at the same point by using different learning journeys#
- Monitoring needs to be sharpened for staff to be able to clearly identify which children need help.
- There is a need to sharpen the monitoring and evaluation calendar.
- There is a need to sharpen recording so that, following observations, feedback can be given to staff via staff meetings and on an individual basis.

Mr Inglis said that action points will be built into the action plan ready for January 2017.

Miss Orwin said there had been positive points at the feedback meeting, following the monitoring visit. KEJS

Mr Inglis said that next term the school must show that they are making sharper and faster progress and pointed out that the next Ofsted Inspection is likely to be held in July 2018.

Mr Inglis also said that he would email the new monitoring and evaluation calendar to the Governors, which will include work scrutinies, learning walks and pupil interviews, all of which will be followed up in staff meetings. Furthermore, all Governors are welcome to come into the school to observe progress.

HI

Mr Hughes enquired if success had been reported at the feedback meeting. KEJS

Mr Inglis said that success had been reported, and the behaviour of the children had been praised. However, there is a need to sharpen actions rapidly.

Mr Hughes also enquired if the action plan had been considered appropriate. KEJS

6.Ofsted Action Plan contd

Action

Mr Inglis confirmed that the plan is appropriate but will be broken down with term by term targets and fortnightly targets which where it will be easier to see improvements against actions.

Mrs Remnant enquired how Governors will be able to see progress.
KEJS

Mr Inglis said that progress will be shown through data drops, Venn diagrams and pupils' books.

Mr McBride suggested that the progress of focus group of children could be monitored. KEJS

Mr Inglis said that there would be value in tracking the progress of pupils entitled to pupil premium funding.

Mr Main enquired if a milestone activity was planned. KEJS

Mr Inglis said that milestones are being included in data tracking. However, due to the change in the assessment system, the teachers are finding it difficult to make a judgement of secure rather than close to.

Mrs Crean said that most teachers are finding it hard to have faith in their judgements and this has been discussed with the School Improvement Manager and the Primary Phase Inspector.

Ms Jones said that exemplars from the Hampshire Assessment are helpful when teacherds are making judgements.

Mr Inglis said that pupil progress meetings will enable teachers to drill down against targets which will be helpful to feel secure about judgements.

Ms Jones aid that a cross-school moderation session is due to take place on 16/01/17, when teachers will be able to learn from one another.

Mr McBride said that teachers have had to get used to different assessment systems in the last three years, which has led to teachers being cautious in making judgements. Furthermore, teachers have had to get used to using the SIMs system instead of Target Tracker FED

Ms Jones said that the SIMs system worked better with the Hampshire Assessment Model.

Mr Inglis said that Governors will be able to see progress made by comparing the data drops of November 2016 with data drops of February 2017.

7. Sports Premiums

Action

Endeavour Primary School

Copies of a sports premium report had previously been distributed and the following points were highlighted:-

A list of comments and questions (attached) had been submitted, from Mrs Hampton, and responses were as follows:-

- The school does have a strategic action plan for PE development and is available on the school system.
- The figure of £1,200 for costs of Harrow Way PE service level agreement (HW) and Hampshire town service (HTS) is, currently an approximate figure, as the contract for delivering leisure services on behalf of TVBC is has changed from Valley Leisure. We are awaiting more information.
- Impact has been measured through our silver sports mark award. and participation has increased by 90%

Miss Orwin enquired if all children had been involved in achieving the silver award. END

Mrs Crean said that focus groups attend activities, including a lunch time Healthy Club.

- Plans are in place to ensure the progress in the sports offered by HW and HTS is sustained and improved upon and are included in the changed curriculum for 2016 – 2017.
- To ensure staff ratios, competitions off-site are shared with staff. Cover is sought where necessary, in school through HLTAs or other qualified teachers, who are available.
- Impact and engagement throughout the year is found through pupil confidence ie Year 4 have requested playing sport in PE lessons.
- I-pads have been purchased, which are useful for video /photographic evidence to assist with pupils' reflection of their own learning
- Gymnastics training has been evaluated by lesson observations, assessment of skills and teacher requests.
- The cost of training was budgeted at £500 for 2015-16. However, the actual cost was £900, due to the exact cost not being available at the time of budgeting.
- Links with secondary schools from Year 2 upwards are evident in sports competitions at Harrow Way Schools and Year 5 sports events at Winton School.
- A sports activities week has planned for Summer Term 2017 and there are termly inter-house competitions
- The impact to pupils' development of each sport can be measured through clubs.

7.Sports Premiums contd - Endeavour

Action

- The performance of external teachers/coaches can be found through liaison with organisers.
- Evidence of value for money from external suppliers can be found through video evidence and evaluations.
- Safeguarding is ensured by assurance that all specialist teachers and volunteers have been DBS checked and are always supported by class teachers during sessions eg 2015-2016 dance teachers, gym teachers and cricket coaches were with class teachers at all times. Furthermore, when off site, event planning sheets are used and any safeguarding issues are highlighted to staff. Also, liaison takes place with secondary schools, where events are held, regarding photograph permissions and staff are vigilant that parents/other schools do not take photographs of our children.

Knights Enham Junior School

Copies of a sports premium report had previously been distributed and the following points were highlighted:-

[A list of comments and questions \(attached\) had been submitted, from Mrs Hampton, and responses were as follows:-](#)

- The Acting Headteacher will email Governors with a link to the DfE website which explains how to present sports premiums in a better way

HI

Mr McBride said that he is auditing the school websites and will report back to the Governors at the next full governing body meeting. FED

SM

- The PE Coordinator is reviewing the strategic action plan for PE development in school.
- There is a list of activities, some of which have gone well and some not so well.
- A breakdown in attendance and impact of sports on vulnerable groups will be added to further reports.

HI

Roman Way Primary School

Copies of a sports premium report had previously been distributed and the following points were highlighted:-

[A list of comments and questions \(attached\) had been submitted, from Mrs Hampton, and responses were as follows:-](#)

- More work will take place to detail the rationale for PE and make it easier for Governors to track sports grant money and progression.

SJ

7.Sports Premiums contd – Roman Way	Action
• Sub-actions are in place within the strategic plan for PE development. • Staff evaluation shows that PE training as part of CPD has been effective. • The Acting Headteacher will ensure that the website is compliant with SPG requirements. • Assurance is given that all sports coaches have been DBS checked.	SJ

Mrs Remnant enquired if Roman Way Primary School had a lunchtime Health Club RW

Ms Jones said that a similar club is takes place at Roman Way.

8. Pupil Attendance

Endeavour Primary School

Copies of a pupil attendance report (attached) had previously been distributed and the following points were highlighted:-

Mrs Crean said that pupil attendance has risen from 96.4% this time, last year to the current figure of 97%, which shows strategies are working, including meeting with new parents and explaining the importance of good attendance,

Mrs Crean also said that the figures may dip, due to a sickness bug, this week.

Mr McBride said that the attendance race was very popular and suggested a separate race for Upper and Lower School. END

Mrs Crean said that she would consider Mr McBride's request.

Mr Main enquired of how Forest School has had an impact on raising pupil attendance. END

Mrs Crean said that Forest School sessions are showing engagement with pupils and poor attendance can be linked with children not engaging. Furthermore, more will be done to use Forest School as a key hook, possibly using some of the pupil premium grant to fund.

Knights Enham Junior School

Copies of a pupil attendance report (attached) had previously been distributed and the following points were highlighted:-

Mr Inglis apologised for the lateness of the report.

8.Pupil Attendance contd – Knights Enham

Action

Mr Inglis also said that the report is concise and shows exception.

Miss Orwin noted that lateness had dropped significantly. KEJS

Mr Inglis said that a strategy has been put in place, this term, in the form of a Reading Café which starts at 8.15am and is usually attended by 10.15 pupils.

Mr Inglis also said that the Reading Cafe is free to attend and open to all children. Furthermore, both staff and children have found the club to be engaging.

Mr McBride asked of the target for pupil attendance. KEJS

Mr Inglis said that the target for attendance is 97% across the federation.

Mr Murphy noted that attendance had risen from 95.9% this time last year to 96.5, currently. KEJS

Roman Way Primary School

Copies of a pupil attendance report (attached) had previously been distributed and the following points were highlighted:-

Ms Jones apologised that last year's attendance had not been included and assured Governors that this would be included in the next report. However, attendance had risen from 95.5% this time, last year, to 96.2% currently.

Mr Hughes asked of the impact from 2 bouts of sickness across the schools. RW

Ms Jones said that figures are affected due to the rule of 48 hours' absence, following sickness and diarrhoea.

9. Review of Governance

Mr Hughes said that following the FGB self-evaluation training that was part of the Review of Governance, action points had been distributed and the following points were made

- After some discussion, it had been agreed that Premises and Health & Safety items would be transferred to the PPD Committee.
- The Learning & Environment Committee would be dissolved from now.

9.Review of Governance contyd

Action

- Each school will have a Curriculum and Standards Committee, which would be made up of the following Governors and each school's Acting Headteacher, initially:-

Endeavour Primary School

Mr Gary Murphy
Mrs Yvonne Remnant
Mrs Tanya Hampton (with her approval)

Knights Enham Junior School

Mr Robin Hughes
Mrs Alison Paxton (with her approval)
Mrs Julie Stratton

Roman Way Primary School

Mrs Marion Orwin
Mr Matthew Main
Mr Nick Mackey

It was further agreed that membership of the Committee would have a quorum of 3 and that membership would be reviewed at the next FGB meeting, with a maximum of 5 Governors plus the Acting Headteacher.

It was further agreed that the first meeting at each school, would held on the date and time planned for the next visit of Link Governors.

Proposed by Mr Main, seconded by Mrs Remnant and agreed unanimously.

- Curriculum and Standards meetings could be held with more flexible timings in each school to raise attendance and for work/life balance.
- There has been a nomination for Training & Development Governor, who could carry out a skills audit.
- Mrs Hampton has agreed to share an induction checklist with the Governors
- Priorities of each school will be identified and strategic direction will be agreed by each C & S Committee and reported back to the FGB.
- Policies will be monitored for impact by the C & S Committee.

**T & D
Gov**

TH

9.Review of Governance contd

Action

- Mr McBride will carry out an audit of the websites and report back to the next FGB meeting.
- Mrs leigh will place current year Governors' attendance on the websites.
- The C & S Committee will monitor Improvements Plan and report the strengths and areas for development to the FGB.
- Acting Headteachers are working on data to be presented in a more manageable fashion and will ensure Governors receive reports 7 days prior to meetings.
- Mrs Leigh will work with Acting Headteachers to form a timetable so that data is presented timely and statutory requirements are met.
- CPD will be included in PPD Meetings.
- Mrs Leigh will inform all Governors of access to the Governors secure area on the website, where Governors' visit reports and the policy cycle will be stored

SM

GL

A.Heads

Mrs Hughes left the meeting at this point

Mrs Baker, Mr McBride, Mr Murphy, Mrs Crean, Ms Jones and Mr Inglis left the room at this point.

10. Recruitment of Executive Headteacher

This confidential item is minuted on a separate sheet.

Mrs Baker, Mr McBride, Mr Murphy, Mrs Crean, Ms Jones and Mr Inglis returned to the room at this point.

11. Membership

Nominations for Staff Governor Post

Mrs Leigh reported that there had only been one nomination for staff Governor, Mrs Tanya Hampton, who was appointed to the post on 3/12/16

Nominations for Parent Governor Post

Mrs Leigh reported that nominations are being sought, across the federation, for the parent Governors post and the deadline for applications is midday 13/12/16.

11.Membership contd

Action

Election of Pay Committee & Chair

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

Election of Performance Management Committee & Chair

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

Link Governors

This item had been dealt with under item 9.

Training & Development Governor

Mrs Leigh reported that Mrs Hampton had volunteered herself for the post of Training & Development Governors.

It was unanimously agreed that Mrs Hampton be appointed to the post of Training & Development Governor.

12. Performance Management

The Acting Headteachers agreed that they had not been made aware of who would lead their performance management reviews and will contact Governors when they have been informed.

A.Heads

13. Looked After Children

A Report to Governors on Looked After Children October 2016 had previously been distributed to the Governors and the following points were highlighted:-

- There are 8 looked after children within the federation
- Endeavour Primary School is a pilot school in a Virtual School project to develop attachment and trauma awareness.
- The Senior ELSA at Endeavour Primary School is piloting the DESTY emotional awareness ICT programme.

14. Policies

Action

Copies of an Inclusion & SEN Policy had previously been distributed to the Governors.

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

Copies of a Governors Visits policy had previously been distributed to the Governors

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

Copies of a Health & Safety policy and The Role of Leadership for Health & Safety had previously been distributed to the Governors

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

15. Service Level Agreements

The Acting Headteachers proposed no changes to the Hampshire Service Level Agreements for April 2017, with the exception of an extra layer to HR.

Mr Murphy enquired of alternative services FED

Ms Jones said that Hampshire Service Level Agreements are specifically tailored for schools and an alternative would mean sourcing other services.

Mr Main enquired if the Acting Headteachers had looked at alternative service providers. FED

Ms Jones aid that enquiries have been made with alternative services for IT

The Governors unanimously agreed to the recommendation of the Acting Headteachers for the purchase of Hampshire Service Level Agreements for April 2017.for

16. Travel & Petty Cash Claims

Following a recommendation from the PPD Committee, it was agreed that travel and petty cash claims for each Acting Headteacher will be authorised by another Acting Headteacher, within the federation.

17. Fire Drill

Mr Inglis reported that a fire drill had taken place at Knights Enham Junior School, on 18 October 2016 and the evacuation time had been 3 minutes and 22 seconds.

18. Governors' Newsletter

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

19. Governor Training

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

20. Governor Visit Reports

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

21. Correspondence

None

22. Impact of meeting

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

23. Adoption of Minutes from the Last Meetings

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

24. AOB/Items for the Next Agenda

Any Other Business

None

Items for the Next Agenda

Membership

Inclusion & SEN Report

Pay recommendations for support staff

Election of Pay Committee & Chair

Election of Performance Management Committee & Chair

Inclusion & SEN Policy

Health & Safety Policy

Governor Visits Policy

Adoption of Full Governing Body Minutes of Meetings of:-

14/10/16

01/11/16

25/11/16

29/11/16

Impact of Meeting

Governor Visit Reports

Governor Training

Governors' Newsletter

25. Date of Next Meeting

10 February 2016 at 3.45pm to be held at Endeavour Primary School

Meeting closed at 6.00pm

Signed Approved..... Date.....

Chair of Governors

Signed Confirmed..... Date.....

Chair of Governors

