

Discovery Federated Governing Body of Endeavour Primary School, Knights Enham Junior School and Roman Way Primary School



“Three Schools One Federation”

Minutes of the Meeting of 12 July 2013 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Julie Stratton
Mr Dominic Haydn-Davies
Mrs Liz Hall
Mrs Ros Hughes

Mrs Anne Hughes – Executive Head
Mrs Joanna Baker
Mr Hywel Inglis
Mrs Alison Paxton
Miss Michelle Gilbert
Mr Paul Glynn

Mr Gareth Hughes – Associate Member and Head of School for Knights Enham Junior School
Mrs Gail Leigh – Clerk

1. Apologies

Action

Mrs Marina Crean – Accepted
Mrs Nicola James – Accepted
Mr Nick Mackey – Accepted
Miss Yana Williams

A confidential item relating to apologies is minuted on a separate sheet

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

Action

The minutes of the full governing body meeting of 15 May 2013 were distributed prior to the meeting.

The minutes of the meeting of were unanimously agreed and signed as true record

4. Matters Arising from the Minutes

- a) Mr G Hughes reported that CCTV cameras are to be installed at Roman Way Primary School during the first week of the summer holidays.
- b) Mrs Leigh reported that she had received advice from the Personnel Department regarding Disclosure and Barring Service Checks before presenting the Adult Helpers Policy at the full governing body meeting.

5. Membership

Election of a Community Governor

Mr R Hughes said that, following Mrs Thurner's resignation, there was now a vacancy for a Community Governor and had received two nominations as follows:-

Mr John Howard
Mrs Yvonne Remnant

Mr R Hughes read thought the reasons for applying and the candidates' experience and personal skills.

It was agreed, by a majority vote, to elect Mrs Yvonne Remnant to the Governing Body as a Community Governor representative.

It was also agreed that Mr R Hughes would inform Governors Services and Mrs Leigh would write a letter to Mrs Remnant.

Election of Training Liaison Governor

Mr Paul Glynn was elected as Training Liaison Governor
Proposed by Mr R Hughes, seconded by Miss Orwin and agreed unanimously.

Election of Committees

It was agreed that Mr Glynn would cease to be a member of the People, Planning & Development Committee and become a member of the Learning & Environment Committee.

It was agreed that this would be an item for the next full governing body election.

6. Committee Minutes

Action

The minutes of the meeting of the Learning & Environment Committee of 1 May 2013 were distributed prior to the meeting and no comments were made.

The minutes of the meeting of the People, Planning & Development Committee of 7 May 2013 were distributed prior to the meeting and no comments were made.

The minutes of the meeting of the People, Planning & Development Committee of 21.6 2013 were distributed prior and the following point was made:-

It was agreed that Cllr Mrs West had made her apologies for non-attendance.

The minutes of the meeting of the Learning & Environment Committee of 5 July 2013 were distributed prior to the meeting and no comments were made.

7. Ofsted

Copies of an Ofsted Report for Roman Way Primary School had previously been distributed and the following points were highlighted by Mrs A Hughes:-

- The Inspectors had commended the work of the Governors and described the Federation as 'a model of excellence'.
- The school had been rated as good with outstanding features and the staff had worked very hard for this achievement.
- Parent questionnaires are no longer sent out. However, parents were asked to complete online questionnaires, which had been very positive.
- Governors Mr R Hughes, Miss Orwin and Mr Glynn had met with the Inspectors.

The Governors congratulated staff at Roman Way Primary School for their hard work.

8. SATs

Action

Unvalidated Key Stage 2 SATs results were reported as follows:-

Endeavour Primary School

<u>Subject</u>	<u>Level 3</u>	<u>Level 4+</u>	<u>Level 5</u>
Reading		100%	40%
Writing	13%	87%	20%
Maths	13%	87%	27%

Mrs Hughes informed the Governors that only one child in this cohort had been with Endeavour Primary School since it had opened.

Roman Way Primary School

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>
Reading	95%	40%
Writing	80%	30%
Maths	90%	5%

Knights Enham Junior School Primary School

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>	<u>level 6</u>
Reading	80%	22%	
Writing	78%	27%	2%
Maths	80%	11%	2%

Mr Inglis said that the results had been in line with predictions.

9. Road Improvement Plans

Mrs A Hughes reported that a meeting to discuss traffic calming measures on 22 July 2013 at 6.30pm will be held at Endeavour Primary with Cllr North and all Governors were invited to attend.

Mrs Hall said that the new diversion to Smannell is proving to be difficult for some motorists, who felt they had not been given sufficient warning.

10. Staffing

Action

Mrs A Hughes reported that staffing arrangements, in the main, were in place for 2013-2014, although an advertisement is to be placed for another Teaching Assistant at Roman Way Primary School.

Mrs A Hughes also said that Mr De Silva will have teaching responsibility for 3 days per week at Roman Way Primary School following his return from secondment, due to a difficulty in recruitment of teaching staff.

11. Procedures for Election of Chair and Vice-Chair

Mr R 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.

Miss Orwin said that she wished to nominate herself at Vice Chair.

Mr R Hughes said that he wished to nominate himself as Chair.

12. Policies

Copies of a federated Adult Helpers Policy had been distributed to the Governors.

It was unanimously agreed to accept the Adult Helpers Policy.

Copies of a federated Community Cohesion Policy had been distributed to the Governors.

It was unanimously agreed to accept the Community Cohesion Policy.

Copies of a federated Educational Visits Policy had been distributed to the Governors.

It was unanimously agreed to accept the Educational Visits Policy.

Copies of a federated Internet Safety Policy had been distributed to the Governors.

- It was agreed that VLE should read Virtual Learning Environment

Subject to this amendment, it was unanimously agreed to accept the Internet Safety Policy.

12.Policies contd

Action

Copies of a federated Anti-Racist Policy had been distributed to the Governors.

- It was agreed that the policy should be retitled Anti-Racism Policy.

It was unanimously agreed to accept the Anti-Racism Policy.

13. Newsletter

Copies of a draft Governors' Newsletter had previously been distributed to the Governors.

It was agreed to make no amendments to the Governors' Newsletter.

14. Aim for Outstanding

Mr R Hughes reported that a meeting had taken place which included the Chair of Governors, Vice-Chair of Governors, the Executive Head, Heads of Schools and the Clerk.

At the meeting a new timetable had been agreed where each school would be focussed on in more detail during the term that meetings were held in that school.

15. Governor Training

It was agreed that Mrs Leigh should arrange full governing body training for Safeguarding for this academic year.

16. Governor Visits

- Mrs Hall reported that she had met with the Inclusion Manager.
- Miss Orwin said that she regularly visits Roman Way Primary School taking part in activities and will visit St Harold Hillier Garden at Ampfield with pupils.
- Mrs R Hughes reported that she had visited Endeavour Primary School and Knights Enham Junior School to carry out safeguarding checks.
- Miss Orwin reported that she attended the Executive Headteacher's 2nd interim meeting for performance management.
- Mrs Stratton and Miss Orwin ran stalls at Endeavour Primary School's fete.
- Mr Glynn and Miss Orwin will attend the Year 6 Graduation Ceremony.
- Mrs Baker said that regularly visit Knights Enham Junior School to assist with classroom activities.
- Mr Glynn regularly visits Knights Enham Junior School to listen to readers.

17. Correspondence

Action

A list of the Chair's correspondence had previously been distributed to the Governors and the following points were highlighted:-

Mr R Hughes said that he has passed on a number of documents to the Clerk which will be placed in the Governors' Library.

17a Confidential Item

This item has been minuted on a separate sheet

18.Items for the Next Agenda

Visit from Ann Truman

KS2 SATs

Road Improvements

Pay Policy

Full Governing Body Training

20. Date of Next Meeting

PPD Committee - 20 September 2013 at 3.45pm to be held at Roman Way Primary School

L & E Committee – 27 September 2013 at 3.45p-m to be held at Roman Way Primary School

FGB Meeting - 11 October 2013 at 3.45pm to be held at Roman Way Primary School

All other dates are listed on a sheet attached to these minutes.

Meeting closed at 5.10pm