

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 15 May 2013 at 5.30pm held at Knights Enham Junior School

Present

Governors

Mr Robin Hughes – Chair
Cllr Mrs Pat West
Mr Hywel Inglis
Mr Nick Mackey
Mrs Nicola James
Mrs Marion Orwin
Mrs Joanne Baker

Mrs Anne Hughes – Executive Headteacher
Miss Michelle Gilbert
Mr Paul Glynn
Mrs Julie Stratton
Mrs Ros Hughes
Mrs Liz Hall
Mrs Alison Paxton

In Attendance

Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary
School
Mr Gareth Hughes – Associate Member and Head of School for Roman Way Primary
School
Mrs Gail Leigh – Clerk

Action

1. Apologies

Miss Yana Williams – Accepted
Mr Dominic Haydn-Davies

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 meeting of 27 March 2013 were unanimously agreed and signed as a true record.

4. Matters Arising from the Minutes

Action

Mrs Hughes reported that an Ofsted Inspection had taken place at Roman Way Primary School during 14-15 May 2013 and the report will be published on 3 June 2013.

Mr G Hughes said that the pupil premium toolkit that had been completed by the Governors had been presented to Ofsted Inspectors.

Mrs A Hughes reported that a parent had complained to Endeavour Primary School regarding speeding vehicles in roads near to the school and had suggested that the school display posters, made by pupils, on the school fence.

Cllr Mrs Pat West further suggested contacting Karen Dockree at the Environment Department of Hampshire County Council, for information about Junior Road Safety Teams who provide speakers for assemblies and resources.

Mrs Crean said that the school has a Junior Road Safety Team and agreed that it would be a good idea to contact Karen Dockree for more information.

Mrs James suggested inviting parents to assemblies with a road safety theme.

Miss Orwin said that she had received complaints from Roman Way Primary School parents about motorists speeding in the area of the school.

5. Membership

Mrs Paxton nominated Mrs Yvonne Remnant for the post of a Community Governor representative of the Discovery Federated Governing Body.

Mrs Paxton said that Mrs Remnant has worked in the local community over many years and had expressed an interest in the post.

It was agreed that Mrs Remnant should be asked to complete a Governor Application form and the nomination should be an item for the next agenda.

6. Executive Headteacher's Report

Action

Copies of the Executive Headteacher's Report had previously been distributed at the and the following points were highlighted:-

Racial Incidents

There had been one racial incident at Knights Enham Junior School where a pupil had told a racial joke. This has been recorded and will be reported on the school's annual return.

Vandalism

There had been an incident of vandalism at Roman Way Primary School where the roofing felt of the small playhouse had been peeled off.

Fire Drill

Endeavour Primary School

A fire drill took place on 30 April 2013 and evacuation took 2 minutes and 39 seconds.

Knights Enham Junior School

A fire drill took place on 30 April 2013 and evacuation took 2 minutes and 29.3 seconds.

Roman Way Primary School

A fire drill took place on 30 April 2013 and evacuation took 2 minutes and 19.5 seconds, when children were returning to their classrooms, following lunch break.

Mr Glynn noted that the timings had been recorded precisely.

Mrs Hughes said the Endeavour Primary School's evacuation had taken slightly longer due to the size of the building.

Mrs James said that she had taken part in the fire drill at Endeavour Primary School and reported that the children had acted very well during the evacuation.

7. Budget

Action

Knights Enham Junior School

Copies of the Budget for 2013/14 were distributed at the meeting.

The governors unanimously agreed to accept the following budget for 2013/14:-

Income	£1,050,497
Expenditure	£1,030.930

Proposed by Mr Inglis, seconded by Mrs Paxton and agreed unanimously.

Roman Way School

Copies of the Budget for 2013/14 were distributed at the meeting.

The governors unanimously agreed to accept the following budget for 2013/14:-

Income	£981,559
Expenditure	£932,966

Proposed by Cllr Mrs West, seconded by Miss Orwin and agreed unanimously.

Endeavour Primary School

Copies of the Budget for 2013/14 were distributed, at the meeting.

The Governors unanimously agreed to accept the following budget for 2013/14:-

Income	£1,080,333
Expenditure	£1,053,327

Proposed by Mrs Alison Paxton seconded by Mr Inglis and agreed unanimously.

8. Three Year Financial Plans

Roman Way Primary School

Three year Financial Plans had previously been distributed.

The planned cumulative surplus is £77,544

Endeavour Primary School

Three Year Financial Plans had previously been distributed.

The planned cumulative surplus is £35,915

8.Three Year Financial Plans

Action

Knights Enham Junior School

Three Year Financial Plans had previously been distributed.

The planned cumulative surplus is £84,261

Three Year Financial Plans for all three schools were unanimously approved by the Governors.

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

9. Pupil Attendance

Copies of attendance reports for 2012-2013 had been previously distributed and the following points were highlighted:-

Endeavour Primary School

Mrs Crean said that attendance for the Summer Term had risen to 95.9% since the report had been written

Knights Enham Junior School

Mr Inglis said that one child's case has been sent to the Legal Intervention Panel and support have been put in place such as pastoral support. Issues have been addressed which has led to the child attending 100% this term.

Mr Inglis also said that, since writing the report, another child's case has been referred to the Legal Intervention panel and a family support worker is now supporting the family

Mrs Hall enquired of the efficiency of family support and Mr Inglis said that the family support worker makes regular visits to the home and the family are well supported.

Roman Way Primary School

Mr Hughes said that attendance has improved, although there is concern for Year R's attendance, during the Summer Term, although this only consisted on one week's figures.

Mr Hughes also said that in future he will report unauthorised absence as a percentage.

10. Road Improvement Plans

Action

Mrs Crean reported that she has contacted Gemma Wigman, Strategic Planning Officer, requesting a crossing patrol warden for Endeavour Primary School pupils.

Cllr Mrs West said that there would be a need for a crossing patrol warden due to the fact that more housing was being built in the Augusta Park area.

Mrs Crean said that the school was taking part in the WOW project (Walk to school Once a Week).

Mr Mackey said that he felt the traffic problems outside Roman Way Primary School were caused by speed rather than volume.

Cllr Mrs West suggested contacting the local council for Speed Indication Display signs.

Mrs James said that School signs are needed by the roads near Endeavour Primary School.

Mrs A Hughes said that School signs cannot be put in place until the roads are adopted.

Cllr Mrs West suggested writing to Cllr Manns to ask if the zone area of the school could be adopted as soon as possible and also suggested writing to Paul Jackson at TVBC informing of the need of car parking facilities for parents and visitors to Endeavour Primary School.

Mr R Hughes said that areas can be adopted in stages and agreed that letters should be written.

Cllr Mrs West also suggested that Gary Hedges be invited to a meeting with representatives from Knights Enham Schools and Roman Way primary School to discuss plans for traffic calming measures.

11. Policies

Copies of the Hampshire County Council Policy and Guidance for Restrictive Physical Intervention in school had previously been distributed:-

It was unanimously agreed to adopt the Hampshire County Council Policy and Guidance for Restrictive Physical Intervention in School.

11.Policies

Action

Data Protection Policy

Copies of a federated Data Protection Policy had previously been distributed.

It was unanimously agreed to accept the federated Data Protection Policy.

PSHE Policy

Copies of a federated PSHE policy had previously been distributed.

It was agreed that a glossary should be added to the PSHE Policy

Subject to this amendment, it was unanimously agreed to accept the federated PSHE Policy.

Bulling Policy – Roman Way Primary School

Copies of a Bullying Policy for Roman WayPrimary School had previously been distributed.

It was agreed that this policy should be retitled Anti-Bullying Policy

It was also agreed that the schools ELS workers should not be name in the policy.

Subject to this amendment, it was unanimously agreed to accept the Anti-Bullying Policy for Roman Way Primary School.

Use of Videos & Photographs Policy – Roman Way Primary School

Copies of a Use of Videos and Photographs policy for Roman Way primary School had previously been distributed.

It was agreed to remove the comma following the word ‘school’ in the second paragraph.

Subject to this amendment, it was unanimously agreed to accept the Use of Videos and Photograph Policy for Roman Way Primary School.

11.Policies contd

Action

Extended School Policy – Roman Way Primary School

Copies of an Extended School policy for Roman Way primary School had previously been distributed.

It was unanimously agreed to accept the Extended School Policy for Roman Way Primary School

First Aid Policy

Copies of an Extended School policy for Roman Way Primary School had previously been distributed.

It was agreed that first aiders should not be named but state that ‘first aiders are as listed at the first aid point’.

It was agreed that the appointed person should not be named but their job title used instead.

Subject to these amendments, it was unanimously agreed to accept the First Aid Policy for Roman Way Primary School.

Behaviour Management Policy – Roman Way Primary School

Copies of a Behaviour Management Policy for Roman Way Primary School had previously been distributed.

It was agreed that staff names should be replaced by their job titles.

Subject to this amendment, it was unanimously agreed to accept the Behaviour Policy for Roman Way Primary School.

All of the above policies were proposed by Mr Glynn, seconded by Cllr Mrs West and unanimously agreed.

Adult Helpers Policy – Roman Way Primary School

It was agreed that the Clerk should seek advice from the Personnel Department regarding Disclosure and Barring Service Checks before presenting the policy at the next full governing body meeting.

GL

12. Pupil Welcome Packs

Action

Home School Agreements 2013-2014

Copies of Home-School Agreements for Endeavour Primary School and Knights Enham Junior School had previously been distributed.

It was agreed that the home-school agreements should read 'Have my PE kit and reading folder in school every day'.

It was also agreed that the schools' website links should be included.

Subject to this amendment the home-school agreements were unanimously agreed for 2013-2014 before being passed to School Councils for approval.

Proposed by Mrs Stratton, seconded by Mrs Paxton and agreed unanimously.

Prospectuses.

Mrs A Hughes said that the PR Manager was in the process of compiling the school prospectuses for 2013-2014, which have not yet been finalised.

Mr R Hughes informed the Governors that he had received a copy of 'Changes that Reduce the Burden on Maintained School Governors', which include the following statements:-

- Schools no longer have a duty to publish a school prospectus. Regulations instead now prescribe information that they must make available on their websites.
- We plan to remove the requirement for governing bodies to adopt a home school agreement. This would remove an administrative burden on the governing bodies of maintained school.

13. 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.

The Governors agreed to the new timings of meetings which are planned for Friday afternoons at 3.45pm.

14. Governor Training

Action

Mr R Hughes reminded Governors that the Governing Body has full access to training.

Mr R Hughes also asked for nominations for a Training Liaison Governor and it was agreed that this should be an item for the next agenda.

15. Governor Visits

Mrs R Hughes and Mrs Stratton attended a performance of 'Toy Box' at The Lights Theatre where Pearl's Dance Group took part and they reported that the performance was a very high standard.

Mrs R Hughes carried out safeguarding checks at Roman Way Primary School.

Mrs Stratton assisted with Internal Financial Controls at Knights Enham Junior School and Endeavour Primary School.

Mrs Hall said that she was looking forward to meeting pupils from all three schools at the Lace Exhibition at the Wellington Centre.

Mrs Crean reported that Mr Haydn-Davies had met with her in his role of Link Governor for Endeavour Primary School.

Mr R Hughes and Miss Orwin have attended regular meetings at Roman Way Primary School.

Mr Glynn and Mr R Hughes had met with Ofsted Inspectors at Roman Way Primary School.

16. Correspondence

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

Mr R Hughes report that he had received a very good report from Catherine Redgrave, School Improvement Partner.

17. Items for the Next Agenda

Action

Road Improvement Plans
Ofsted Inspection of Roman Way Primary School
Election of Community Governor
Election of Committees
Election of Training Liaison Governor
Adult Helpers Policy

20.Date of Next Meeting

12 July 2013 at 3.45pm

The meeting closed at 7.00pm