

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 27 March 2013

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Julie Stratton
Mr Dominic Haydn-Davies
Mr Paul Glynn
Mrs Alison Paxton
Mrs Nicola James

Mrs Anne Hughes – Executive Head
Mrs Joanne Baker
Mr Hywel Inglis
Mrs Ros Hughes
Miss Michelle Gilbert
Cllr Mrs Pat West

Mr Gareth Hughes – Associate Member and Head of School for Knights Enham Junior School

Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary School

Mrs Gail Leigh – Clerk

1. Apologies

Action

Mrs Liz Hall – Accepted
Mrs Nicola James – Lateness

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 6 February 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) Mrs Crean reported that she would be meeting with a representative from Youth Action following the reported act of vandalism in Endeavour Primary School.
- b) Miss Orwin said that she had been unable to monitor the play zones at Roman Way Primary School, due to cold weather. However, it was agreed that this would be reported at the next full governing body meeting.

MO

5. Membership

Community Governor

Mr R Hughes said that, following Mrs Thurner's resignation, there was now a vacancy for a Community Governor and asked if any Governors were able to put forward nominations.

Mrs Paxton said that she would approach Simply Health and report back at the next meeting.

AP

Miss Orwin said she would contact Aster Housing and report back at the next meeting.

MO

Admissions Committee

The Governors unanimously agreed that, in the event of an appeal, the Admissions Committee would made up of three Governors drawn from the following Governors:-

Miss Marion Orwin
Mrs Ros Hughes
Mrs Alison Paxton
Mr Dominic Haydn-Davies
Mrs Joanne Baker
Mr Paul Glynn

6. Committee Minutes

Action

The minutes of the meeting of the People, Planning & Development Committee of 16 January 2013 were distributed prior to the meeting and the following points were highlighted:-

- Draft January Census PLASC for Endeavour Primary School and Knights Enham Junior School had been discussed by the Committee.

The minutes of the meeting of the Learning & Environment Committee of 30 January 2013 were distributed prior to the meeting and the following points were highlighted:-

- Traffic Calming had been discussed by the Committee, which raised serious issues including the lack of gritting of roads leading to Endeavour Primary School and the volume of traffic during peak periods outside Roman Way Primary School

The minutes of the meeting of the Learning & Environment Committee of 13 March 2013 were distributed prior to the meeting and the following points were highlighted:-

- The Inclusion Manager and his Assistant had attended the meeting and reported on proposed legislation for Special Educational Needs, which are to be implemented in September 2014.

The minutes of the meeting of the People, Planning & Development Committee of 20 March 2013 were distributed prior to the meeting and the following points were highlighted:-

- Budget allocations for 2013 – 2104 had been reported along with budget variances and financial policies.

7. Raise on Line Data

Copies of validated data for Knights Enham Junior School, which had been annotated by the Executive Headteacher, had previously been distributed and the following points were highlighted:-

Miss Orwin noted that persistent absentee levels in pupils with free school meal eligibility had risen.

Mrs A Hughes said that, although the level fell within the bands, the school recognises this issue and continues to constantly work toward improving absenteeism by using a number of strategies which have been reported to the Governors.

7.Raise on Line Data

Action

Mr R Hughes asked if pupil premium funding is used to lower absenteeism.

Mrs A Hughes said that the school has a Pastoral Care Worker and a CAF Leader.

Mrs Crean said that funding is used to enhance the curriculum which can also help towards improved pupil attendance.

Miss Orwin noted that one child did not make at least expected progress from Key Stage 1 – Key Stage 2 in English and Mathematics.

Mrs A Hughes said that the pupil was only with the school for a short period time.

Mrs A Hughes also said that a high number of the cohort that had been reported on had joined the school significantly lower than the national average. However, a lot of work had taken place and had resulted in many pupils progressing three levels.

Mr R Hughes noted that there was only a slight gap of .4 in the attainment of girls and boys at Key Stage 2.

Mr G Hughes said that the size of gaps between gender are accentuated if a year group is smaller.

Mrs A Hughes said that differences such as gender are constantly being monitored and if necessary strategies are put in place.

Mr R Hughes asked if data from Raise on Line is used when reviewing the School OImprovement Plan.

Mrs A Hughes said that Raise on line data is considered very important by the Senior Leadership Team, to assist with school improvement.

Mr R Hughes asked if data can be challenged at the unvalidated stage.

Mrs A Hughes said that the unvalidated report was incorrect and this was reported. This had been rectified and was the reason why the validated report for Knights Enham Junior School was published at a later date.

The Governors agreed that the Raise on Line report for Knights Enham Junior school had contained very positive data.

8. Report from learning & Leadership Partner

Action

Mrs A Hughes said that a report from the Learning & Leadership Partner for Endeavour Primary School, following her recent visit, had been discussed at the last People, Planning & Development Committee.

Mr R Hughes said that the report had been very positive and the school now has a low priority for support.

9. Pupil Premiums

Documents relating to pupil premium funding for all three school including the school data dashboards, interventions and impact, and analysis and challenge toolkits had previously been distributed to all Governors and the following points were made:-

Mrs A Hughes said that data was now included for pupils who had been entitled to free school meals at any time during the last 6 years.

Mr Haydn-Davies asked how funding was used for pupils for who were entitled to pupil premiums but were not in need of support.

Mr G Hughes said that at Roman Way Primary School 10% of children entitled to pupil premiums were not in need of support but had been placed in other categories such as gifted and talented where other strategies are used and also need to be funded.

Mr Haydn-Davies asked if pupils whose progress at Endeavour Primary School, was tracked and who had joined the school at its opening, was tracked against others.

Mrs A Hughes said that Endeavour pupils' progress is tracked in this way in order to establish the 'Endeavour effect'.

Mr R Hughes noted that the data in School Data Dashboard can meet the national level, and yet still show the school to be in the fourth quintile.

Mrs A Hughes said that this can be the case as pointed out that Roman Way Primary School's mathematics data is above the national level and also in the third quintile.

Cllr Mrs West arrived at this point

Mr R Hughes asked if pupil premium funding causes any issues in the schools by excluding other children from activities.

Mrs A Hughes said that all children are involved in all activities and funding is used proportionally from pupil premium funding and from the school budget.

9.Pupil Premiums contd

Action

Miss Orwin asked if the work that has been carried to improve KS1 phonics in Roman Way primary School is expected to benefit children when they reach KS2.

Mr G Hughes said that following the extra work in Phonics for KS1, reading and writing attainment is expected to rise in KS2.

10. Admissions Consultation

Mrs Crean reported that a letter had been sent out to parents, staff and governors informing them of an increase in size of Endeavour Primary School. However, this had been the expectation and basically meant that one large classroom was to be partitioned to create two classrooms, as originally planned.

Mrs Crean said that 10 parents had attended the consultation meeting and concerns had been expressed about larger class sizes and the car parking facilities.

Cllr Mrs West said that she had spoken with Mr Peter Colenutt, who had said that the letter had to be sent out as a legal requirement.

Mrs Crean said that parents had been assured that class sizes would not rise above the legal limit.

11. Road Improvement Plans

Endeavour Primary School

Mrs Crean said that she had reported concerns about roadworks on East Anton Farm Road to police.

Mrs Crean said that although the situation caused by roadworks had been resolved, the police spoke of their concerns about the traffic congestion outside of the school and are now instigating a meeting with Taylor Wimpey.

Cllr Mrs West suggested that Cllr Mutton be informed of concerns about traffic, which would then be passed on to the Safer Routes to School Team.

Cllr Mrs West also suggested involving pupils as Junior Road Safety Officers and organising a virtual bus.

Mrs Crean said that the school was already taking part in the Junior Road Safety Officer scheme and had considered the idea of a walking bus, although the only safe route had been considered too lengthy.

11.Road Improvement Plans

Action

Cllr Mrs Pat West further suggested contacting Karen Dockree at the Environment Department of Hampshire County Council to inform her of the concerns.

Mrs Crean said that zig zag road markings have been installed outside of the school. However, these cannot be enforced until the local roads are adopted.

Mrs A Hughes said that the main concerns were that parents have nowhere to park, even though plans had been promised from members of the local council to provide temporary parking.

Mrs A Hughes also said that the situation is now very serious and there has been no resolution although a number of meetings have taken place with representatives from Hampshire County Council, the police and contractors.

Cllr Mrs Pat West suggested that a letter should be written to Mr Paul Jackson, head of Planning at Test Valley Borough Council.

It was agreed that to invite Cllr Mutton to a meeting at Endeavour Primary School in order to try to find a temporary solution for parking until Contractors have finished work.

AH
PW

Roman Way Primary School

Miss Orwin said that parents of pupils at Roman Way Primary School continue to report the problems of heavy traffic outside Roman Way Primary School and that new road crossing had been installed in the wrong place.

Mrs Paxton said that the situation had worsened since a nearby road closure.

Mrs James arrived at this point

12. Policies

Action

Copies of the Governors' Allowance Policy had previously been distributed to the Governors and it was agreed to make the following amendments:-

- Change Chair of People, Planning & Development Committee to Vice Chair
- Add Head of School Authorisation signature and date

Subject to these amendments, it was unanimously to accept the Governors Allowance Policy

Copies of the Charging Policy had previously been distributed to the Governors and it was agreed to make the following amendments;-

- Change for the school's educational budget to by the school's educational budget.

Subject to this amendment it was unanimously to accept the Charging Policy.

The Governors unanimously agreed to adopt the Manual of Financial Practice & Procedures and the Scheme of Financial Management in Schools.

13. Newsletter

Copies of a draft Governors' Newsletter had previously been distributed to the governors and it was agreed to make the following inclusions:-

- The front page headline should read Local Authority rates all three schools as Good
- The front page headline should end in 'this reinforces our own self evaluation and two of our schools' Ofsted reports.
- An article should be included outlining the work of the Senior Leadership Team and Governors in their quest to improve traffic congestion outside Endeavour Primary School and Roman Way Primary School.

Mrs James requested that badges are made available to Governors and Mrs A Hughes said that she would look into the matter.

AH

14. Aim for Outstanding

Action

Mr R Hughes reported that a meeting is to take place on Friday 19 April 2013 for the Senior Leadership Team, the Chair and Vice-Chair of Governors and the Clerk. The item for discussion will be the action plan drawn up at the full governing body training session and will be reported back at the next full governing body meeting.

Mrs A Hughes reminded the Governors that a list of questions that are often asked by Ofsted had been included in pack handed out at the training session.

Mrs A Hughes also reminded Governors that an Ofsted Inspection is due for Roman Way Primary School, during the next term and it was agreed that Governors who will meet the Inspectors will be drawn from the following Governors:-

Mr Robin Hughes
Miss Marion Orwin
Cllr Mrs Pat West
Mr Paul Glynn
Mrs Nicola James
Mrs Alison Paxton

15. Governor Training

- Mr R Hughes reported that he had attended a training session for Pupil Premiums, which had been very useful and that he had emailed the information pack to the Governors.
- Mrs James and Miss Orwin are to attend a training session for Understanding Data
- Mr Robin Hughes is to attend a Pay Briefing
- Miss Michelle Gilbert is to attend training for new Governors.
- Miss Marion Orwin and Mrs Gail Leigh will attend Health and Safety Training for Governors.

16. Governor Visits

- Mrs Stratton reported that she had organised an Easter Fayre at Knights Enham Junior School.
- Mr Haydn-Davies reported that he had attended a Year 1 Recorder concert at Endeavour Primary School which had been very well performed and well attended.
- Mr R Hughes, Mrs R Hughes, Mrs Stratton and Mrs Baker had attended an Easter Performance at Knights Enham Junior School.
- Miss Orwin said that she had accompanied Year 1 from Roman Way Primary School on a local walk and will be accompanying Year 4 on their residential trip to the Brecon Beacons.

17. Correspondence

Action

Mrs A Hughes informed the Governors that the Federated website was now completed and access information was distributed to the Governors.

18.Items for the Next Agenda

It was agreed that the next agenda should be agreed by the working party at their meeting on 19 April 2013.

20. Date of Next Meeting

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

Meeting closed at 7.10pm