

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 6 February 2013 at 5.30pm held at Endeavour Primary School

Present

Governors

Mr Robin Hughes – Chair
Mr Paul Glynn
Mr Hywel Inglis
Miss Michelle Gilbert
Mrs Julie Stratton
Cllr Mrs Pat West
Mrs Ros Hughes

Mrs Anne Hughes – Executive Headteacher
Mrs Liz Hall
Mr Nick Mackey
Mr Dominic Haydn-Davies
Mrs Joanne Baker
Mrs Alison Paxton
Mrs Nicola James

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 Knights Enham Junior

Mrs Gail Leigh – Clerk

Action

1. Apologies

Mr Matthew Main – Accepted
Miss Marion Orwin
Mrs Irene Thurner

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

It was agreed that Mr Glynn had arrived following item 6.

Subject to this amendment, the minutes of the meeting of 5 December 2012 were unanimously agreed and signed as a true record.

4. Matters Arising from the Minutes

Miss Orwin had sent a notice stating that she not been able to monitor the zones in Roman Way Primary School's playground. However, she has planned to do so in the near future and will report back at the next full governing body meeting.

MO

5. Executive Headteacher's Report

Copies of the Executive Headteacher's Report were previously distributed and Mrs A Hughes highlighted the following points:-

Staffing Structure

Endeavour Primary School

Miss Hannah Shaw was appointed Year R Teacher from December 2012 until 31 August 2013, in the absence of Mrs Williams, for maternity leave.

Knights Enham Junior School

Mr Hywel Inglis has taken up the post of Acting Head of School, during Mr Gareth Hughes' secondment to Roman Way Primary School.

Mrs Layley has increased her weekly hours to 0.6 from January 2013.

Roman Way Primary School

Mr Gareth Hughes has taken up the post of Acting Head of School, during Mr De Silva's secondment.

Number on Roll & Year Group Sizes

The current number on roll is as follows:-

Endeavour Primary School – 199

Knights Enham Junior School – 183

Roman Way Primary School – 173

Mrs James enquired of the predicted admission number for Endeavour Primary School for September 2013

Mrs Hughes said that the prediction is for 60 children to be admitted.

5.Executive Headteacher's Report contd

Action

Exclusions and Racial Incidents

There have been no racial incidents.

Knights Enham Junior School

One Year 6 pupil was excluded for 4 days during October 2012

Another Year 6 pupil was excluded for one day during January 2013.

Cllr Mrs West asked if support was available for the families of the two children.

Mrs A Hughes said that external agencies are involved with both families and work is taking place with their Secondary Schools to give support during their transition.

Playground

Endeavour Primary School

There are now 2 sittings for lunch

Knights Enham Junior School

Young Leaders are encouraging Year 3 and 4 children to take part in playground games

Roman Way Primary School

The new equipment is proving popular and Year 5 children are responsible for setting it out in the zones each day.

Curriculum

Teachers continue to work and plan together across the federation and federated activities are taking place such as the Pirates Picnic for Year 3 studies.

Assessment & Attainment

Attainment Reviews are to be held during the following week.

5.Executive Headteacher's Report contd

Action

Health & Safety

All caretakers are working towards the bronze diploma

Mr Glynn enquired how the Caretakers had coped following the heavy snowfall.

Mrs A Hughes said that the Caretakers have been supplied with new snow clearing equipment and have helped each other during the bad weather.

Cllr Mrs West enquired if salt bins were required from Hampshire County Council

Mrs Hughes said that each school has storage facilities for grit and salt, however more storage would be considered if necessary.

SEN & G&T

The ECAR Teacher at Roman Way Primary School is still receiving training, so far she has worked with 4 children and they have all made significant gains.

ECC continues at Roman Way Primary School for Key Stage 1

Mrs Hall said that she had attended a training session for Teaching Assistants during a day closure.

Mr Glynn asked of the work taking place with Secondary Schools for Gifted and Talented children.

Mrs A Hughes said that local Secondary Schools continue to provide Maths and Literacy sessions for gifted and talented pupils.

Staff Development

All newly qualified teachers are involved in the Hampshire NQT package and are progressing very well.

Teachers have been and are attending subject management courses

Mr Inglis has received CPLO training.

5.Executive Headteacher's Report

Action

Management & Leadership

The Senior Management Team have carried out teaching and learning scans in all three schools.

The SEFs in all three schools have been reviewed.

The TLRs have successfully completed their training with Catherine Redgrave.

School Development

Each school's development plan is closely linked to the SEF. This is now all in one document.

Vandalism

Endeavour Primary School

The school had some intruders in a classroom one evening, while the Caretaker and Cleaners were on site. They stole party food and have all been arrested.

Mrs James asked if the correct procedures had been followed.

Mrs A Hughes said that, in line with the policy, all teachers are being reminded to lock classroom doors at the end of the day,

Mrs Leigh will email a copy of the schools' security policy to Mrs James.

GL

Knights Enham Junior School

Some letters spelling Junior School were taken and an outside light was smashed.

Roman Way Primary School

The Year R fence was broken and some of the chalk boards were also broken.

5.Executive Headteacher's Report contd

Fire Drill

Endeavour Primary School

Following the installation of the new boiler, an emergency evacuation had taken place on 23 January 2013, due to a very strong smell of gas outside of the building.

The matter had been reported to the gas company who had given assurance that the smell had been caused by a harmless leakage from a company in France.

Knights Enham Junior School

A fire drill took place on 31 January 2013 and evacuation took 3 minutes and 3 seconds. The practice was held after morning break when there was a class in the Hall taking part in a PE lesson. A 'fire' was placed in the glass corridor.

Roman Way Primary School

A fire drill took place on 5 February 2013 and evacuation took 2 minutes and 4 seconds.

Mrs James enquired if teachers are made aware, in advance, of the mock fire and Mrs A Hughes said that teachers were unaware that a fire drill was due to take place

Federation News

The Senior leadership Team have produced the same planning format for all three schools.

Chris Lloyd will be visiting link schools in Uganda during February half-term and is hoping to set up an email link.

A number of federated activities and trips have taken place.

Mrs A Hughes asked the Governors to consider a request for a replacement school jumper lost by a child on federated trip.

The Governors agreed that it would not be possible to replace children's lost clothing. However, it had been agreed that the parent could be offered a free jumper from donations of second-hand clothing and the parent should also be given details to apply for a uniform grant.

6. Membership

Action

Full Governing Body

Mr R Hughes reported that Mrs Irene Thurner has resigned from the Governing body due to a move from the area.

The Governors agreed that thanks should be sent to Mrs Thurner for her hard work and commitment as a Community Governor and Training Liaison Governor.

Mr R Hughes asked the Governors to consider any nominations for a new Community Governor and also for the post of Training Liaison Governor.

It was agreed that Mrs Leigh would assume the role of Training Liaison Governor, in the interim.

Committee Membership

It was agreed that Miss Gilbert would attend committee meetings during the next half term as an observer, to help with her choice of membership.

7. Finance Reports

Budgetary Control Reports

Endeavour Primary School

Mr Haydn-Davies declared a pecuniary interest as a Director of Adventure Pre-School based in Endeavour Primary School

Mrs McMillan distributed copies of a DEV 22 dated 8 January 2013 and Budgeted Income & Expenditure Report from Jan 13 – Mar 13. The following points were highlighted:-

- The balance to date is £204,543
- The Budgeted Credit Balance is £7,167
- £4,000 has been budgeted for the costs of printing prospectuses, which may or may not be paid in this financial year.
- £9,000 has been budgeted for the cost of books and supplies.
- £402 has been budgeted for income from pre-school rental

Cllr Mrs West enquired of expenditure of £1,000 for carbon tax.

Mrs McMillan said that all schools now pay carbon tax which is calculated by number on roll.

Mrs McMillan said that £2,000 had been gained from solar panels feed-in tariff during January – September 2012.

7.Financial Reports contd

Action

Knights Enham Junior School

Mrs McMillan distributed copies of a DEV 22 dated 7 January 2013 and Budgeted Income & Expenditure Report from Jan 13 – Mar 13. The following points were highlighted:-

- The balance to date is £280,890
- The Budgeted Credit Balance is £73,598
- £10,000 has been budgeted for the cost of ipads and visualisers

Roman Way Primary School

Mrs McMillan distributed copies of a DEV 22 dated 11 January 2013 and Budgeted Income & Expenditure Report from Jan 13 – Mar 13. The following points were highlighted:-

- The balance to date is £227,012
- The Budgeted Credit Balance is £25,975
- £7,458 has been budgeted for the cost of books and supplies

Mrs McMillan said that all schools held a contingency of 1% costs.

Benchmarking

Mrs Hughes informed the Committee that schools are compared with other similar schools during 2010/2011 in order to carry out the benchmarking exercise and results were as follows:-

- Energy costs showed that Knights Enham Junior School and Roman Way Primary School's costs were low. However, Endeavour Primary School's was higher due to the school being housed in a temporary building during that time.
- Water costs showed that Roman Way Primary School's usage had been high due to problems with the urinals and taps at that time. Knights Enham Junior School's costs are historically high, which could be caused by a shared metre with the Infant School which has a nursery.

Mrs Paxton enquired how costs are calculated from the shared use of the water metre on the Knights Enham site.

Mrs A Hughes said that costs are met 50/50.

Cllr Mrs West asked if it would be possible to install a separate metre and Mrs McMillan will investigate this proposal.

AM

7. Financial Report contd (Benchmarking)

- Caretaking and Cleaning costs are good in all three schools
- Teaching Staff costs were shown as high in Roman Way Primary School due to the low number on roll and teacher:pupil ratio at that time.
- Educational Visits showed no loss at Roman Way Primary School due to there being a low number of trips at that time. However Endeavour Primary School and Knights Enham Junior School both showed a loss.
- Costs for professional services and curriculum services were good in all three schools
- Costs for educational resources were high in all three schools.
- Costs for building and maintenance were good in all three schools
- Costs for Grounds Maintenance and Improvement were high for Endeavour Primary School, which had been caused by the purchase of the Solar Dome. However, half of this cost had been reimbursed by lottery funding.
- Costs for Staff Development & Training were good in all three schools.
- Costs for support staff had been low for Endeavour Primary School, due to the school being housed in temporary accommodation at that time.
- Costs for Admin Staff had been high for Knights Enham junior School caused by the fact that federated staff such as the Librarian and the Inclusion Manager are employed by Knights Enham Junior School and costs are then split between the other two schools.
- Costs for ICT learning resources were high for Knights Enham Junior School and Roman Way Primary School due to the purchase of netbooks.

Internal Controls

Mrs McMillan reported that internal controls for the financial management system had been carried out at all three schools.

8. Raise On line

It was agreed that this item would be discussed as part of the Committee reports at the next full governing body meeting.

9. Report from Learning & Leadership Partner

Mrs Crean said that the meeting with the Learning & Leadership Partner at Endeavour Primary School has been rearranged to take place during March 2013 and it was agreed that this would be an item for the next agenda.

10. Admissions

Action

Mrs Hughes reported that she has been notified by the County that the number of Year R children requiring a placement for September 2013 exceeds the number of places in the local area.

Mrs Hughes also said that a feasibility study is taking place for extra school places at either Knights Enham Infant School (increasing to a 3 form entry) or Roman Way Primary School (increasing to a 2 form entry).

Mrs James asked if temporary classrooms would be used to house the extra class.

Mrs Hughes said that it is predicted that the Year R entry will be high for two years and if it continues to be high, capital funding will be available for building work.

Mrs James asked how Knights Enham Junior School would be affected if the Infant School increased to 3 form entry school.

Mrs A Hughes said that Knights Enham Junior School would also increase to a 3 form entry school, in this case.

Cllr Mrs West said that the actual number of children requiring a school place in the area had exceeded predicted numbers, which could be caused by an increase in service families moving to the area.

Mrs James enquired if Endeavour Primary School would be asked to house an extra Year R class

Mrs A Hughes said that this would not be the case, due to Endeavour Primary School being built as a 2 form entry school.

Mrs A Hughes added that she was concerned that families housed in Augusta Park would need to travel a long distance to Knights Enham Schools, if they are selected for expansion.

Mrs Paxton enquired if there had been any further news regarding road alterations and traffic calming in the area.

Cllr Mrs West said that new plans are to go out to consultation.

Mr R Hughes said that it is important that all local schools are included in the new traffic consultation.

Mr R Hughes also said that, due to the rising admission numbers, it will be important to elect a pupil admission committee at the next meeting.

11. PLASC

Action

It was agreed that this item would be discussed as part of the Committee reports at the next full governing body meeting.

12. Policies

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

The Governors agreed that the date of Mrs Crean's CPLO training should be changed to 28 January 2013.

Subject to this amendment, the Governors unanimously agreed to accept the Child Protection policy

Copies of a federated Health & Safety Policy were distributed prior to the meeting

The Governors unanimously agreed to accept the federated Health and Safety policy.

Copies of the federated Whistle Blowing Policy had previously been distributed.

The Governors unanimously agreed to accept the Whistle Blowing Policy.

Copies of the federated Best Value Statement had been previously distributed.

The Governors unanimously agreed to accept the Best Value Statement.

Copies of the statement of financial expectations had been previously distributed.

The Governors unanimously agreed to accept the statement of financial expectations,

13. Governors' Self-Evaluation

Action

Mr R Hughes thanked the Governors for returning completed self-evaluation forms, which have been collated with the following points for action:-

- Skills audits for Governors
- A school-based induction system for new governors.
- More opportunities to communicate with parents
- More completed feedback forms needed following governors' visits to school
- More opportunities for Governors to monitor the progress of the school improvement plans and evaluate the outcomes against success criteria

Mrs Hall left the meeting at this point

15. Aim for Outstanding

The Governors agreed that the action points from the self-evaluation exercise should be discussed at the next full governing body meeting.

16. Governor Training

Mr R Hughes reminded the Governors that full governing body training for 'How to Support and Challenge to Ensure Accountability, will take place on 18 March 2013 at 6.00pm-8.00pm at Endeavour Primary School.

The governors unanimously agreed to full access for training and Mrs Leigh said that she would notify Governor Services of this decision.

GL

17. Governor Visits Reports

Mr Glynn reported that he had recently met with the Inclusion Manager and his Assistant to get an update of Gifted and Talented progress across the federation, with a specific focus on Roman Way Primary School

Mrs Hall reported that she attended a training day with LSAs, met with the Inclusion Manager and his assistant to discuss new teaching methods for children with SEN and also attended a children's' debate at Knights Enham junior School.

18. Correspondence

Action

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

Reports of Activity from the Learning & Leadership Partner, which have been discussed by the PPD Committee

19.Items for the Next Agenda

Admissions Consultation

Election of Admissions Committee

LLP Report for Endeavour Primary School

Update on plans for road improvement and traffic calming

Raise on line and PLASC – within Committee Reports

Action points from Self-Evaluation forms

20.Date of Next Meeting

27 March 2013 at 5.30pm

The meeting closed at 7.30pm