

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 5 December 2012

Present

Miss Marion Orwin – Vice-Chair
Nick Mackey
Mrs Julie Stratton
Mrs Alison Paxton
Mr Dominic Haydn-Davies
Mr Paul Glynn

Mrs Anne Hughes – Executive Head
Miss Michelle Gilbert
Mr Hywel Inglis
Mrs Liz Hall
Miss Yana Williams

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

Mr Andrew De Silva – Associate Member Head of School for Roman Way Primary School

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

Mrs Gail Leigh – Clerk

Mrs Joanne Baker – Parent

1. Apologies

Mr Robin Hughes – Accepted
Mrs Ros Hughes - Accepted
Mrs Irene Thurner – Accepted
Mrs Nicola James – Accepted
Mr Matthew Main – Accepted
Mr Paul Glynn - Lateness

Action

2. Pecuniary Interests

Miss Orwin 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 10 October 2012 had previously been distributed.

The minutes of the meeting of 10 October 2012 were unanimously agreed and signed as true record.

4. Matters Arising from the Minutes

- a) Mrs Hughes reported that the extra funding of £69,000 had been received for Endeavour Primary School.

Mrs Yana Williams arrived at this point

5. Membership

Miss Orwin welcomed Miss Gilbert to the meeting as a newly elected Staff Governor.

Miss Orwin welcomed Mrs Joanne Baker to the meeting as an observer and potential Parent Governor for Knights Enham Junior School.

All Governors were introduced to Miss Gilbert and Mrs Baker.

6. Committee Minutes

People Planning & Development 19.09.12

The minutes of the meeting of the People, Planning & Development Committee of 19 September 2012 were distributed prior to the meeting and the following points were highlighted:-

Mrs Hughes reported that extra funding has been received for Special Educational Needs at Endeavour Primary School.

Miss Orwin asked if the budget for Endeavour Primary School for 2012-2013 was expected to be adequate.

Mrs Hughes said that she will be looking at the number on roll in January 2013 and taking advice to alleviate the historical problems that have been caused by the rapidly growing number on roll at Endeavour Primary School.

Miss Orwin enquired how new staff and transferred staff had settled in.

Mrs Hughes said that all staff had settled into their new roles well and staff were working well together across the federation in moderation meetings.

Learning & Environment 26.09.12

Action

The minutes of the meeting of the Learning & Environment Committee of 26 September 2012 were distributed prior to the meeting and the following points were highlighted:-

Mrs Hughes reported that the Architect had recently visited Endeavour Primary School for an inspection of the building, lasting a whole day.

Mrs Hughes said that the visit had been carried out one year from taking ownership of the building and the Architect had carried out a thorough inspection making notes of any areas that needed to be repaired.

Mrs Hughes went on to report that a major issue had been reported regarding the roof. A large number of roof tiles are loose and some have fallen. Although there are some areas protected by an eight metre canopy, other areas have had to be cordoned off.

Mrs Paxton enquired if adverse weather conditions were making the situation more dangerous.

Mrs Crean said that children are using the KS2 playground in windy weather, which is further away from the danger area and snow guards are to be attached to unprotected areas as an interim safety measure.

Mrs Hughes said that the situation is being treated very seriously and an independent inspection is to take place to consider workmanship of the roof before further work takes place.

Pay Committee 10.10.12

The minutes of this meeting were discussed at the last full governing body meeting.

People, Planning & Development 14.11.12

The minutes of the meeting of the People, Planning & Development Committee of 14 November 2012 were distributed prior to the meeting and the following points were highlighted:-

The Committee had discussed the purchase of mini ipads to replace netbooks for the pupils of Knights Enham Junior School and had recommended that the full governing body make a decision following a third quote.

Mrs Hughes reported that three quotes had been received and recommended the purchase of 25 mini ipods at a cost of £6,500.

The Governors agreed to the purchase of 25 mini ipods for Knights Enham Junior School at a cost of £6,500.

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

Learning & Environment 21.11.12

Action

The minutes of the meeting of the Learning & Environment Committee of 21 November 2012 were distributed at the meeting and the following points were highlighted:-

The Committee had discussed the purchase of a Tudor House as a school resource at a cost of £500.

Mrs Hughes said that following investigation, it had been decided not to purchase the Tudor House, due to limited opportunities use and storage facilities.

Pay Committee 5.12.12

This confidential item is minuted on a separate sheet.

7. Self-Evaluation Form for Roman Way Primary School

Copies of the self-evaluation form for Roman Way Primary School had been distributed at the last meeting and the following points were made:-

Miss Orwin enquired what actions have taken place following poor performance in phonics for KS1

Mr De Silva said that many interventions have been put into place as follows:-

Bug club e-reading

Daily phonics sessions

Football, phonics and fish and chips curriculum evening

Clear expectations for teachers and part of their performance management

Phonics training for teachers (including a Year 3 teacher)

Federated training sessions

Improved phonics resources

Cued articulation sessions for parents

Mr De Silva said that data is now showing that the school is on track.

Mrs Paxton asked how often data is looked at and Mr De Silva said attainment reviews take place each half-term, where progress is monitored.

Mr Mackey asked how staff are trained for sustainability.

Mr De Silva said that the federation is now made up of multi-level management and distributive leadership where staff are much more aware of the accountability of their roles.

All TLRs have been trained by the Learning & Leadership Partner for action planning and are now looking at assessment in greater detail. All Subject managers are working on action plans and vision for their subjects.

7. Self-Evaluation Form for Roman Way Primary School

Action

Mr De Silva said that federated PPA time now takes place each half term when subject managers can meet and share ideas.

Miss Orwin enquired why behaviour is no longer rated as outstanding.

Mr De Silva said that behaviour is now graded as 2 and although behaviour is still good in the classrooms interventions are taking place for improvements at playtimes.

Seven zones have been introduced in the play areas for activities including football, dance, catching and golf.

Mr Inglis enquired how the zones are monitored.

Mr De Silva said that playtimes are working well and Year 5 children are taking responsibility for each zone.

Miss Gilbert asked if children can choose an activity.

Mr De Silva said that children do have a choice and can also select the timber trails.

Miss Orwin volunteered to observe activities in the zones and report back to the governing body.

MO

8. Raise on Line

Copies of Headlines from Raise on line data had previously been distributed to the Governors and the following points were highlighted:-

Roman Way Primary School

Mrs Paxton enquired how much improvement is expected for KS1 phonics next year.

Mrs Hughes said that the expectation is that results will be in line with the national average.

Miss Orwin enquired why progress in English is expected to be lower than the national average.

Mr De Silva said that all children are in line with the national average except for school action plus children in Writing.

Mr Haydn-Davies asked what support would be given to these children.

Mr De Silva said that the children work in one to one sessions funded by pupil premium grants.

8.Raise on Line contd

Action

Endeavour Primary School

Miss Orwin asked how many pupils in the school were part of service families.

Mrs Crean said that Raise on Line data is based on the January 2012 census when 25% pupils were from service families. However current data shows that 36 children are from service families.

Mrs Paxton asked of the problems that had arisen in the phonics test for KS1

Mrs Crean said that results were in line with the national average up to 29 points. However children who had been expected to pass the test had missed out by 3 marks.

Mrs Crean said that problems had been caused by pupil turbulence and focus on phase 5.

Mrs Crean also said that the school now has a stringent assessment process.

Miss Orwin noted that the school was in the 40th percentile of school deprivation.

Mrs Crean said that the postcode for the school has historically been in an area of low deprivation. However, due to the high increase in housing development which includes 40% social housing the percentage could rise in the next few years.

Mrs Paxton noted that although FSM children are performing better than the national average there is a gap between FSM and non FSM children.

Mrs Crean said interventions are in place which include 1st class for number.

Knights Enham Junior School

Mr Hughes said there had been problems with invalidated data. However validated data is due in December 2012 and will be reported at the next meeting.

9. Governors' Self Evaluation

It was agreed that this item would be deferred until the next meeting.

10. Attendance

Action

Knights Enham Junior School

Mr G Hughes distributed an attendance report at the meeting, which highlighted the following points:-

- Attendance 3/9/12 – 4/12/12 is 95.2% which is above the national average
- Absence is 4.8% with 0.93% being lost to holidays and 0.96% unauthorised
- In total there are 203 late marks, this is considerably lower than last year.
- For the first half-term there were 74 children with 100% attendance and 124 children above 95%. 17 children were below 85%
- There are two persistent absentees.

Mrs Paxton enquired how low attendance would be to rate a child as a persistent absentee.

Mr Hughes said that Ofsted rates persistent absenteeism as below 85% attendance over 100 sessions and County rates persistent absenteeism as below 80% over 100 sessions.

Mrs Hall asked how parents of poor attenders are supported.

Mr Hughes said there is a new system where a family support worker would work with the parents and child and if attendance does not improve the legal team would take over.

Mrs Hall asked how well the new system was working.

Mr Hughes said the new system is in the early stages, however it is hoped the process will be more effective and if support has previously been provided it is possible to omit the family support stage and move swiftly on to the legal stage.

Mrs Paxton left the meeting at this point

10.Attendance contd

Action

Roman Way Primary School

Mr De Silva distributed an attendance report at the meeting which highlighted the following points:-

- Data for the second half of the Autumn Term shows attendance is 94.8%
- 38 children had 100% attendance in the first half-term
- 62 children attended 95-99.1%
- 100 children attended over 95% (LA Target)
- 78 children are below target for attendance. The vast majority have good reason (illness, medical appointments etc)
- 0.7% was lost to holidays
- 1.0% was unauthorised.

Mr De Silva said that he had held 21 meetings with parents who were given action points to improve attendance and information about unauthorised absence. Since then children from 3 of the families have attended for 100%.

Mr De Silva said that the PCSO has been working closely with the school and visiting parents of absent children to help improve their attendance.

Mr De Silva said that one child's attendance is of serious concern and is being dealt with by the legal team.

Endeavour Primary School

Mrs Crean distributed an attendance report at the meeting and the following points were highlighted:-

- Whole school attendance for 3.9.12 – 30.11.12 is 96.2%
- Authorised absence is 3.5%
- Unauthorised absence is 0.3%

Mrs Crean said that four children are being flagged with persistent absenteeism. Three in Year R and one in Year 1. This has caused Class Columbus, attendance to drop to 93.6%. Two of the children are from service families and two have medical conditions.

Mrs Crean also reported that there had been an issue with lateness. However since the half-termly letters were sent out this area has improved.

11. Health & Safety

Miss Marion Orwin was unanimously elected as Health & Safety Governor

Each school had completed a Health & Safety Self-Assessment for 2012 and it was unanimously agreed that the assessments forms should be signed by the Chair of Governors and Heads of Schools.

12. Policies

The following policies for Knights Enham Junior School had previously been distributed to the Governors:-

- Administration of Medicine
- First Aid
- No Smoking
- Traffic on Site
- Security
- Lone Working
- Emergency Evacuation Plan

It was unanimously agreed that all policies listed above should be adopted by the Governing Body.

The Governors unanimously agreed to adopt the Manual of Personnel Practice for Hampshire Educational Personnel Services

13. Open Days and Royal Visit

Roman Way Primary School

Mr De Silva reported that Roman Way Primary School held an Open Day and Football and Phonics Open Evening on 15 October 2012 which was attended by 100 people.

Mr De Silva also reported that the school had held a successful Bring a Parent to School day attended by 60 parents which has led to 6 parents volunteering to read in school.

Endeavour Primary School

Mrs Crean reported that Endeavour Primary School held an open day and open evening on 16 October 2012 which was very successful.

Knights Enham Junior School

Mrs Hughes said it had been decided not to hold an open day or open evening at Knights Enham Junior School due to previous poor attendance. This was though by the school having a KS2 entry.

14. PTA Activities

Action

Knights Enham Junior School

Mrs Stratton reported that the Friends of Knights Enham Junior School had held a successful Christmas Fayre on 30 November 2012 when £565 was raised.

Mrs Stratton also reported that two Christmas Discos will be held for the children on 13 December 2012.

Roman Way Primary School

Miss Orwin reported that a children's disco was held before the half-term break, raising £140 and a Christmas Fair is planned for 7 December 2012.

Endeavour Primary School

Mrs Crean reported that a Ghost and Ghouls disco was recently held and attended by at least 80% of the children, raising £160.

Mrs Crean also reported that the Christmas Fair will be held on 14 December 2012.

15. Newsletter

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

New Governor membership
Governor visits

It was agreed that the newsletter would no longer be sent out in paper form, but would be placed on the school websites and parents would be informed of this. However, it was agreed that some paper copies should be available in the schools' reception areas.

16. Aim for Outstanding

Mrs Hughes said that the new Ofsted framework expected Governors to have a good overall picture of the schools, which could be confusing to Governors of the federation who are dealing with information and data for three schools.

Mrs Hughes asked the Governors to consider a recommendation from the Learning & Leadership Partner that each school has a link governor who would meet with the Head of School and report back to the Governing Body.

16.Aim for Outstanding

Action

The Governors agreed that, although it is important to work together as a federated governing body ,it would be helpful for individual data and performance to reported individually.

It was unanimously agreed that the following Governors would be link governors for the following schools:-

Endeavour Primary School – Mr Dominic Haydn-Davies

Knights Enham Junior School – Miss Yana Williams

Roman Way Primary School – Miss Marion Orwin

17.Governor Training

Miss Orwin reported that she and Mrs Thurner had attended a Early Years Foundation Stage briefing

Mr Glynn reported that he had attended training for Gifted and Talented children and had this very useful.

It was agreed that the Clerk would ask Mrs Thurner (TLG) to book a full governing body training session for How to Support and Challenge to Ensure Accountability

**GL
IT**

18. Governor Visits

I was agreed that a cycle of governor visits should be drawn up by committees and this will be an item for each next agenda.

All Governors were invited to attend a Christmas Social Event at Endeavour Primary School on Monday 10 December 2012 at 4.00pm.

22.Correspondence

None

23.Items for the Next Agenda

Link Governors for Schools

Raise on line data for Knights Enham Junior School

Reports from the Learning & Leadership Partner

Governors' self-evaluation

January census

24. Date of Next Meeting

6 February 2013 at 5.30pm to be held at Endeavour Primary School

Meeting closed at 7.15pm