

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 11 October 2013 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Liz Hall
Mr Paul Glynn
Cllr Mrs Pat West
Miss Michelle Gilbert
Mrs Ros Hughes

Mrs Anne Hughes – Executive Head
Mrs Julie Stratton
Mrs Alison Paxton
Mrs Nicola James
Mr Hywel Inglis
Mrs Yvonne Remnant

In Attendance

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

1. Apologies

Action

Mrs Joanna Baker – Accepted
Mr Matthew Main - Accepted

2. Election of Chair and Vice-Chair

Date for End of Term of Office

The Governors agreed that the date for the end of term of office for the Chair and Vice-Chair should be 31 October 2014.

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

2.Election of Chair and Vice-Chair contd

Action

Election of Chair

Mrs Leigh informed the Governors that there had only been one nomination – Mr Robin Hughes for Chair.

Mr Robin Hughes was duly elected as Chair

Election of Vice-Chair

Mrs Leigh informed the Governors that there had only been one nomination – Miss Marion Orwin for Vice-Chair

Miss Orwin was duly elected as Vice-Chair

Nominations for Chair and Vice-Chair were proposed by Mrs Hall, seconded by Mr Glynn and agreed unanimously.

Virtual Governance

Mr R Hughes said that, in line with new School Governance Roles, Procedures and Allowances, Governors were required to consider approval of alternative arrangements for Governors to participate or vote at meetings including by telephone or video conference.

The Governors agreed that they would not give approval to virtual governance at this time. However it was also agreed that this would be reviewed annually.

Proposed by Mrs Paxton, seconded by Cllr Mrs West and agreed unanimously.

Voting Rights of Associate Members

Mr R Hughes said that, in line with new School Governance Roles, Procedures and Allowances, Governors now had discretion to decide the voting rights of Associate Members.

Mrs Crean asked of reason why Associate Members should have no voting rights.

Mr R Hughes said that he felt that the Associate Members of this Governing Body were all members of staff which would put the staff representation at a high level.

The Governors agreed that Associate Members would have no voting rights at this time. However, it was agreed that this would be reviewed annually.

Proposed by Mr Inglis, seconded by Cllr Mrs West and agreed unanimously.

3. Pecuniary Interests

Action

Pecuniary Interest forms were completed by the Governors at the meeting.

Mr R Hughes reminded Governors that if they have any pecuniary interests, relating to items, they must be declared during the meeting.

4. Minutes of the Last Meeting

12 July 2013

The minutes of the full governing body meeting of 12 July 2013 had previously been distributed.

The minutes of the meeting of 12 July 2013 were unanimously agreed and signed as true record.

6 September 2013

The minutes of the full governing body extraordinary meeting of 6 September 2013 had previously been distributed.

The minutes of the meeting of 6 September 2013 were unanimously agreed and signed as true record.

5. Matters Arising from the Minutes

None

6. Executive Headteacher's Report

Copies of the Executive Headteacher's Report were distributed prior to the meeting as follows:-

Staff Structure

Staff structures for 2013 – 2014 were displayed in the report.

Number on Roll

Endeavour Primary School

The current number on roll is 254

Number on Roll

Knights Enham Junior School

The current number on roll is 181

Number on Roll

Roman Way Primary School

The current number on roll is 187

6. Executive Headteacher's Report contd

Action

Exclusions

Knights Enham Junior School had made two exclusions since the last report as follows:-

One boy for 8 days

One boy for 2 x 2 days

Racial Incidents

None

Playground

Endeavour Primary School

The children are now using the large key stage 2 playground and are now using part of the field. Accidents appear to be minimal and there have been no major accidents.

Playground

Knights Enham Junior School

The children are using all the play equipment. To avoid congestion on the playground there are split playtimes for Yrs 3 & 4 and Yrs 5 & 6.

Pupils have the option of staying in the hall with quiet games or going to the library.

Accidents appear to be minimal, although one child broke his leg when he fell awkwardly off the trim trail, the equipment was not at fault.

Playground

Roman Way Primary School

The trim trail still proves to be very popular with the children. Year 6 are going into lunch with Year R. The equipment still continues to be used.

Accidents appear to be minimal, although a child broke his wrist when he was slide tackled by another child. All children have been spoken to.

6.Executive Headteacher's Report contd

Action

Curriculum

Endeavour Primary School

Children are currently studying the following topics:-

Yr R – All about me

Yr1 – Ourselves

Yr2 – Looking After Number 1

Yr3/4 – Tudors

Yr5/6 - Earth Matters

Curriculum

Knights Enham junior School

Children are currently studying the following topics:-

Yr3 – Romans

Yr4 - Tudors

Yr5 - Earth Matters

Yr6 – Forces

Roman Way Primary School

Children are currently studying the following topics:-

Yr R – All about me

Yr1 – Ourselves

Yr2 – Looking After Number 1

Yr3 - Romans

Yr4 – Tudors

Yr5 - Earth Matters

Yr6 - Forces

Key Targets from School Improvement Plan

All three schools' managers continue to work on the key target 'to be more responsible for their subjects'.

Health & Safety

All Caretakers have completed the courses for the bronze award.

All Caretakers are now completing e-learning.

Mr Inglis has completed child protection training.

6.Executive Headteacher's Report contd

Action

Special Needs and Gifted and Talented

A part time teacher is teaching Literacy skills at Knights Enham and Roman Way and a 1-1 teacher for Literacy and Maths at Roman Way and Knights Enham. The Reading Recovery teacher is now based at Endeavour. ECC (Every Child a Counter) continues at Roman Way for Key Stage 1 and a teacher is being trained for Key Stage 2 at Knights Enham. Some LSAs have been trained in 1st class to number for Key Stage 2, these are now led by the Key Stage 1 ECC teacher.

A teacher has been trained for the Phonics for Learning programme.

The federation is working with secondary schools to develop Gifted and Talented.

Miss Freeman is completing the SENCO accreditation. She has also taken responsibility for Gifted and Talented across the federation.

Staff Development

Federated staff meetings continue to take place for the curriculum.

All newly qualified teachers in the federation are taking part in the Hampshire NQT package.

One teacher is taking part in an 8 day Hampshire Maths course.

We have leading teachers for Maths and Literacy.

Mr Gareth Hughes is the designated teacher for looked after children.

Two teachers are working towards their masters.

One teacher is receiving training for SEN which will lead to the SENCO accreditation.

The whole federation were trained for the language link programme that we are embarking on.

Various subject managers are attending courses about the new curriculum

6.Executive Headteacher's Report contd

Action

Management and Leadership

The SEF is being reviewed in all three schools.

Attendance is regularly reported at Committee Meetings.

The teachers have received subject management training.

Mr De Silva has been seconded to Fair Oak Junior School as Acting Deputy Head.

Mrs Crean is attending a coaching course.

Mrs Hughes is a mentor for the new Head at Pilgrims Cross Primary School.

All SLT have been training for the new pay policy and performance management for teachers.

Vandalism

The parent shelter has been damaged at Knights Enham Junior School.

There has been no vandalism at Roman Way Primary School and CCTV equipment has now been installed.

Miss Orwin said that the CCTV equipment was working well at Roman Way Primary School and Mr G Hughes said that it been helpful in identifying vandalism.

Fire Drill

Endeavour Primary School

A fire drill took place on 13 September 2013 and evacuation took 4 mins and 50 seconds.

Knights Enham Junior School

A fire drill took place on 25 September 2013 and evacuation took 3 mins and 13 seconds.

Roman Way Primary School

A fire drill took place on 26 September 2013 and evacuation took 3 mins and 20 seconds.

Mrs Hughes said that although Endeavour Primary Schools' evacuation time was longer it should be taken into account that the timing included walking from the school to the assembly point which was a longer route.

Mrs Crean said that an evacuation had taken place in the presence of the Head of Health and Safety, who had been impressed with procedures.

6.Executive Headteacher's Report contd

Federation News

Action

The federation minibus continues to be well used.

Teachers are sharing planning sessions across the federation.

Two teachers have completed the excellent teachers programme.

Chris Lloyd has secured funding for 3 teachers to visit Uganda during October 2013.

All topics are linked across the federation.

We have two Schools Direct placements in the federation.

We have held a very successful Quad Kids tournament across the federation.

All three schools were successful in gaining a grant for their libraries.

7. Membership

Mr R Hughes welcomed Mrs Remnant to the meeting as a Community Governor and all Governors were introduced.

Mr R Hughes said that there had been no nominations for the post of a parent representative governor for Roman Way Primary School.

Mr G Hughes said that a request for nominations had also been placed in the school newsletter, with no response.

It was agreed that a request for nominations should be placed in the newsletters of Knights Enham Junior School and Endeavour Primary School.

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MC**

8. Committees

Committee Membership

Mrs Remnant was elected to the Learning & Environment Committee.

It was agreed that no further changes would be made to Committee membership.

It was agreed that, when required, members for an appeals committee and for a pupil discipline committee would be drawn from the full governing body, in order to ensure all members were untainted.

It was agreed that the Clerk would check with Governor Services regarding the need for an Admissions Appeals Committee.

GL

8. Committees contd

Action

Election of Chairs of Committees

Mr Robin Hughes was unanimously elected as Chair of the People, Planning and Development Committee.

Mrs Marion Orwin was unanimously elected as Chair of the Learning and Environment Committee.

Terms of Reference – 2013 - 2014

Terms of Reference for the Learning & Environment Committee and the People, Planning & Development Committee were distributed and it was unanimously agreed that these should be adopted by the full governing body.

Mr R Hughes reported that the Pay Committee had recommended that no amendments be made to the terms of reference.

It was unanimously agreed to make no amendments to the terms of reference for the Pay Committee for 2013-2014.

Delegated Power of Executive Headteacher

Mr R Hughes reported that the People, Planning & Development Committee had recommended that the financial delegated power of the Executive Headteacher should be raised to £5,000

It was unanimously agreed that the financial delegated power of the Executive Headteacher should be £5,000.

Pay Committee Recommendations

The next item recommended by the Pay Committee is minuted on a separate sheet.

9. Appointment of Link Governors

The Governors unanimously agreed that the following Governors would act as Link Governors for the following posts:-

Training Liaison Governor – Mr Paul Glynn

SEN Governor – Mrs Liz Hall

Gifted and Talented Child Governor – Mrs Liz Hall

Curriculum Governor – Mrs Marion Orwin

Safeguarding Governor – Mrs Ros Hughes

Children in Care Governor – Mrs Alison Paxton

Health & Safety Governor – Miss Marion Orwin

School Link Governors:-

Endeavour Primary School – Mr Dominic Haydn-Davies (with approval)

Knights Enham Junior School – Mr Paul Glynn

Roman Way Primary School – Miss Marion Orwin

Governor Forum Representative – Governors wishing to attend should inform the Clerk

Proposed By Mrs Stratton, Seconded by Mrs Remnant and agreed unanimously

10. Appointment of Executive Headteacher

Action

Mr R Hughes said that the elected panel had been meeting to prepare for the appointment of a new Executive Headteacher and also said that the panel had been working with the Learning & Leadership Partner and Personnel Services to prepare an application pack. An advertisement for the post will be placed in the Times Educational Supplement (including an online advertisement) at a cost of £6,000. The advertisement will be published on 18 October 2013.

Mr R Hughes said that the panel had chosen a gold pack of a half-page advertisement in the Times Educational Supplement which will also be advert of the week, in order to attract a high range of applicants.

Mr R Hughes distributed draft copies of documents for the application pack for Executive Headteacher and asked Governors to submit any amendments they wished to make.

Miss Gilbert reported that the Inclusion Manager had requested that the importance of Speech and Listening be highlighted in the application pack.

Mr R Hughes also said that the panel had recommended that the federation have an ISR range of L25 – L31 (Group 5) as recommended by the Test Valley District Manager.

Proposed by Cllr Mrs West, seconded by Mrs Paxton and agreed unanimously.

11. SATs Results

The Heads of School reported that there had been no amendments to the SATs results for 2012 – 2013.

12. Looked After children

Roman Way Primary School

None

Endeavour Primary ~School

Mrs Crean reported that the school has 3 looked after children who have settled well and are making good progress.

Mrs Crean said that the school has two ELSAs who have attended a Looked After Children meeting.

Mrs Crean also said that the Inclusion Manager has prepared a Personal Educational Plan which included phonographics.

12.Looked After Children contd

Action

Knights Enham Junior School

Mr Inglis reported that there is one looked after child on roll, who attends a referral unit but is attached to Knights Enham Junior School.

Cllr Mrs Pat West enquired if any cases could be classed as troubled families and Mrs Hughes said this was not be the case.

Mrs Hall pointed out that the quota of Health Visitors will be doubled in the near future, which could be an additional resource.

Mr R Hughes enquired if Personal Educational Plans dealt solely with educational issues.

Mr G Hughes said that a Personal Educational Plan would be initiated by a Social Worker and views by parents, children and foster parents were also taken into account.

Mr G Hughes also said that Personal Education Plans are conveyed on to future schools.

13. Attendance

Endeavour Primary School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Year cumulative
Target	95%	95%	95%	95%	95%
YR	96.4%				
Y1	94.1%				
Y2	96%				
Y3	98.1%				
Y4	97%				
Y5	95.6%				
Y6	91.7%				
Whole School Overall	95.7				
Late for school (before register closes)	56				
Late for school (after register closes)	0				
Unauthorised	0.5%				
Locality Team referrals	0				
L.I.P referrals	0				

Knights Enham Junior School

Action

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Year cumulative
Target	95%	95%	95%	95%	95%
YR	-				
Y1	-				
Y2	-				
Y3	Dover – 95.0%				
	Leeds – 92.4%				
Y4	Wind. – 94.2%				
	Warw. – 96.8%				
Y5	Edin. – 98.2%				
	High. – 93.4%				
Y6	Arun. – 93.1%				
	Balm. 95.8%				
Whole School Overall	94.8%				
Late for school (before register closes)	29				
Late for school (after register closes)	0				
Unauthorised	2.4%				
Locality Team referrals	0				
L.I.P. referrals	1				

Roman Way Primary School

Year Group	Autumn	Spring	Autumn/Spring cumulative	Summer	Academic Yr cumulative
Target	95%	95%	95%	95%	95%
YR	92.1%				
Y1	94.8%				
Y2	93.6%				
Y3	95.3%				
Y4	96.9%				
Y5	97.3%				
Y6	94.5%				
Whole School Overall	94.8%				
Late for school (before register closes)	42				
Late for school (after register closes)	7				
Unauthorised	1.1%				
Locality Team referrals	0				
L.I.P. referrals	0				

14.Attendance contd

Action

Mrs Crean said that the major cause of absence at Endeavour Primary School had been through illness and one holiday absence had been permitted before the new Government directive had come into action for exceptional circumstances leave and had therefore honoured.

Mr Inglis reported that one child at Knights Enham Junior School had been unable to attend school due to the health problems of a parent. Transport assistance is being sought through Childrens Services and the Admissions Department, in the meantime work is being sent home for the child to complete.

Mr Inglis also said that another pupil's attendance, which had been of great concern, had significantly improved.

Mr G Hughes said that one parent of a pupil at Roman Way Primary School had been prosecuted, due to very poor attendance of their child.

Mr R Hughes asked if interventions had been put into place.

Mr G Hughes said that the case had been referred to the Local Intervention Panel and parenting meetings had been arranged but had not been attended by the parent.

Mr Paxton enquired if school absence within the federation was in line with the national average.

Mrs A Hughes said that absence was in line with the national average and in line with or above the Ofsted category of Good.

14. Policies

Pay Policy

Mrs A Hughes said that she had been unable to bring the Pay Policy to the meeting, which was still being worked on by the Senior Leadership Team.

The Governors agreed that the Pay Policy should be an item for the next agenda.

Mrs A Hughes left the meeting at this point

Hot Weather Management Policy

Copies of the Hot Weather Management Policy were distributed to the Governors prior to the meeting.

It was unanimously agreed to accept the Policy for Hot Weather Management.

15.Policies contd

Action

Child Protection Policy

Copies of the Child Protection Policy were distributed to the Governors prior to the meeting.

It was unanimously agreed to accept the Child Protection Policy.

15. Aim for Outstanding

It was agreed that this would be an item for the next agenda.

16. Governor Training

Mrs Leigh reported the following planned dates for future full governing body training:-

- 06.11.13 – Headship part 1 – 17.30 – 19.30 to be held at Roman Way Primary School
- 28.11.13 – Headship part 2 – 17.30 – 20.00 to be held at Roman Way Primary School
- 30.04.14 – Safeguarding 18.00 – 20.00 to be held at Knights Enham Junior School

Mr R Hughes advised Mrs Remnant that Induction Training was available for new Governors and reminded all Governors that the federation had full access to training.

Mrs Crean left the meeting at this point

17. Governor Visits

Mrs Hall said that, although she had been unable to visit the schools recently, due to ill health, the Inclusion Manager had been able to visit her at home in order to keep in touch and discuss SEN matters.

Miss Orwin reported that she had attended sports week at Knights Enham Junior School during the summer holidays, which had been funded by Aster.

Miss Orwin also reported that she had acted as a judge along with Mr G Hughes and Sir George Young for ‘The Voice’ held at Roman Way Primary School.

Cllr Mrs West said that she had met with Mrs A Hughes to select photographs to be used for the application pack for the post of Executive Headteacher.

Mr Glynn reported that he had attended the unveiling of the Listening Post with pupils and staff from Endeavour Primary School.

17. Governor Visits contd

Action

Mr R Hughes reported that the elected panel had met regularly and are working very hard to prepare for the appointment of a new Executive Headteacher.

Miss Orwin requested that a Governor and Staff social event be planned and the Governors agreed that Miss Orwin would work with the Clerk to organise the event.

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GL**

18. Correspondence

Mr R Hughes reported that he had received legislative update from Hampshire Governor Services.

19. Items for the Next Agenda

Appointment of Executive Headteacher
Pay Policy
Parent Governor Representative
Raise On Line
Pupil Premium Reports
Attendance

18. Date of Next Meeting

6.12.13 at 3.45pm to be held at Roman Way Primary School

Meeting closed at 5.30pm