

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 7 February 2014 at 3.45pm held at Endeavour Primary School

Present

Governors

Mr Robin Hughes – Chair
Miss Marion Orwin
Mr Paul Glynn
Miss Michelle Gilbert
Mrs Julie Stratton
Mrs Ros Hughes
Mrs Yvonne Remnant

Mrs Anne Hughes – Executive Headteacher
Mrs Joanne Coomer
Mrs Liz Hall
Mr Dominic Haydn-Davies
Mrs Joanna Baker
Mrs Alison Paxton
Mr Hywel Inglis

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
Cllr Rolt – County Councillor for Andover North
Mrs Gail Leigh – Clerk

Action

1. Apologies

Mrs Nicola James - Accepted
Mr Matthew Main- Accepted
Mr G Hughes – lateness
Mrs M Crean – lateness
Mr H Inglis – 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 meeting of 6 December 2013 were unanimously agreed and signed as a true record.

4. Matters Arising from the Minutes

- i) Mr R Hughes reported that there had been three applications for the post of Executive Headteacher. The shortlisting panel had met during the previous evening and interviews will take place during 26 and 27 February 2014 for two candidates. Mr R Hughes reminded Governors that Staff and Governors are invited to meet the candidates on 25 February 2014 at 4.00pm at Endeavour Primary School, where refreshments will be provided.
- ii) Miss Orwin reported that a profit of £684 had been made at Roman Way Primary School's Christmas Fayre.

Mrs Paxton and Mrs Remnant arrived at this point

5. Visit from Cllr Rolt

Mr R Hughes welcomed Cllr Rolt to the meeting and the following items were discussed:-

Traffic Calming – Endeavour Primary School

Cllr Rolt said that the adoption of East Anton Farm Road, by the local authority, was due to be completed by the end of March 2014. This will be followed by the adoption of other roads in the vicinity of Endeavour Primary School, once they are in a fit state.

Mrs A Hughes asked how this would help with traffic problems.

Cllr Rolt said that once the roads have been adopted, defects will be dealt with more promptly along with the authority to enforce road markings.

Mrs A Hughes highlighted the fact that, due to building work opposite Endeavour Primary School, the approach road to the school has been encroached, making it difficult for drivers to access the school and to turn vehicles.

Mrs Coomer agreed and said that she had witnessed a potentially dangerous near miss.

Mrs A Hughes said that four near misses had been reported to the school.

Mr Inglis arrived at this point

5. Visit from Cllr Rolt contd

Action

Mrs Coomer said that cars are mounting the pavement and suggested that railings be installed to secure a safe walkway for parents and children, along with a crossing patrol warden.

Mrs A Hughes said she was concerned that nobody was taking responsibility for the fact that a child could sustain a serious injury.

Cllr Rolt said that he would contact the police and the local council to notify them of the situation.

Mr R Hughes requested that Cllr Rolt keep the Governors informed of the progress of these enquiries.

Mrs Coomer said that it is also dangerous for parents and children walking out through the car park gate.

Mrs A Hughes said that Year R and Year 1 parents had been unable to access the path to the classrooms due to the area being cordoned off due to falling tiles. However, a temporary path had been installed that day to access a safe route.

Mrs Hall said that there were also problems caused by the new section of Smannell Road which now has heavy vehicles diverted through Augusta Park.

Mrs Coomer pointed out that, due to the diversion, access to two schools (Endeavour Primary School and Smannell Primary School) now went through Augusta Park, causing a heavy flow of traffic at peak times.

Mrs G Hughes and Mrs Crean arrived at this point

Traffic Calming – Knights Enham Junior School

Miss Orwin reported that cars are parked on both sides of the road outside of Knights Enham Junior School.

Traffic Calming – Roman Way Primary School

Miss Orwin reported that the traffic outside Roman Way Primary School is heavier.

Cllr Rolt said that traffic survey is being carried out in this area.

5.Visit from Cllr Rolt contd

Action

Building Defects

Mrs A Hughes said that it is now just over two years since Endeavour Primary School was built and the biggest defect is the heating of the school, due to the fact that one boiler does not work and the other boiler is faulty.

Mrs A Hughes also said that the school had to be closed for one day during November 2013, due to the lack of heating.

Mrs A Hughes further reported that a glass panel had fallen out in the surround of the school courtyard and the school was now liable for the cost.

Cllr Rolt requested that Mrs A Hughes contact him with a list of defects, which he would take up personally.

AH

Mrs A Hughes also said that the problem with tiles falling from the roof was now being dealt with.

Completion date for the Augusta Park Community Centre

Mr R Hughes said that the delay in the completion of the Community Centre had implications for Endeavour Primary School who housed the Adventure Pre-School.

Mrs A Hughes said that the last date she had been given for the completion of the Community Centre had been August 2014.

Cllr Rolt requested that concerns be emailed to him.

AH

The Governors thanked Cllr Rolt for his attendance at the meeting.

Visit from Mr C Lloyd and three teachers from Ugandan twinned schools

Mrs A Hughes introduced the teachers to the Governors and Mr Lloyd explained that they were visiting as part of exchange visits organised by Education Uganda and funded by the British Council.

The Ugandan teachers thanked everyone in the federation for their welcome and hospitality.

12 Year Award

Mr R Hughes presented Mrs Alison Paxton with a Hampshire County Council Award for 12 years of service as a school governor.

6. Executive Headteacher's Report

Action

Copies of the Executive Headteacher's Report were previously distributed by Mrs A Hughes, which included the following points:-

Staffing Structure

Staffing structures for all three schools were listed in the report.

Miss Orwin noted that Laura Skeates had been omitted from the Roman Way Primary School staff structure.

Number on Roll & Year Group Sizes

The current number on roll is as follows:-

Endeavour Primary School – 253
Knights Enham Junior School – 181
Roman Way Primary School – 191

Exclusions and Racial Incidents

One boy was excluded from Roman Way Primary School for three days.

There have been no racial incidents.

Playground

Endeavour Primary School

The key stage one timber trail has been moved closer to the key stage one playground.

An assault course timber trail has been installed by the key stage two playground. This has been funded by the army.

Knights Enham Junior School

The children are using all the play equipment. To avoid congestion on the playground there are split playtimes.

Young leaders oversee games at playtime and lunchtime.

Roman Way Primary School

The trim trail equipment and playground equipment continues to be popular.

6.Executive Headteacher's Report

Action

Curriculum

This term's topics were listed in the report

Key Targets from School Improvement Plan

Endeavour Primary School

To use data in Year R to analyse gaps and inform interventions.

Mrs Cragg, Year R Senior Teacher, has attended two of the Data Project sessions.

The Year R team at EndeavourPrimary School are in the process of creating a unit with a shared painting and art/craft area.

The data is looking positive and we Target Tracker will be purchased for Early Years.

Knights Enham Junior School

To ensure that marking is secure across the school with particular emphasis on follow up and next step marking.

Children should consistently respond to next step marking and use their targets set in future work.

Children have been given purple pens for their responses.

Mr Glynn enquired of the purpose of using purple pens.

Mrs A Hughes said that teachers can clearly see, with use of purple pens, that children have responded appropriately and have moved on with their learning.

Roman Way Primary School

To develop and support speech and language development for children with language delays.

85% of children tested (in Year R, Year 2 and Year 4 and a selection from all the other classes) after interventions and support should show significant progress in language development.

6.Executive Headteacher's Report contd

Action

Health & Safety

Endeavour Primary School

Marina Crean and Gail Leigh have both completed Fire Coordinator training.

Knights Enham Junior School

The Caretaker has completed his courses for the bronze diploma, he is now completing the e-learning.

Roman Way Primary School

The Caretaker has completed her courses for the bronze diploma, she is now completing the e-learning.

SEN & G&T

Chris Lloyd the Inclusion Manager will be 0.6 in September 2014 dealing more with behavioural issues. Laura Freeman, who has recently passed her SENCO accreditation, will be the new Inclusion Manager from September 2014. She has already taken on responsibility for gifted and talented and more able across the federation and she will spend time shadowing Mr Lloyd.

Staff Development

There have been various staff meetings, for the curriculum and moderation of writing and maths.

Mr Glynn enquired of the Masters qualifications that two teachers are working towards and Mrs A Hughes said they were Master degrees in education.

Management & Leadership

The SEF is being reviewed in all three schools.

Andrew De Silva is currently on secondment as Acting Deputy at Fair Oak Junior School.

Gareth Hughes has moved to Roman Way Primary School as Head of School.

Hywel Inglis is Acting Head of School at Knights Enham Junior School.

6.Executive Headteacher's Report contd

Action

Miss Orwin enquired of the purpose of the Making Headway course attended by Mrs Layley.

Mrs A Hughes said that the Making Headway course is preparation for Deputy Headship.

Vandalism

The Endeavour letters have been ripped off the front of the school.

Fire Drill

Endeavour Primary School

A fire drill took place on 17 January 2014 and evacuation took 5 minutes and 50 seconds.

Mrs A Hughes said that the evacuation time had taken longer at Endeavour Primary School due to length of time it took for Year R and Year 1 children to reach the assembly point. Therefore, a location for a separate assembly point is to be planned for those children, which will possibly be on the school field.

Knights Enham Junior School

A fire drill took place on 28 January 2014 and evacuation took 2 minutes and 54 seconds. A fire was placed in the Library, this meant children had to go through classrooms to reach the stairs.

Mrs Stratton enquired if imaginary fires have been placed in the other schools and Mrs A Hughes said that this was the case.

Roman Way Primary School

A fire drill took place on 28 January 2014 and evacuation took 3 minutes and 20 seconds.

Federation News

Knights Enham Infant School had borrowed the federated minibus and there was an accident while no children were in it. This caused a lot of damage which has now been repaired.

Teachers have federated planning days twice per half term.

All three schools were successful in gaining a grant for their libraries at £3,000 per school. Books have been purchased for all three libraries.

7. Service Level Agreements

Action

Mrs A Hughes presented the Service Level Agreements for all three schools for 2014-2017 and recommended the option to sign up for all services with 12 days of service from Hampshire Educational Psychology across the federation.

The Governors unanimously agreed to the above recommendations of the Executive Headteacher.

8. PLASC

The Heads of School gave the following reports from the January 2014 census:-

Roman Way Primary School

- Number on Roll 191
- 60 children entitled to Free School Meals (31%)
- 3 Service children
- 43 children with special educational needs
- 5.81% Absence

Endeavour Primary School

- Number on Roll 253
- 48 children entitled to Free School Meals (19%)
- 33 Service children
- 38 children with special educational needs (15%)
- 3.55% Absence

Knights Enham Junior School

- Number on Roll 181
- 68 children entitled to Free School Meals (38%)
- 0 service children
- 37 children with special educational needs (20%)
- 11% children with English as an additional language
- 5.3% Absence

8.PLASC contd

Action

Mr R Hughes noted that absences levels were higher at Roman Way Primary School and Knights Enham Junior School.

Mr G Hughes said that the January PLASC for Roman Way Primary School had shown a higher level of absence due to a widespread sickness bug during December 2013. However absence had lowered since then and was currently 5.1%.

Mr Inglis said that three children with poor attendance had affected the absence figure at Knights Enham Junior School. Two of the cases are being dealt with by the Legal Intervention Team and one case is nearly at that level. Education Planning has been put into place for those children.

Mrs Paxton asked if the children with poor attendance were confined to certain Year groups.

Mr Inglis said that, at Knights Enham Junior School, one Year 3 child and two Year 5 children had poor attendance.

Mr G Hughes said that, at Roman Way Primary School, Years R and 1 had the poorest attendance, with two children's cases in Year 1 nearing the legal route.

9. Building Work

Roman Way Primary School

Mrs A Hughes reported that she had received a letter regarding the boundary line between the land occupied by Roman Way Primary School and that of the adjacent land, which is currently being built on. The letter informed her that there was a narrow gap between boundaries, which would create a no man's land which could be a problem with litter in the future. It was suggested, in the letter, that Roman Way Primary School's boundary be moved by approximately one foot to meet the other boundary.

Mrs A Hughes reported that the contractors are cooperating well with the School and their vehicles are avoiding movement at peak times.

Endeavour Primary School

Mr R Hughes enquired of the progress of repairs to the roof of Endeavour Primary School.

Mrs A Hughes said that ridge tiles are to be installed on the roof, which will take four weeks to complete.

9. Building Work contd

Mrs A Hughes also said that the division of Newton classroom at Endeavour Primary School will be built by the end of June 2014. This means that the Adventure Pre-School can continue to be housed in the school from September 2014, if necessary.

Mrs A Hughes also said that the rooms used by the Pre-School will be refurbished following their move to the Community Centre.

10. Site Inspections

Miss Orwin reported that she had carried out an annual site inspection at Knights Enham Junior School and the following points were raised:-

- One fire door was difficult to open. However this has now been repaired by the Site Manager.
- The Caretaker has volunteered to attend first aid and fire marshall training for out of school hours and this will be arranged by Mrs G Leigh **GL**

Miss Orwin reported that she had carried out an annual site inspection at Roman Way Primary School and the following points were raised:-

- Tree branches are overhanging pathways.

Mrs A Hughes suggested that Steve Merryman be contacted to ascertain the responsibility of trimming the trees. **GH**

Miss Orwin reported that she had carried out an annual site inspection at Endeavour Primary School and the following points were raised:-

- A gap in the surrounding fence had been noticed.

Mrs A Hughes aid that this has been photographed by the Caretaker and the Architect has been notified.

- Equipment has been stored near to fire doors.

Mrs A Hughes aid that classroom doors could easily be accessed. However, the pre-School have been notified and this has been rectified.

- The Medical Room is housing the storage of lost property.

Mrs Crean said that uniform will now be stored off site and lost property will now be transferred to the stockroom, during the following week.

11. Road Improvements

Action

This item was dealt with under item5.

12. Special Expenditure

Mrs Hughes reported that the federated PR Manager had secured a grant for £43,840 from the Armed Forces Covenant Scheme for the purchase and installation of an assault course and Ipads for Endeavour Primary School.

Mrs Hughes also said that in order to make a bid it had been necessary to name the items to be purchased. As part of the process, three quotes had been sought and the chosen quote from Greenspan projects of £40,727.40 was the most suitable to fit the brief.

The Governors unanimously agreed to the purchase and installation of an assault course at a cost of £40,727.40 provided by Greenspan projects.

Mr Glynn enquired if a member of the personnel from the armed forces would be invited to an opening event for the assault course.

Mrs Crean said that an opening event was planned to take place during March 2014 and a member of the armed forces, who had been closely connected to the project, would be invited.

13. Federated Minibus

Mrs A Hughes reported that the minibus has been repaired and is back in use.

Miss Gilbert enquired if the insurance had covered the cost of the repairs and Mrs A Hughes said that this had been the case.

Mr Haydn-Davies left the meeting at this point

14. Policies

Copies of a federated Attendance Policy had been previously distributed.

The following amendments were agreed:-

- Realign numbers from No.19 onwards.
- Realign Nos. 5.3 and 5.4.

Subject to these amendments, the Governors unanimously agreed to accept the federated Attendance policy.

15.Policies contd

Action

Copies of federated Complaints Procedures were distributed prior to the meeting.

The Governors unanimously agreed to accept the federated Complaints procedures.

Copies of the federated Management of Children's Behaviour Policy had previously been distributed.

The following amendment was agreed:-

- The last sentence should read; *Parents will be kept informed of the behaviour choices made by their child whether positive or negative.*

The Governors unanimously agreed to accept the Management of Children's Behaviour Policy.

Copies of the federated Anti-Bullying Policy had been previously distributed.

The Governors unanimously agreed to accept the federated Anti-Bullying Policy.

Copies of the federated Homework/Home Learning Policy had been previously distributed.

The Governors unanimously agreed to accept the Homework/Home Learning Policy.

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

15. Aim for Outstanding

The Governors agreed that data reports from Target Tracker were proving to be useful and helpful for interpreting data.

16. Governor Training

Mr Glynn distributed a school training report from Governors Services for 2013/14 which showed the cost for full access had been £980. The total cost of courses attended would have been £1,014 had full access not been selected.

The Governors agreed this had been value for money and agreed to select full access for Governors training for 2014/15.

Proposed by Mrs Remnant, seconded by Mrs Coomer and agreed unanimously.

Action

16.Governor Training contd

Mrs Hall said that training would be required for Governors to be informed of the changes in provision for pupils with special educational needs and it was agreed that Mr Glynn would make enquiries about relevant training sessions.

PG

Mr R Hughes reminded the Governors that full governing body training for Safeguarding, will take place on 30 April 2014 at 6.00pm-8.00pm at Endeavour Primary School.

17. Governor Visits Reports

Miss Orwin reported that she had accompanied Y2-Y6 children, across the federation, when they visited the Mayflower Theatre in Southampton for a production of Robinson Crusoe.

Miss Orwin also reported that she will be accompanying Yr 3 children from Roman Way Primary School, when they visit Gosport during the following week.

Miss Orwin further said that she had attended lessons taught by a teacher from Uganda, which had been very interesting for the children.

Mrs Coomer said that the Friends of Endeavour were planning to collect used football shirts and trainers to send to the twinned schools.

Mrs Stratton said that the Friends of Knights Enham Junior had sent out footballs and skipping ropes to the twinned schools.

18. Correspondence

None

19.Items for the Next Agenda

Reports from 3 Teachers who had visited Uganda

Building Work

Division of Class Newton at Endeavour Primary School

Traffic Calming

Launch of Assault Course at Endeavour Primary School

20.Date of Next Meeting

28 March 2014 at 3.45pm

The meeting closed at 5.30pm