

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 15 May 2014 at 5.30pm held at Knights Enham Junior School

Present

Governors

Mr Robin Hughes – Chair
Miss Michelle Gilbert
Mr Nick Mackey
Mrs Nicola James
Mrs Marion Orwin
Mrs Joanna Baker
Mr Matthew Main
Mrs Yvonne Remnant

Mrs Anne Hughes – Executive Headteacher
Mr Hywel Inglis
Mrs Julie Stratton
Mrs Ros Hughes
Mrs Liz Hall
Mrs Joanne Coomer
Mrs Alison Paxton

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

Action

1. Apologies

Mr Paul Glynn

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

The minutes of the meeting of 28 March 2014 were unanimously agreed and signed as a true record.

4. Matters Arising from the Minutes

Action

None

5. Membership

Report On Current Membership

Mr R Hughes explained that the federated Governing Body had been in existence for four years on 31 August 2014. Therefore a number of Governors will have completed their term of office on that date.

Mr R Hughes then gave the following report on the full governing body membership.

Local Authority Representatives

Mr R Hughes has been nominated to serve another four year term from 1 September 2014.

Miss Orwin has been nominated to serve another four year term from 1 September 2014.

Cllr Mrs West has resigned and Governor Services are aware that we have a vacancy.

Staff Representative

Mrs A Hughes is retiring on 31 August 2014 and Mr Rayner will be consulted for a staff representative position.

Mr Inglis' term of office will end on 19 September 2014. Therefore a staff election will be held in September 2014.

Miss Gilbert's term of office runs until December 2016.

5.Membership contd

Action

Parent Representatives Endeavour Primary School

Mr Main's term of office ends on 10 October 2014.
Mrs James' term of office runs until September 2016.

Knights Enham Junior School

Mrs R Hughes' term of office ends on 31 August 2014.
Mrs Baker's term of office runs until December 2016.

Roman Way Primary School

Mr Mackey's term of office ends on 31 August 2014.
Mrs Coomer's term of office runs until November 2017.

Mr R Hughes said that Governor Services advise that elections for Parent Representative are carried out at the beginning of the next academic year, to give new parents an opportunity to be nominated.

It was agreed that the election for Parent Governors should be highlighted at the schools' open evenings, during the summer Term.

MC
HI
GH

Community Representatives

Mr Glynn's term of office ends on 16 November 2014.
Mrs Hall's term of office ends on 21 September 2014.
Mrs Paxton's term of office ends on 21 September 2014.
Mrs Stratton's term of office ends on 21 September 2014.
Mr Haydn-Davies' is OK as his term of office runs until May 2016.
Mrs Remnant's term of office runs until July 2017.

Associate Member

Mrs Crean's term of office ends on 21 September 2014.
Mr G Hughes has resigned his post as Head of School on 31 August 2014.

It was agreed that the decision to elect Associate Members should be an item on the next full governing body agenda.

5.Membership

Action

Arrangements for Reappointments/Appointments of Community Governors

It was agreed that Governors should make nominations for Community Governors at the next meeting,

Election of Twinning Link Governor

Mr R Hughes reminded the Governors that, following the report from the Inclusion Manager regarding the twinning of each federated school with a school in Uganda, it had been agreed to elect a Twinning Link Governor.

Mrs Nicola James was duly elected as Twinning Governor.

Agreed unanimously.

6. Executive Headteacher's Report

Copies of the Executive Headteacher's Report had previously been distributed and the following points were highlighted:-

Staffing Structure

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

Number on Roll & Year Group Sizes

The current number on roll is as follows:-

Endeavour Primary School – 253
Knights Enham Junior School – 192
Roman Way Primary School – 187

Mrs A Hughes reported that Roman Way Primary School will have an intake of 48 children for Year R in September 2014 and the extra class will be housed in a temporary classroom on the school site.

Mrs James enquired of future plans to accommodate the rise in number on roll.

Mrs A Hughes said that next year's large intake for Year R will be treated as a bulge year and the temporary accommodation will continue to be on site to accommodate the extra pupils, for that cohort. However if the trend continues, for future cohorts, permanent accommodation will be considered.

6.Executive Headteacher's Report contd
Exclusions and Racial Incidents

Action

One boy was excluded from Knights Enham Junior School for two lunchtimes.

There has been one reported racial incident which has been recorded and the incident was treated as a serious matter.

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.

There has been a successful bid to fund the development of a sensory garden.

One child slipped on the artificial grass and broke his leg and is now back in school.

Mrs James enquired if accidents are investigated and Mrs A Hughes said that an investigation was carried out and, in this case, the accident was reported to the Health & Safety Executive.

Knights Enham Junior School

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

Accidents appear to be minimal.

Young leaders oversee games at playtime and lunchtime.

Roman Way Primary School

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

One child broke his wrist coming down the steps of the key stage 1 equipment the wrong way and slipped and fell.

Curriculum

This term's topics were listed in the report.

6.Executive Headteacher's Report

Action

Key Targets from School Improvement Plan

Endeavour Primary School

To develop leadership across the school.

Subject leaders have had training and they are now looking at the areas they need to lead for their subject, in light of the new curriculum.

The Assistant Head is developing her role which incorporates assessment. Governors are receiving training on Raise on Line.

Knights Enham Junior School

Develop all subject leaders' knowledge of the new curriculum.

All subject leaders are working together across the federation to develop the new curriculum that has to be ready for September.

Subject leaders also attend any County training.

Roman Way Primary School

Governors to use and take sufficient account of pupil data.

Governors are trained on a section of raise on line at L & E Committee meetings.

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.

Federated

Various members of staff have updated their first aid qualifications. Two more members of staff are undergoing MIDAS training for the minibus.

6.Executive Headteacher's Report contd

Action

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.

One teacher has achieved their masters and one teacher is working towards their masters.

Management & Leadership

The SEF is being reviewed in all three schools.

Andrew De Silva has resigned his position as Head of School. He is now Deputy Head at Fair Oak Junior School.

Gareth Hughes has resigned his position at Head of School. He will be Headteacher at Park View Junior School from September 2014.

Interviews have taken place for the posts of Head of School at Knights Enham Junior School and Roman Way Primary School and the successful candidates were:-

Mr Inglis – Head of School for Knights Enham Junior School from 1 September 2014.

Ms Sarah Jones – Head of School for Roman Way Primary School from 1 September 2014.

The current Executive Headteacher has been working with Felix Rayner, Executive Headteacher, from 1 September 2014, as part of the handover process.

Mrs A Hughes said that she has worked with Mr Rayner for three days so far and will accompany him to a federated staff meeting and a Test Valley Conference.

6.Executive Headteacher's Report contd

Action

Vandalism

There have been no incidents.

Fire Drill

Endeavour Primary School

A fire drill took place on 7 May 2014 and evacuation took 2 minutes and 23 seconds.

Year R and Year 1 children now meet at the edge of the Key Stage 1 playground.

Knights Enham Junior School

A fire drill took place on 6 May 2014 and evacuation took 2 minutes and 34 seconds. No fire was placed, but children were using all the rooms in the school.

Roman Way Primary School

A fire drill took place on 7 May 2014 and evacuation took 2 minutes and 24 seconds.

Federation News

Teachers are now able to share their planning, they have federation planning days twice a half term.

Chris Lloyd has secured more funding for 3 teachers from Uganda to visit us and for 3 of our teachers to visit Uganda.

All the topics are linked across the federation. We are working on the new curriculum for 2014.

We have a troops to teachers training at Roman Way (Tracy Shaw)

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

Endeavour was successful in a bid of £52,000 from the army to secure funding to create a sensory garden around the pond.

Mr Felix Rayner from Winchcombe School in Newbury has been appointed as Mrs Hughes' successor.

There are plans for an opportunity for the Key Stage 1 leader at Roman Way Primary School to second to Knights Enham Infant School for one year as Acting Deputy Headteacher. In exchange a teacher from Knights Enham Infant School will hold the post of Key Stage 1 leader at Roman Way Primary School.

Mrs A Hughes said that this would be her last report, prior to her retirement at the end of the academic year and thanked the governors for the support, throughout her years as Head at Knights Enham, Roman Way and the Federation.

7. Budget

Action

Endeavour Primary School

Copies of the Budget for 2014/15 were distributed, at the meeting.

The Governors unanimously agreed to accept the following budget for 2014/15:-

Income	£1,314,206
Expenditure	£1,298,268

Knights Enham Junior School

Copies of the Budget for 2014/15 were distributed at the meeting.

The governors unanimously agreed to accept the following budget for 2014/15:-

Income	£1,095,533
Expenditure	£1,107,533

Roman Way School

Copies of the Budget for 2014/15 were distributed at the meeting.

Mr R Hughes enquired if extra funding had been included in the budget for the extra Year R intake.

Mrs A Hughes said that the school will receive Growing Schools Funding which will be surplus to the main budget.

The governors unanimously agreed to accept the following budget for 2014/15:-

Income	£1,061,927
Expenditure	£1,044,446

All budgets for 2014/15 were proposed by Mrs Paxton seconded by Mrs Hall and agreed unanimously.

8. Three Year Financial Plans

Action

Endeavour Primary School

Copies of a three year financial plan had previously been distributed and the following points were highlighted:-

The planned cumulative surplus from 2014/2015, for 2015/2016 is £52,384 which is 5% of the budget share.

Knights Enham Junior School

Copies of a three year financial plan had previously been distributed and the following points were highlighted:-

The planned cumulative surplus from 2014/2015, for 2015/2016 is £68,462 which is 7% of the budget share.

Roman Way Primary School

Copies of a three year financial plan had previously been distributed and the following points were highlighted:-

The planned cumulative surplus for 2014/2015, for 2015/2016 is £118,919 which is 13% of the budget share.

Mrs A Hughes said that planning a higher surplus for each school had been deliberate to give the new Executive Headteacher scope for planning.

Mr Main noted that other employment cost at Knights Enham Junior School were higher than the other two schools.

Mrs A Hughes said that this was due to the fact that federated staff are attached to Knights Enham Junior School. However funds will be transferred from the other two school to cover the costs.

The three year plans for all three schools were proposed by Miss Orwin, seconded by Mrs Remnant and agreed unanimously.

9. Building Work

Action

Endeavour Primary School

Mrs Crean reported the following:-

The roof edge detail is unsuitable, causing water to track down under the soffits. A lip is being created to drain water into pot drains

The Hall roof repairs are near to completion. Lead, that had been incorrectly fitted, has been replaced and straps have been fitted every 30cm.

Mrs Hughes said that the roof repairs will not be signed off until fully completed.

The outlet on the flat roof will be moved so that water will flow into the drain.

The ELSA room has suffered rising damp caused by a broken cistern, which has been repaired. The room will need to dry out for two weeks before damp proofing and plastering.

Work will commence on 2 June 2014 to divide a large classroom into two smaller classrooms and work will take three weeks to complete.

Roman Way Primary School

Mr G Hughes said that the building work adjacent to Roman Way Primary School is due to be completed by the end of August 2014 and the contractors no longer use the school car park.

Miss Orwin suggested installing signs in the car denoting that it was a school car park.

Cllr Rolt said that he would make enquiries about the supply and installation of signs. **TR**

10. Road Improvement Plans

Action

Cllr Rolt reported that he had recently visited Endeavour Primary School, with a representative from the Highways Department to discuss the installation of a barrier outside the school entrance along with traffic calming measures.

Mrs Crean said that, since then, she has met with Cllr North and Katy Rasdall, from Test Valley Borough Council, who were not in favour of the installation of a barrier and suggested increasing the teaching of road safety.

Mr James said that the raised road outside of the school now meets the path which has caused a lack of definition between the path and road.

Mrs Crean said that a consultation for road markings, in the vicinity of Endeavour Primary School, will commence on 6 June 2014.

Mrs Crean also said that traffic congestion should be eased once the Community Centre has been built. From September 2014 there should be a car park outside of the Community Centre with a circuit, where parents will be able to drop off and pick up children.

Mrs Crean also said that the road outside of the school will become a bus lane and staff will need to access the school car park from the northern route.

Mrs James said that she felt traffic will increase outside Roman Way Primary School as this will be the main route to access Newbury Road.

Cllr Rolt said that he is pressing for a speed indicator to be installed in the road outside Roman Way Primary School.

Mrs James enquired if a Crossing Patrol Warden could be employed for Roman Way Primary School.

Mrs A Hughes said that a request has been made for a Crossing Patrol Warden, However, following a survey, it had not been considered that the follow of traffic was heavy enough.

Mr G Hughes pointed out that the traffic flow would become heavier in September 2014 due to a high number of out of catchment pupils attending the school.

Mrs James enquired if a volunteer, with training, could carry out the task of a Crossing Patrol Warden and Cllr Rolt said that he would make enquiries about this proposal.

TR

Miss Orwin said that a traffic consultation would be taking place on 28 May 2014 at St Paul's Church in Smannell Road from 1.30pm to 7.00pm.

11. New Executive Headteacher

Action

Mrs A Hughes said that she has met with Mr Rayner three times and more dates have been planned for the handover process.

Miss Gilbert enquired how involved the new Executive Headteacher was in setting up the staff structure for 2014/15.

Mrs A Hughes said that she is responsible for setting up the staff structure for the next academic year. However, Mr Rayner has been included in the discussions and attended the shortlisting stage and interviews for the two Head of School posts.

12. Staff Structure for 2014/15

Mrs A Hughes said that interviews will take place for, potentially, five teaching posts within the Discovery Federation on 19 May 2014.

Mrs A Hughes also reported that one teacher had resigned due to personal reasons. However, the class is being taught alongside another class with a total of 34 pupils, by another teacher with the assistance of a School Direct trainee teacher and two Higher Level Teaching Assistants, until the end of term.

Mrs Hughes said that another teacher is leaving at the end of this half term and her class will be covered by a teacher who had previously been covering PPA time.

13. Official Opening of Assault Course at Endeavour Primary School

Mrs Crean reported that the official opening of the assault course had taken place on 3 April 2014. The Mayor of Test Valley and Lt Col Smith had attended, along with parents and governors.

Mrs Crean said that Forces Radio had also attended the event and the assault course is now being very much enjoyed by the key stage 2 children.

14. Policies

Copies of the federated Charging Policy had previously been distributed to the Governors.

The Governors unanimously to accept the Charging Policy.

14.Policies contd

Action

Copies of the federated Governors' Allowance Policy had previously been distributed to the Governors.

The Governors unanimously to accept the Governors' Allowance Policy.

Copies of the federated Health and Safety Policy had previously been distributed to the Governors and the following amendments were agreed:-

Electrical Equipment: Bullet point 4 – should read – *Defective equipment is to be reported, labelled and immediately taken out of use, until repaired.*

Electrical Equipment: Bullet point 7 - delete the words *to be used*

Subject to this amendment the Governors unanimously to accept the Health and Safety Policy.

Copies of the federated Administration of Medicines Policy had previously been distributed to the Governors.

The Governors unanimously agreed to accept the Administration of Medicines Policy.

Copies of the federated First Aid Policy had previously been distributed to the Governors.

The Governors unanimously agreed to accept the First Aid Policy.

Copies of the federated Traffic on Site Policy had previously been distributed to the Governors.

The Governors unanimously to accept the Traffic on Site Policy.

Mr R Hughes noted that the policy states that pedestrians are not permitted to enter Knights Enham Junior School by the main gate. However it has been noticed that a number of pedestrians are entering the school through this route.

Mrs Stratton suggested that a sign be put in place which states that pedestrian are not permitted to enter through the main gates.

15.Policies contd

Action

Copies of the federated Security Policy had previously been distributed to the Governors.

The Governors unanimously to accept the Security Policy.

Copies of the federated Lone Working Policy had previously been distributed to the Governors.

The Governors unanimously to accept the Lone Working Policy

Copies of the federated No Smoking Policy had previously been distributed to the Governors.

The Governors unanimously to accept the No Smoking Policy.

It was agreed that no smoking signs should be placed in each school.

It was unanimously agreed to adopt the Manual of Personnel Practice.

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

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

15. Prospectus

A copy of a prospectus for each school was distributed at the meeting along with a folder.

Mrs A Hughes said that the prospectuses had been newly designed and printed. Copies will be handed out to new parents and folders containing all three prospectuses will be placed in community buildings.

16. Governor Training

Mrs Hall reported that she will be attending a training session for new SEN guidelines.

Mr R Hughes reported that full governing training for safeguarding had taken place on 30 April 2014 which had included information about new guidance 'Keeping Children Safe in Education' which took effect from 1.4.14

Mr R Hughes reminded the school that the governing body has full access to training.

17. Governor Visits

Miss Orwin continues to carry out regular volunteer work in Roman Way Primary School.

Mr R Hughes and Miss Orwin had both taken part in the interview process for the appointment of two new Head of School posts.

18. Correspondence

Mr R Hughes reported that he has received a report from the Learning & Leadership Partner.

19. Items for the Next Agenda

School Council Visits
Pupil Premiums
Membership to include nominations for Community Governors and Associate Members
Staffing
Buildings Traffic Congestion
SATS Results

20. Date of Next Meeting

11 July 2014 at 2.00pm to be held at Knights Enham Junior School.

The meeting closed at 7.20pm