

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 11 July 2014 at 2.00pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mr Hywel Inglis
Mrs Liz Hall
Mrs Ros Hughes
Mrs Nicola James
Mrs Yvonne Remnant
Mrs Julie Stratton

Mrs Anne Hughes – Executive Head
Mrs Joanna Baker
Mrs Alison Paxton
Miss Michelle Gilbert
Mr Paul Glynn
Mrs Joanne Coomer
Mr Nick Mackey

In Attendance

Mr Gareth Hughes – Associate Member and Head of School for Roman Way Primary School
Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary School
Miss Laura Freeman – Assistant Inclusion Manager
School Council Members
Mrs Gail Leigh – Clerk

1. Apologies

Action

Mr Matthew Main – Accepted
Mr Nick Mackey – Lateness
Mrs Julie Stratton - Lateness

2. School Council

Action

Representatives from the School Council of all three schools had been invited to the meeting and gave the following reports:-

Roman Way Primary School

During this academic year the School Council had taken part in interviews for the new Executive Headteacher, the new Head of School and also for new teachers.

Mr G Hughes said that the children had carried out their roles really well for their part in the interview process and had also shown visitors around the school throughout the year.

Mrs A Hughes asked what activities had been most enjoyed during the last year.

A member of the School Council said he had most enjoyed taking part in the interview process.

Endeavour Primary School

The School Council reported that they had taken part in the following activities:-

Assisting with the design of the army assault course and helping to ensure that the equipment is used safely.

Composing questions and taking part in the interviews of the Executive Headteacher candidates and other staff interviews.

Solving various issues.

Showing visitors around the school.

Putting forward ideas for themed events, including a disco.

Mr R Hughes asked what had been the most difficult task and one member said she had found the interview process of Teaching Assistants difficult as some candidates were known to her.

2.School Council contd

Action

Knights Enham Junior School

The school council reported that they had taken part in the following activities:-

Offering new ideas for reading, including new book areas.

Planting daffodils and organising a treasure hunt.

Showing Ugandan visitors around the school.

Taking ideas from other pupils to the School Council.

Helping with new designs.

Showing candidates for the Executive Headteacher post around the school.

Next year, the School Council plan to discuss ideas for improving the inside of the classrooms and for school trips.

Mr Mackey arrived at this point

A member of the School Council asked the Governors of their activities during the last year.

Mr R Hughes said that the Governors had really enjoyed selecting and appointing the new Executive Headteacher for the federation and Heads of School for Knights Enham Junior School and Roman Way Primary School.

Mr R Hughes read through and explained the agenda for the meeting and also said that the Governors receive brilliant advice from the Executive Headteacher.

Mrs Crean said that School Council members are elected by their peers and are good role models who follow the schools' code of conduct and Rights, Respect and Responsibility.

The Governors thanked the members of the School Councils for their visit and looked forward to meeting members of the School Councils again, during the next academic year.

3. Visit from Assistant Inclusion Manager

Action

Copies of a Discovery Federation Special Educational Needs Information Report had previously been distributed to the Governors.

Miss Freeman, Assistant Inclusion Manager, explained that it is now a legal requirement for each school to publish a Special Educational Needs Information Report and asked the Governors to give their approval to the Discovery Federation report, prior to it being published on the federated website.

Mrs Paxton enquired if there had been feedback from parents.

Miss Freeman said that parents had requested amendments to the report which have now been included as follows:-

Class teachers will be made aware if any child requires medication, how often and at what time.

In the event of a child making sufficient progress to no longer be considered as having SEN, future progress will continue to be monitored closely and Wave 2 interventions provided as necessary.

The Governors unanimously agreed to approve that the Special Educational Needs Information Report should be published on the federated website, in its current form.

Mrs Hall reported that she had recently attended a Special Educational Needs Conference where speakers had included the Head of Ofsted and the Chair of York Education Partnership.

Mrs Hall said that the conference had included information about extra funding for children entitled to free school meals and children with special educational needs which will be used to encourage confidence and ambition.

The Governors thanked Miss Freeman for sharing the report.

Mrs Hall left the meeting at this point

4. Pecuniary Interests

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

5. Minutes of the Last meeting

Action

The minutes of the Full Governing Body meeting of 9 May 2014 were distributed prior to the meeting.

The minutes of the meeting of 9 May 2014 were unanimously agreed and signed as true record.

The minutes of the Full Governing Body meeting of 15 May 2014 were distributed prior to the meeting.

The minutes of the meeting of 15 May 2014 were unanimously agreed and signed as true record.

6. Matters Arising from the Minutes

9 May 2014

None

15 May 2014

None

7. Committee Minutes

The minutes of the meeting of the People, Planning & Development Committee of 25 April 2014 were distributed prior to the meeting and no comments were made.

The minutes of the meeting of the Learning & Environment Committee of 2 May 2014 were distributed prior to the meeting and no comments were made.

The minutes of the meeting of the People, Planning & Development Committee of 20 June 2014 were distributed prior to the meeting and no comments were made.

The minutes of the meeting of the Learning & Environment Committee of 27 June 2014 were distributed prior to the meeting and no comments were made.

8. Membership.

Action

Current Membership

Mr R Hughes reported that the following Governors' term of office would end on 31 August 2014:-

Mrs Anne Hughes will retire from her post of Executive Headteacher.

Mr Gareth Hughes will resign from his post of Head of School and his term of office as Associate Member will end.

Mrs Ros Hughes and Mr Nick Mackey's term of office as parent representatives will end.

Mr R Hughes thanked all Governors, whose term of office is due to end for their hard work and support.

Mr R Hughes, on behalf of the Governing Body wished Mrs Anne Hughes a happy retirement and thanked her for her many years of hard work, commitment and leadership as Headteacher of Knights Enham Junior School and Executive Headteacher of the Discovery Federation and congratulated Mrs A Hughes on her achievements.

Mrs A Hughes thanked the Governing Body for all their support and hard work over the years.

Mr R Hughes, on behalf of the Governing Body also thanked Mr Gareth Hughes for his commitment and leadership at Knights Enham Junior School and Roman Way Primary School and wished him well in his new post of Headteacher at a school in Basingstoke.

Changes to Governing Body Constitution

Mr R Hughes and Mrs Leigh had recently attended a briefing for Changes to Leadership Pay and Governing Body Constitution.

Mr R Hughes informed the Governors that, by September 2015, all Governing Bodies must reconstitute as follows:-

All constitutions must have at least seven posts. There is no upper limit but statutory guidance says the Governing Body should be no bigger than they need to be to have all the skills necessary to carry out their functions.

The following table details the legal requirement for a Federation comprising of only Community Schools:-

Parent – one (and only one) from each school in the federation

Staff – one (and only one) elected by those who work in the federated schools.

Local Authority – one (and only one)

Headteacher – one post for each Headteacher working at the federated schools.

Co-opted – as many as the Governing Body consider necessary.

8.Membership contd

Action

The Governors agreed that an extra Full Governing Body meeting should take place on 19 September 2014 at 3.45pm to elect a working party to agree the following, as recommended:-

Posts wanted
Any variation in term of office
Date of effect
Eligibility criteria/skills

It was also agreed that elections for upcoming vacancies for parent representatives and staff representatives should be deferred until after the meeting of 19 September 2014 had taken place.

Mr R Hughes also requested that all Governors submit a completed skills audit form to the Clerk, prior to the meeting of 19 September 2014.

It was agreed that the briefing notes would be circulated to all Governors. **GL**

Nominations for Community Governors

It was agreed that this item should be discussed at the Full Governing Body meeting of 19 September 2014.

Appointment of Associate Members & Term of Membership

It was agreed that this item should be discussed at the Full Governing Body meeting of 19 September 2014.

Mrs Coomer and Mrs James left the meeting at this point

Mr R Hughes also reported that Governors will need to make a formal agreement of how performance management outcomes are reported to the Pay Committee.

9. SATs

Unvalidated Key Stage 2 SATs results were reported as follows:-

Endeavour Primary School

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>
Reading	100%	17%
Writing	100%	33%
SPaG	92%	33%
Maths	100%	42%
Combined	100%	

92% (11/12 children) had made at least 2 levels progress

9.SATs contd

Action

Mr R Hughes enquired if the results had been as expected.

Mrs Crean said that there had been 12 children on roll, in Year 6, during SATs week and results had been as expected.

Roman Way Primary School

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>	<u>Level 6</u>
Reading	80%	24%	
Writing	80%	12%	4%
SPaG	64%	12%	4%
Maths	92%	28%	4%
Combined	76%	12%	

Knights Enham Junior School Primary School

<u>Subject</u>	<u>Level 4+</u>	<u>Level 5</u>	Level 6
Reading	94%	42%	
Writing	82%		
SPaG	70%	32%	4%
Maths	90%	32%	4%
Combined	80%	20%	

Mr R Hughes enquired if any appeals would be made regarding the Key Stage 2 results.

Mrs A Hughes said that no appeals would be made.

Mr R Hughes noted that results for Knights Enham Junior School had been higher than expected.

Mr Inglis said that interventions had been put into place early in the current academic year for Year 6 which included a three class structure during morning sessions.

Mr Inglis also said that the hard work of Year 6 and the teachers and support staff throughout the whole school had paid off and he was very proud of their achievement.

The Governors thanked the staff and Year 6 for their hard work and congratulated their achievement.

9.SATs contd

Action

Mr R Hughes enquired if the interventions, that had been put in place for the current Year 6, would be sustainable for the future Year 6 pupils.

Mr Inglis said that he hoped to continue the interventions with funding from pupil premiums.

Mrs Crean said that extra support will be needed for next year's Year 6 at Endeavour Primary School, where there had been no Level 3 achievement at the end of Key Stage One.

Mr G Hughes said that an extra Teaching Assistant had been appointed to work alongside the Year 6 teacher, at Roman Way Primary School, during the next academic year.

Mrs A Hughes reported that the Anne Truman, Area School Improvement Manager and Catherine Redgrave, Learning and Leadership Partner, had congratulated the schools on their amazing results.

Mrs Stratton arrived at this point

10. Pupil Premiums

Pupil Premium funding, interventions and impact for 2013-2014 reports for all three schools, (attached) were distributed to the Governors, prior to the meeting, and the following points were made:-

Mr G Hughes said that funding and strategies were similar to last year and reports have been published on the schools' websites.

11. Staff Structure for 2014/2015

Mrs A Hughes said that all three schools will be fully staffed for September 2014 with the following changes:-

Knights Enham Junior School

Mr Hywel Inglis has been appointed Head of School.

Mr Katy Layley has been appointed Assistant Head of School.

Miss Michelle Gilbert has been appointed TLR for Assessment.

Mr Michael Mullen has been appointed TLR for Curriculum.

Three newly qualified teachers have been appointed.

11. Staff Structure for 2014/2015 contd

Action

Roman Way Primary School

Miss Sara Jones has been appointed Head of School.

Mr Joe Hill has been appointed as KS1 leader (from Knights Enham infant School) for a temporary one year contract (in an exchange for Mrs Elise Farzam).

Mrs Jude Mitchell has been appointed KS2 Leader.

Mrs Andrea Everett has been appointed TLR3 for Curriculum for a temporary two year contract.

Mrs Laura Skates has been appointed TL3 for Assessment for a temporary two year contract.

Two newly qualified teachers have been appointed.

Endeavour Primary School

Mrs Lizzie Fletcher (Assistant Headteacher) will take maternity leave from August 2014.

Miss Laura Pearson will continue as Key Stage Two Leader.

Mr David Newton will continue as Key Stage One Leader.

Mrs Steph Cragg (Year R teacher) will take maternity leave from late September 2014.

An advertisement has been placed for a TLR for Assessment.

Four newly qualified teachers have been appointed.

One qualified teacher has been appointed for permanent contract.

One qualified teacher has been appointed for a one year temporary contract, to cover maternity leave.

Mr R Hughes enquired if the high number of newly qualified teachers within the federation will cause any pressure.

Mr A Hughes said that six of the newly qualified teachers have graduated through the Schools Direct Programme and have been teaching (three within the federation) throughout this academic year where they have been mentored and included in planning sessions.

Mr R Hughes also enquired of the support that will be given to newly qualified teachers.

Mrs A Hughes also said that all nine newly qualified teacher will be mentored throughout the next academic year and included in staff meetings and moderation meetings.

Mr Inglis said that there is a great wealth of experience in the federation to which newly qualified teachers can be directed, when required.

Mrs Crean said that, although she will not have an Assistant Headteacher during the next academic year, she felt positive that she will continue to have a strong team.

12. Building Work

Action

Endeavour Primary School

Mrs A Hughes said that work has been completed in dividing a large classroom into two classrooms for Year 2 for the next academic year, which will enable the Adventure Pre-School to continue to be housed within the school until the completion of the Community Centre.

Mrs A Hughes also said that the Pre-School are now due to move into the Community Centre during January 2015.

Roman Way Primary School

Mrs A Hughes further reported that the housing development adjacent to the school is near to completion.

Mrs A Hughes also reported that the temporary buildings are due to be installed during the last week of August 2014 and the handover will take place on 31 August 2014.

Mrs A Hughes further reported that the exterior of the main school building and kitchen are due to be redecorated during the Summer holidays of 2014.

Knights Enham Junior School

Mrs A Hughes reported that the exterior of the main school building and kitchen are due to be redecorated during the summer holidays of 2014.

13. Road Improvement Plans

Mr R Hughes reported that double yellow lines are to be enforced in the vicinity of all three schools.

Mr R Hughes also reported that he has contacted Test Valley Borough Council regarding the grave concerns of the Senior Leadership Team and the Governors of enforcing double yellow lines outside of Endeavour Primary School prior to the completion of the Community Centre and had been informed that this will be a decision made by Councillors.

Mr R Hughes said that he has also been informed that there will be 28 car parking spaces opposite the school. However the decision of how many spaces will be allocated to the Community Centre will be made at a later date.

Mr R Hughes also said that he has received a reply to a letter regarding the rejection of an idea for a car park barrier, for the Knights Enham Schools' joint site, from the Chair of Knights Enham Infant School.

13.Road Improvements contd

Action

Mr R Hughes further said the Chair of Knights Enham Infant School has agreed that there should a joint working party made up from members of the Discovery Federated Governing Body and Knights Enham Infant School Governing Body to find a solution to improve the safety of traffic on the site of Knights Enham Schools.

It was agreed that membership for the working party should be agreed at the Full Governing Body meeting of 19 September 2014.

Miss Orwin reported that she has sent an email to Mr Alborough requesting more details about plans for a controlled crossing near to Roman Way Primary School.

Mr Mackey left the meeting at this point

14. New Executive Headteacher

Mrs A Hughes reported that Mr Rayner has recently spent one day in each of the schools within the federation, visited all three schools on 1 July 2014 for shuffle up day and will meet with all Heads of School, including Miss Jones, during the next week.

Mrs A Hughes also reported that Mr Rayner had attended the Year 6 Graduation at the 'The Lights' on 10 July 2014.

15. Policies

Copies of a federated Disaster Recovery Plan had been distributed to the Governors.

The Governors unanimously agreed to accept the federated Disaster Recovery Plan.

16. Governors' Newsletter

Copies of a federated draft Governors' Newsletter had been distributed to the Governors and the following points were made:-

To delete regular visits from Mr Glynn
To include recent Governors visits

17. Governor Training

Action

Governors' Training Programmes for Autumn term 2014 had been previously distributed to the Governors.

Miss Gilbert has attended training for Assessment and the New Curriculum.

Mr R Hughes and Mrs Leigh recently attended a briefing for Changes in leadership Pay and Governing Body Constitution.

Mrs Hall recently attended a conference for Special Educational Needs.

Mr R Hughes reported that he had received a letter from Mr Glynn stating that he does not wish to be reappointed following the end of his term of office on 16 November 2014. Therefore, Mr R Hughes requested nominations for the role of Training Liaison Governor be made at the Full Governing Body meeting in October 2014.

18. Governor Visits

Mr R Hughes and Mrs R Hughes attended the Year 6 Graduation on 10 July 2014.

Mrs R Hughes attended the Year 5/6 end of year play at Knights Enham Junior School and thanked Miss Gilbert for a very good performance.

Miss Orwin has attended nurture group sessions and speech and language sessions with Mrs Hampton at Roman Way Primary School.

19. Correspondence

Mrs Crean reported that Endeavour Primary School had held a very successful fete on 5 July 2014 and thanked the Friends of Endeavour and supporters who had worked very hard and raised £1,400 for school resources.

Mrs A Hughes reported that Mr Lloyd, Inclusion Manager and Chair of Education Uganda, has applied for funding of £7,200 from the British Council towards the cost of an exchange visit with teachers from three Ugandan Schools which are twinned with the three schools of the Discovery Federation.

Mrs A Hughes said that the funding will need to be paid into the school budgets and transferred to Education Uganda along with a further amount of £1,800 in the future and asked Governors for their approval.

The Governors unanimously agreed that a sum of £7,200 and a later sum of £1,800 from the British Council be transferred through the federated school accounts into Education Uganda accounts, providing there was a sound audit trail.

19. Correspondence contd

Action

Mrs A Hughes also requested the Governors' approval that an amount of £2,000, be funded from the schools' budget, for teachers' expenses (including £500 towards the cost of a teacher from Roman Way Primary School to run a music festival),

Mrs Paxton enquired if the schools' budgets would be able to carry the cost.

Mrs A Hughes said that there was adequate funding in the schools' budgets to cover the cost.

The Governors agreed that a total of £2,000, from the schools' budgets should be used towards the expenses of teachers taking part in the exchange visits with twinned school from Uganda during 2014/2015.

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

Miss Orwin reported that Roman Way Primary School PTA had received funding of £400 which will be used for staging.

20. Items for the Next Agenda

Election of Chair

Membership

Safety of Traffic on the joint site of Knights Enham Schools

21. Date of Next Meeting

A timetable for Governors' meetings for 2014/2015 was agreed.

The date of the next meeting was agreed as 19 September 2014 at 3.45pm to be held at Roman Way Primary School

The meeting closed at 4.30pm