

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 4 December 2015 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Joanna Baker
Mr Matthew Main
Dr Stuart Armstrong
Mrs Ros Hughes

Mr Felix Rayner – Executive Head
Mrs Julie Stratton
Mrs Yvonne Remnant
Mrs Elizabeth Hall
Mrs Alison Paxton
Mr Gary Murphy

In Attendance

Mr Hywel Inglis – Associate Member and Head of School for Knights Enham Junior School
Ms Sarah Jones – Associate Member and Head of School for Roman Way Primary School
Miss Laura Freeman – Inclusion Manager
Mrs Andrea Fraser - Bursar
Mrs Gail Leigh – Clerk

Red font denotes - Ensuring the clarity of vision, ethos and strategic direction

Green font denotes - Holding the Headteacher to account for the educational performance of the school and its pupils

Blue font denotes - overseeing the financial performance of the school and making sure its money is well spent

Fed = Federation End = Endeavour KEJS = Knights Enham RW = Roman Way

1. Apologies for Absence

Action

Mr Nick Mackey – Accepted
Mrs Michelle Holdsworth - Accepted
Mrs Marina Crean – Accepted

2. Declaration of Interest

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

3. Notification of Items for Any Other Business

Action

Miss Orwin requested that she report an email from Cllr North regarding traffic safety.

It was unanimously agreed that Miss Orwin's request be discussed under item 18.

Mr Inglis requested that he report the Young Carer's Award for Knights Enham Junior School

It was unanimously agreed that Mr Inglis' request be discussed under item 18.

4. Visit From Inclusion Manager

Miss Freeman, Inclusion Manager said that she had been invited to meet with the Governing Body, prior to her maternity leave to give the following report:-

Inspection Dashboard Analysis

Endeavour Primary School

KS2

Reading

Value added greater than non-SEN children (gap of 1.2)

Writing

Value added greater than non- SEN children (gap of 2.8)

Maths

Value added greater than non-SEN children (gap of 1.1)

No action needed

Average Points Score

Reading

Slightly below non-SEN children (gap of 4.2)

Writing

Slightly below non-SEN children (gap of 3.3)

Maths

Slightly below non-SEN children (gap of 4.6)

Monitor this to ensure the gap is closing. More reading volunteers have been recruited to provide paired reading to a greater number of children. 2 TAs have been trained to deliver 1st class @number to small groups and a further 2 TAs have been trained to use the principles within class.

4.Visit from Inclusion Manager

Action

Year 1

Phonics

Significant difference between SEN and non-Sen children meeting expected standard.

29% compared with 88%

Ensure that phonics provision for SEN children in Year 1 is robust and additional support is identified at the end of Year R/beginning of Year 1. Year 1 and 2 children continue to have differentiated daily phonics. SIDNEY is being used for several children in Year 1 who flagged as concerns at the end of Year 2.

Absence

Greater % of sessions missed

6.4% compared with 3.9% for non-SEN children

Greater % of persistent absence

17.5% compared with 1.2% for non-SEN children

Ensure that absences of SEN children are closely monitored. Autumn 1s attendance analysis shows that this is not an issue so far this year- children identified as SEN support had attendance of 96.5%.

Knights Enham Junior School

KS2

Reading

Value added less than non-SEN children (gap of 2.2)

Writing

Value added less than non- SEN children (gap of 1.1)

Maths

Value added less than non-SEN children (gap of 1.3)

Monitor this to ensure the gap is closing.

Average Points Score

Reading

Below non-SEN children (gap of 6)

Writing

Below non-SEN children (gap of 5.7)

4. Visit from Inclusion Manager

Action

Maths

Below non-SEN children (gap of 5)

Monitor this to ensure the gap is closing. Changes have been made to the guided reading structure to ensure more robust teaching of reading skills. Volunteer readers are being recruited and will be trained in paired reading. The use of Active Intervention is being used rigorously and daily to enable children to keep up not catch up.

Absence

Comparable % of sessions missed

5.4% compared with 5.3% for non-SEN children

Lower % of persistent absence

2.5% compared with 3.9% for non-SEN children

No action needed. This is looking to be maintained for 15/16 as Autumn 1s attendance is showing at 95.8% for children with SEN.

Roman Way Primary School

KS2

Reading

Value added less than non-SEN children (gap of 4.7)

Writing

Value added less than non-SEN children (gap of 2.3)

Maths

Value added less than non-SEN children (gap of 4.7)

Monitor this to ensure the gap is closing.

Average Points Score

Reading

Below non-SEN children (gap of 8)

Writing

Below non-SEN children (gap of 6.4)

Maths

Below non-SEN children (gap of 9.6)

Monitor this to ensure the gap is closing. More of a focus is needed on reading → aim to recruit further reading volunteers, liaise with Joe Hill re: the guided reading structure. Discuss maths provision with Sandra Gough.

4. Visit from Inclusion Manager

Action

Year 1

Phonics

Significant difference between SEN and non-SEN children meeting expected standard.

43% compared with 73%

Ensure that phonics provision for SEN children in Year 1 is robust and additional support is identified at the end of Year R/beginning of Year 1. Check the use of DEST at the end of Year R and consider the possibility of reintroducing SIDNEY. Year 1 and 2 children continue to have differentiated daily phonics.

Absence

Comparable % of sessions missed

4.9% compared with 4.8% for non-SEN children

Lower % of persistent absence

0% compared with 3.1% for non-SEN children

No action needed. This is looking to be maintained for 15/16 as Autumn 1s attendance is showing at 98% for children with SEN.

Mr Rayner said that during Miss Freeman's maternity leave a plan was in place to cover her leave as follows:-

A SENCO would be in place in each school to cover her duties, which will continue following her maternity leave, to enable Miss Freeman to carry out a leadership role for inclusion and for succession planning.

Mrs Hall enquired if a higher number of children are entering the schools with statements following the introduction of Education, Health and Care Plans. FED

Miss Freeman said that special educational needs in each school are as follows:-

Endeavour Primary School - 9% (8 ECHP + 1 pending)

Knights Enham Junior School – 17% (2 EHCP)

Roman Way Primary School – 14% (1 EHCP)

Miss Freeman said that Knights Enham Junior School's percentage of pupils with SEN was in line with the national average with the other 2 schools being below the national average.

Mrs Freeman also informed the Governors that, significantly, at Endeavour Primary School, in answer to Mrs Hall's question, 3 children in Year R and 1 child in Year 1 had Education, health and Care Plans.

4. Visit from Inclusion Manager

Action

Mrs Hall asked that if the number of Education, Health and Care Plans rose, would funding rise, accordingly. FED

Miss Freeman said that funding was calculated by Hampshire County Council and reported that parents can independently refer children for EHCPs, also there is a backlog of pending EHCPs, due to a staff recruitment shortage.

It was agreed that a meeting would take place with Mrs Hall and Miss Freeman to discuss the effects of the new systems for Education, health and Care Plans.

EH

5. Minutes of the Last Meeting

The minutes of the Full Governing Body meeting of 16 October 2015 were agreed as a true record.

Matters Arising from the minutes of the meeting of 16 October 2015 were as follows:-

- i. Mrs Leigh reported that she has contacted Governors Services regarding the vacancy for a Co-opted Governor. However there have been no applications for Governor posts.
- ii. Mrs Leigh also reported that she has registered with SGOSS, also regarding the vacancy for a Co-opted Governor. However there has been no response, to date.
- iii. Mrs Paxton reported that she has displayed an advertisement for a Co-opted Governor at Simply Health.

The minutes of the meeting of 16 October 2015 were signed as true record.

6. Committee Reports

People Planning & Development 25.09.15

The minutes of the meeting of the People, Planning & Development Committee of 25 September 2015 were distributed prior to the meeting and the main items for discussion had been:-

- School Development Plans
- Staffing
- Budgetary Control Reports
- Delegated Financial Power of Executive Headteacher
- Policies
- Lettings

6.Committee Reports contd

Action

Learning & Environment 02.10.15

The minutes of the meeting of the Learning & Environment Committee of 2 October 2015 were distributed prior to the meeting and the main items for discussion had been:-

- Visit from PR Manager
- School Development Plans
- Pupil Progress
- Attendance Policy
- Assessment Report
- Site Inspections
- Buildings and Traffic

Ms Jones arrived at this point

Miss Orwin enquired if attendance information had been displayed in the schools, as requested. FED

Mr Inglis said that attendance information is displayed in the reception area and in the school hall at Knights Enham Junior School.

Ms Jones said that attendance information is displayed in the school hall at Roman Way Primary School.

Mrs Leigh said that attendance information is digitally displayed in the reception area at Endeavour Primary School and posters are being worked on for the classroom doors, as notices for parents.

Learning & Environment 20.11.15

The minutes of the meeting of the Learning & Environment Committee of 20 November 2015 were distributed prior to the meeting and the main items for discussion had been:-

- School Development Plans
- Self Reviews
- Pupil Progress
- Review of Governance
- Safeguarding
- Site Inspections

6.Committee Reports contd

Action

People, Planning & Development 27.11.15

Mrs Paxton reported that the People, Planning & Development Meeting of 27 November 2015 had been cancelled, due to low attendance.

The Governors agreed to discuss the main points within the current meeting as follows:-

Staff Absence

Copies of an extract from the Manual of Personnel Practice for reviewing staff sickness absence levels had previously been distributed.

Mr Rayner asked the Governors to consider a trigger point for reviewing staff absences levels from the following options, recommended by the Manual of Personnel Practice, as follows:-

- 6 days/shifts in the previous 12 month period (pro rata for employees with less than 12 months service).
- 4 occurrences of sickness absence totalling 6 days/shifts in the previous 12 months (pro rata for employees with less than 12 months service).
- 9 days/shifts in the previous 12 months (pro rata for employees with less than 12 months service).

Mrs Paxton enquired of current staff absence levels. FED

The Heads of School agreed that staff absence levels were currently low, however it is important that staff have clear definition.

Mr Main pointed out that sporadic absence could prove to be disruptive. FED

Dr Armstrong said that it is important that Governors are aware of patterns of staff absence. FED

It was agreed that Governors should receive reports of staff absence.

It was unanimously agreed that the option of 4 occurrences of sickness totalling 6 days/shifts in the previous rolling 12 months (pro rata) should be the trigger point for reviewing self-certified staff absence for sickness.

Mr Murphy enquired if staff would be made aware of the trigger point. FED.

Mr Rayner said that all staff would be made aware of the trigger point for self-certified staff absence for sickness and asked the Governors to consider levels for time off for dependants.

6.Committee Reports contd

Action

Pupil Premium Reports

Pupil Premium Reports had previously been distributed (attached) and the following points were highlighted:-

Roman Way Primary School

Ms Jones said that the focus had been on increasing attainment to close gaps and if impact has not been shown after 6 weeks, through measurement, alternative ways of support are used.

Ms Jones also said that the strategy of keep up, rather than catch up, is being used, particularly in Key Stage 2.

Knights Enham Junior School

Mr Inglis reported that gaps are being closed, particularly in Year 5, by using a number of interventions and those that have not worked are reviewed.

Mrs Paxton enquired of why some interventions had not worked. KEJS

Mr Inglis said that it had been identified that some older strategies had not been working, due to them being aimed to an achievement of 4/4B level, where there are now higher expectations.

Mr Inglis also said that staff have developed a much more holstered approach using Keep Up where Teaching Assistants, one to one teachers and the Assistant Headteacher works with children identified by the Class Teacher, during the afternoon sessions, and also by using target tracker, which has proved to be a more encompassing strategy.

Mrs Remnant enquired if the new strategy would put less pressure on Year 6 children. KEJS

Mr Inglis said that the new interventions that staff have embedded, throughout the school, should enable children to keep up, therefore lessening a big push during Year 6.

Endeavour Primary School

Mr Rayner said that Keep Up was being used as a strategy along with Solo Taxonomy. However, there is a need to improve writing.

Dr Armstrong requested that the previous two years' results are included in further reports to aid Governors' understanding of improvement. FED HoS

6.Committee Reports contd

Action

Copies of a revised budget summaries and detailed reports for 2015/2016 had previously been distributed and the following points were highlighted:-

Knights Enham Junior School

Total Recorded Income £1,225,928
Total Recorded Expenditure £1,298,675
Cumulative Surplus £19,503

An extra £10,000 has been budgeted for forest schools
An extra £10,000 has been budgeted for the outside area
An extra £15,000 has been budgeted for library furniture
And extra £55,000 has been budgeted for IT equipment

Roman Way Primary School

Total Recorded Income £1,255,118
Total Recorded Expenditure £1,273,916
Cumulative Surplus £66,785

Extra income of £40,000 has been allocated for growing schools, which will be used for staffing costs.

Endeavour Primary School

Total Recorded Income £1,586,975
Total Recorded Expenditure £1,582,329
Cumulative Surplus £115,037

And extra £10,000 has been budgeted for forest schools
An extra £10,000 has been budgeted for year R outdoor furniture
Further expenditure will be made for extra staffing requirements.

[Mrs Paxton enquired if surplus in each school was as planned.](#) FED

Mrs Fraser said that the surplus at Endeavour primary School and Roman Way Primary School will be lower due to further planned staffing costs.

The governors agreed to accept the revised budgets for each schools.

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

Travel Claims & Petty

The Governing Body agreed that the Executive Headteacher's travel claims and petty cash claims should be authorised by each Head of School.

Dr Armstrong left the meeting at this point

Action

6. Committee Reports contd

Internal Controls

Mrs Fraser reported that internal controls for Petty Cash have been carried out during this term.

Revised Terms of Reference

Pay Committee

It was agreed to make no amendments to the Pay Committee Terms of Reference.

People Planning & Development Committee

It was agreed to add the following items:-

- Schools Financial Value Standard
- Pupil Premium Monitoring

Mr Rayner, Mr Inglis, Ms Jones, Mrs Baker, Mrs Fraser and Mr Murphy left the meeting at this point.

7. Pay Recommendations

This confidential item is minuted on a separate sheet

Mr Rayner, Mr Inglis, Ms Jones, Mrs Baker, Mrs Fraser and Mr Murphy returned to the meeting at this point.

8. Membership

Vacancy for Co-opted Governor

This had been dealt with under item 5.

Revision of Committee Membership/Link Governors

It was unanimously agreed that Link Governors for each school would be as follows:-

Endeavour Primary School

Mr Gary Murphy

Knights Enham Junior School

Mr Robin Hughes

Roman Way Primary School

Dr Stuart Armstrong and Miss Marion Orwin

9. Attendance

Action

Endeavour Primary School

An attendance report for Autumn 2015 (attached) had been previously distributed and the following points were highlighted:-

Mr Rayner said that overall attendance has improved from this time last year and lateness has reduced.

Mr Hughes noted that minutes late has increased by 1,002 minutes. END

Mrs Leigh reported that Mrs Crean had said that increased minutes late were due to one pupil who had been significantly late on a few occasions.

Mrs Paxton enquired of the time before lateness became unauthorised, END

Mrs Leigh said that if a pupil is more than 30 minutes late this is recorded as an unauthorised absence for the morning session.

Mr Rayner noted that the attendance of pupils entitled to free school meals has marginally reduced, widening the gap and it is important that this is closely monitored. END

Knights Enham Junior School

An attendance report for Autumn 2015 (attached) had been previously distributed and the following points were highlighted:-

Mr Inglis reported that attendance has improved significantly from this time last year, which includes a large increase for PPG children.

Mr Inglis further said that Admin staff are now more experienced in recording and monitoring pupil attendance also a star badge incentive system has been introduced which will entitle pupils to take part in a raffle at the end of the academic year.

Mr Inglis also reported that he has worked with the Education Welfare Officer to produce letters for parents informing them of attendance .

Mrs Hall said that it is important for parents to be informed of the success of good attendance. KEJS

9.Attendance contd

Action

Roman Way Primary School

An attendance report for Autumn 2015 (attached) had been previously distributed and the following points were highlighted:-

Ms Jones said that attendance has improved by 1% from this time last year and that absence has mainly been due to illness.

Mr Main expressed concern that parents are sending children to school, when they are still suffering from illness, such as sickness which could be counterproductive. RW

Jones said that parents are asked not to send their children into school for 48 hours following sickness.

Ms Jones reported that a number of initiatives take place to encourage attendance, with displays and an awards system. also pupils are collected from their homes if parents are unable to bring them into school.

Mrs Remnant said that a parent had reported that they had felt threatened by a letter regarding their Year R child's absence of one day. RW

Mr Rayner said that the Leadership Team would look at the wording of attendance letters.

FR

Miss Orwin enquired if any penalty notices had been issued across the federation. FED

Mr Rayner said that this had not been the case, to date.

10. Policies

Copies of a Safeguarding Policy had previously been distributed to the Governors.

Mr Rayner said that in line with the policy, the Leadership Team had recently attended PREVENT Training and it was agreed that this would be an item for the next full governing body meeting.

GL

The Governors unanimously agreed to accept the Safeguarding Policy for 2015/2016.

Copies of a Budget Cycle had previously been distributed to the Governors.

The Governors unanimously agreed to accept the Budget Cycle for 2015/2016.

11. Review of Governance

Action

Mr Murphy reported that, following the Review of Governance, held in October 2015, a working party had met on 6 November 2015 where an action plan (previously distributed to the Governors) had been drafted.

Mr Murphy said that the main points had been:-

- To review the timings of Governor meetings to improve attendance. FED

The Governors agreed that during the last academic year attendance had meetings had been lower than usual, although apologies had been accepted on most occasions for valid reasons.

Mr Main said that it was important to consider timings of meetings, which could be a factor in recruitment of new Governors. FED

Mrs Leigh distributed copies of a plan for an online monitoring schedule which would clearly inform Governors of future meetings and events in school.

It was agreed that Governors would be sent an electronic calendar version of the monitoring schedule which could be used for Governors to book in appointments at appropriate times and also for Governors to be more aware of future meetings enabling them to give good notice of their availability for events and meetings. GL

It was also agreed to keep to the previously agreed time schedule for meetings and monitor attendance.

Mr Main suggested that reasons for absence from meetings be recorded. FED

It was agreed that generic reason for absence be recorded under apologies for absence at each meeting. GL

Mrs Remnant requested that school holidays be included in the monitoring schedule. FED

It was agreed that school holidays would be included in the monitoring schedule. GL

- To ensure that the 5 areas for improvement (Five to Drive) were embedded in Committee Terms of Reference. FED

It was agreed that the previous election of Link Governors for each school would be helpful in monitoring the five areas for improvements.

11. Review of Governance contd

Action

- To ensure that there was good evidence of Governors carrying out their responsibilities. FED

It was agreed that the newly formulated proforma for Governor visits and Governor training would be helpful in evidencing Governors carrying out their responsibilities.

Mr Murphy said that the working party had felt that informal visits to school could be reported verbally alongside the use of proforma for structured visits. FED

Mr Main suggested that the impact of Governors' meetings be recorded at each meeting. FED

It was agreed that the impact of Governors be included both at the beginning and end of each agenda.

GL

12. Extended Schools

Ms Jones reported that nine children were attending the after school club at Roman Way Primary School, where there is a rolling programme of activities and a support pack is referred to for advice and to ensure all legal matters are in place.

Ms Jones said that feedback has been very positive.

Ms Jones also said that as previously reported that the club is run by using staff shifts where staff have developed a good form of communication.

Mrs Paxton enquired if a more consistent staffing structure is planned for the future. RW

Ms Jones said that the plan had been for consistent staffing, however, the current staff shift system is working very well.

Mr Rayner enquired if the income was great enough to cover costs. RW

Ms Jones said that, although it is early days, there is no loss, to date, and parents are able to use childcare vouchers to help cover costs.

13. Governors' Newsletter

Copies of a draft Governors newsletter had previously been distributed to the Governors.

It was agreed that once Mr Rayner had overseen the article for the Review of Governance, the Newsletter should be distributed to parents and staff.

GL

14. Governor Training

Action

Due to the absence of Dr Armstrong it was agreed that the report for Governor Development/Training should be deferred until the Full Governing Body Meeting.

Copies of a Training Report relating to a training session for Exclusions Guidance from Miss Orwin and Mrs Leigh had previously been distributed to the Governors.

Mrs Hall submitted a training report for Special Needs at the meeting.

15. Governor Visit Reports

Copies of report from Mrs Hughes relating to Safeguarding audits had previously been distributed to the Governors.

Mrs Paxton and Mr Hughes reported that they had attended the Performance Management review of the Executive Headteacher on 6 November 2015.

Mr Murphy reported that he had attended the self review of Endeavour Primary School on 20 October 2015.

16. Correspondence

Mr Hughes reported that he had received an email regarding road works near Roman Way Primary School, which includes a pathway that leads to the nearby bridge.

17. AOB/Items for the Next Agenda

Any Other Business

As previously agreed under item 3, Miss Orwin reported that she had received an email from Cllr North, who had suggested that she contact Cllr Rolt regarding a controlled crossing outside Roman Way Primary School to be funded by contractors.

As previously agreed under item 3, Mr Inglis reported that Knights Enham Junior School has nine pupils who are Young Carers and that the school has been invited to be a trail blazer school by the Carers Society.

Mr Inglis said that, to take part in the scheme, support from Governors would be required and requested that Governors consider approval so that the school can work towards the Bronze Award.

The Governors agreed that the scheme would be a positive way forward and unanimously agreed to offer their support.

22.AOB/items for the Next Agenda contd

Action

Items for the Next Agenda

Young Carers' Award
PREVENT Training
Review of Governance
Staff Absence Levels
Staff Time Off for Dependents
Impact of meetings

18. Date of Next Meeting

5 February 2015 at 3.45pm to be held at Endeavour Primary School

Meeting closed at 6.05pm