

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 16 October 2015 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Julie Stratton
Mr Gary Murphy
Dr Stuart Armstrong

Mr Felix Rayner – Executive Head
Mr Nick Mackey
Mrs Yvonne Remnant
Mrs Ros Hughes
Mrs Alison Paxton

In Attendance

Mrs Marina Crean – Associate Member and Head of School for Endeavour Primary School
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
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

Action

Mrs Elizabeth Hall – Accepted
Mrs Joanna Baker – Accepted
Mrs Michelle Holdsworth - Accepted

Governors Absent

Mr Matthew Main

2. Election of Chair and Vice-Chair

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 for a term of office ending 31 October 2016.

Election of Vice-Chair

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

Miss Orwin was duly elected as Vice-Chair for a term of office ending 31 October 2016.

3. 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.

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

4. Notification of Items for Any Other Business

None

5. Minutes of the Last Meeting

The minutes of the full governing body meeting of 10 July 2015 were agreed as a true record.

Matters Arising from the minutes of the meeting of 10 July 2015 were as follows:-

- i) Mrs Leigh reported that she has sent letters to local companies advertising the post of co-opted Governor, but had received no replies.
- ii) Mrs Leigh said she had met with the Inclusion Manager and had been informed that accessibility is included in the Inclusion Policy.
- iii) Mrs Leigh reported that courses for Facilities Management and for Managing Contractors on Site have been booked for the federated Site Manager.

The minutes of the meeting of 10 July 2015 were signed as true record.

6. Executive Headteacher's Report

Action

Copies of the Executive Headteacher's Report were distributed prior to the meeting and the following points were highlighted:-

Staffing

- Staffing Level at all three schools are slightly higher due to the rise in number on roll of pupils.
- A number of teaching staff and leaders are on or about to leave for maternity leave and will re-join us later in the year.
- There are three student teachers (one in each school) from the Anton Teaching Alliance and one student teacher from SCITT.
- PPA Cover Teaching posts have been advertised to bolster Year 6 teaching and to cover the maternity leave of the Inclusion Manager.

Staffing Development

- SLT performance management has taken place.
- Teacher performance management will take place before half-term and support staff, during November 2015.
- The INSET days in September and October focussed on areas of the school development plans.
- Seven NQTs are employed across the federation and their support is co-ordinated by the Assistant Heads.

Number on Roll

Knights Enham Junior School – 213

Roman Way Primary School – 238

Endeavour Primary School – 347

Number on roll has increased by 88 across the federation and the federation has 74 spaces across the schools and year groups.

Pupil numbers have risen in all three schools. Endeavour Primary School and Roman Way Primary School have each increased by one class.

Mr Hughes enquired if the rise in pupil numbers was due to local housing development or if it was due to parents being attracted to the schools in the federation. FED

Mr Rayner said he felt the rise was due to both factors, in that there has been housing development in the area but also all three schools have been judged as good by Ofsted and staff have worked hard to make the schools attractive.

Mr Hughes also enquired if the income for higher number on roll covered staffing costs adequately. FED

6.Executive Headteacher's Report contd

Action

Mr Rayner said that the bursar has recently reported that all three school budgets are sound

Curriculum

Information has been sent to parents on which topics are being covered this term. There are clear performance indicators to show the expectations of each year group in reading, writing and maths.

The computing strategy is being developed. I-pads have been purchased for staff to develop their skills on using educational apps and a number of notebooks have been replaced for Endeavour Primary School. New IT provision is being looked at.

Mr Hughes asked of the impact of technology on school learning, following an article on the BBC website, which raised doubts about the positive impact of computers on teaching and learning. FED

Mr Rayner said that the Leadership Team realise that core skills of the children must be right. However there is a need for an IT provision strategy and therefore to look at and strengthen IT.

Dr Armstrong suggested registering with Microlite which will help children learn basic programmes. FED

It was agreed that a meeting would be arranged for Dr Armstrong to meet with the IT leaders across the federation to develop an IT strategy. FED

FR
SA

Mr Rayner also said that the current IT providers are struggling to support the schools. Therefore, the Leadership Team are looking at alternative IT providers and will request quotations for support, along with the feasibility of employing a federated IT Technician.

Mr Murphy asked of the timeline for the IT strategy. FED

Mr Rayner said that the plan should be complete by the end of the Autumn term 2015.

Health & Safety

Training for Autumn Term 2015

The Caretakers of Knights Enham Junior School and Roman Way Primary School attended COSHH Refresher training on 29/09/15

The Site Manager & Caretaker of Endeavour Primary School will attend Facilities Management Training on 16 & 17/10/15

6.Executive Headteacher's Report contd

Action

- The Health & Safety Rep will attend Accident Investigating on 20/10/15.
- The Caretaker of Endeavour Primary School will attend COSHH Refresher training on 10/11/15.
- In-house Federated First Aid training will take place on 29/11/15,
- In-house Federated Fire Marshall training will take place on 07/12/15
- The Site Manager & Caretaker of Knights Enham Junior School will attend stepladder training on 08/12/15

Health & Safety Returns

An external audit took place on 9 July 2015 for Knights Enham Junior School and points on the resulting action plan are being worked on by the Health & Safety Rep.

Health & Safety self-assessments have been submitted for Knights Enham Junior School and Endeavour Primary School.

The Health & Safety self-assessment is near to completion for Roman Way Primary School.

Glazing Surveys

Glazing surveys are being carried out for all schools in Hampshire this year and all three schools in the federation have had their surveys carried out during the summer term. 2015. Once results from the survey have been received, risk assessments will need to be completed and Hampshire Health & Safety Team will need to be notified of this by 18 December 2015.

Safeguarding

Safeguarding training has been carried out for all new staff.

The single central record for Roman Way Primary School has been checked by the Senior Admin officer, this term, prior to the completion of the new Safeguarding audit.

Mrs Leigh said that Prevent Training has been booked for the Senior Leadership Team during the next half term and Prevent information will be circulated to all staff during this half term.

Ms Jones explained that the Prevent strategy is to prevent radicalisation of children and is aligned to British values.

6.Executive Headteacher's Report contd

Action

SEND and G and T

- IEP Reviews are taking place during this half-term.
- Progress of Year 3 is being monitored at Knights Enham Junior School and Endeavour Primary School
- Progress of year 6 is being monitored at Roman Way Primary School and Endeavour Primary School.
- Data showing children with SEN who attend clubs is being monitored.

Exclusions

Endeavour Primary School – 2 fixed term (total 3.5days)

Mr Mackey enquired of the reason for the exclusions. END

Mr Rayner said that one child had been excluded on 2 occasions for violence against a staff member and the school is working with outside agencies and the parents.

Racial Incidents

None

Vandalism

None

Fire Drill

A fire drill for Knights Enham Junior School had recently been carried out on 12 October 2015 and evacuation time had been 2 minutes and 56 seconds. Which had been the first fire drill in the school for a number of new staff and for a child with a personal evacuation plan.

A fire drill for Roman Way Primary School had been carried out on 14 October 2015 and evacuation time had been 2 minutes 58 seconds.

A fire drill for Endeavour Primary School had been carried out on 7 October 2015 and evacuation time had been 2 minutes and 36 seconds.

6.Executive Headteacher's Report contd

Action

Raise Outcomes

Raise online estimates had been requested from Hampshire and were included in the report.

Dr Armstrong gave an electronic presentation of Raise online data, which included trends and highlighted significant differences from national averages. FED

Mrs Paxton asked the reason of a dip in key stage 1 results for reading in 2014 for Endeavour Primary School. END

Mrs Crean said that there had been a great deal of staff turbulence during that year which may have contributed to lower results. However 2015 had shown an upward trend in all subjects for KS1, particularly in Maths.

Mr Rayner said that the graphs clearly showed that KS2 results at Knights Enham Junior School had been significantly lower for 2015 and this was a high priority for the Leadership Team.

Mr Murphy enquired when validated data for 2015 would be available. FED

Mr Rayner said that a full report of unvalidated data for 2015 would be available during the next half term and validated data will be available in March 2016.

The Governors thanked Dr Armstrong for his presentation which had clearly shown results against national averages and trends over 5 years and also for the emailed versions and paper versions of the data. FED

It was agreed that Dr Armstrong would include the titles of each subject on the slides for future presentations.

SA

Mr Rayner said that he would provide data for groups including, high attaining children, children entitled to free schools meals, children with English as an additional language, children entitled to pupil premiums and children with special educational needs, for future presentations.

FR
SA

Miss Orwin enquired of the number of high attainers in Year 6 across the federation. FED

Mr Rayner said that there are a small number of high attainers in Year 6 in all three schools.

6.Executive Headteacher's Report contd

Key Autumn Dates

Action

A list of Key dates for Autumn Term 2015 were listed within the report

Provisional Training Days

Day 1 - 1 September 2015 – The Path Ahead, Handwriting , Spelling

Day 2 – 2 October 2015 – Success Criteria, learning Objectives, SOLO
Taxonomy, Pupil Progress Analysis

Day 3 – 4 January 2016 – I-Pad Training

Day 4 – 11 April 2016

Day 5 – To be confirmed

7. Membership

Awards

At this point Certificates were presented to three Governors for their services as follows:-

Mrs Julie Stratton – 12 years as a Hampshire School Governor

Mrs Ros Hughes – 20 years as a Hampshire School Governor

Mr Robin Hughes – 24 years as a Hampshire School Governor

Vacancy for Co-opted Governor

It was agreed that the Clerk would contact Governor Services and SGOSS to enquire of any interest for the vacancy for a Co-opted Governor.

GL

Mr Rayner informed the Governors that Mrs Holdsworth, staff representative would be absent for maternity leave for the next few months.

The Governors agreed that, in Mrs Holdsworth's absence, staff middle leadership members would be invited to observe meetings.

To agree Committee Membership

It was agreed that there would be no changes to Committee membership except for the following:-

Mr Gary Murphy to become a member of the Learning & Environment Committee.

Dr Stuart Armstrong to become a member of the Learning & Environment Committee and cease membership of the People, Planning & Development Committee.

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

7. Committees contd

Action

Election of Chairs of Committees

Mrs Alison Paxton 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.

Proposed by Mrs Remant, seconded by Mrs Stratton and agreed unanimously.

Sub-Committee Membership and Chairs

Mr Robin Hughes reported that there had been a training session led by Mr Tony Quinn, from Governor Services, on 14 October 2015, following a Review of Governance.

Copies of a report, following the review, had been handed out to Governors at the training session and copies were handed out at the meeting for all Governors present.

Mr Hughes said that the training session had shown a need to review the the Governing Body structure and procedures to give a clear view of responsibilities.

The Governors agreed to form a working party, to work on actions raised in the report, which would be made up of the following members:-

Mr Robin Hughes
Miss Marion Orwin
Dr Stuart Armstrong
Mr Gary Murphy
Mr Nick Mackey
Mrs Gail Leigh – Clerk

Proposed by Mrs Remnant, seconded by Mr Mackey and agreed unanimously.

It was also agreed that the first meeting would take place on 6 November 2015 at 3.45pm to discuss:-

Committee structure (including sub-committees)
Terms of reference
Governor Visit Reports
Governor Training Reports
Governor's/Leadership Calendar
Link Governors

7.Membership contd

Action

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

Training & Development Governor – Dr Stuart Armstrong
SEN Governors – Mrs Liz Hall & Miss Marion Orwin
Gifted and Talented Child Governors – Mrs Liz Hall & Miss Marion Orwin
Safeguarding Governors – Mrs Ros Hughes & Mrs Alison Paxton
Looked After Children Governors – Mrs Ros Hughes & Mrs Alison Paxton
Health & Safety Governors – Miss Marion Orwin & Mr Nick Mackey

Proposed by Mr Murphy, seconded by Mrs Remnant and agreed unanimously.

8. Terms of Reference 2015 - 2016

Committee Terms of Reference for 2015-2016 had previously been amended by the Committees and distributed to the Governors.

The Governors unanimously agreed to make no further amendments to the terms of reference.

Mrs Leigh informed the Governors that terms of reference for staff discipline and appeals panels are within the manual of Personnel Practice, which has previously been adopted by the Governing Body

Mr Inglis arrived at this point.

9. Pupil Progress

Ms Jones said that the three schools currently present pupil data in different ways and asked the Governors to consider the most appropriate format.

Armstrong suggested that a common format be used to present attendance, attainment and pupil progress. FED

Mrs Crean raised the point that it is difficult to clearly present data for small groups such as children entitled to free school meals and children with English as an additional language, by using percentages.

Dr Armstrong suggested that pie charts could show data for smaller groups in a clear way and presented an example to the Governors. FED

It was agreed that the presentation of data should be consideration for the working party, taking into consideration the progress of groups and new age related assessments in which the scrutiny of pupils' books are part of the process.

9.Pupil Progress contd

Action

Mr Murphy enquired how the entitlement of free schools meals is calculated, due to the fact that KS1 children are entitled to universal free school meals. FED

Mr Crean said that parents are asked to complete forms on the registration of their pupils, if they are entitled to free schools. However, it is difficult to ensure that all entitlement is being recorded.

Ms Jones said that it is very positive to see gaps closing on a daily basis and it is important for Governors to be able to see the closing of gaps between groups, from meeting to meeting.

Mr Mackey said that it would be useful to see how Keep up, Catch up is helping to close gaps. FED

Mr Rayner said that he has observed some good work being carried out in classrooms where Teaching Assistants are working with small groups to help pupils catch up and keep up.

Mrs Remnant said that Governors need to know what work is being carried out for children who are not achieving. FED

Mrs Crean reported that the Assistant Head of Endeavour Primary School has a place on a Hampshire programme , where the effects of the new assessment system are being monitored.

10. Staffing

This item was discussed under item 6.

11. Delegated Power

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

It was further agreed that Clerk would enquire if it would be good practice for the financial delegated power Executive Headteacher to be £5,000 per school for federated purchases.

12. Moderation and Monitoring Systems

Actions

Copies of the federated Rapid Attainment Plan had previously been distributed and the following points were highlighted:-

Mr Rayner said that the essence of the plan focussed on the five main areas to drive as follows:-

Monitoring, moderation and modelling.

Developing the impact and accountability of middle leaders

Improving the attendance of all groups

Further developing assessment for learning procedures

Ensure the highest possible outcomes in key Stage 2 in all subjects

Mrs Remnant enquired if the Leadership Team will report to the Governors of the progress and how achievements are made. FED

Mr Rayner said that the plan shows week by week actions and he aims for the plan to show specific details of Governors monitoring the five areas.

FR

Mrs Paxton noted that the plan was federated and enquired if there will be any differences in what needs to be carried out in the three schools. FED

Mr Rayner said that there will be differences and the plan will be amended to show these.

Mr Inglis said that, in light of the disappointing KS2 results at Knights Enham Junior School for 2015, a lot of changes have taken place. The Learning & Leadership Partner visited the school at the beginning of this academic year and highlighted areas that were below par and offered advice. Since then the school has followed a strict timetable to monitor progress. Following this second visit from the Learning and Learning Partner has taken place where teaching was observed, pupils' books were looked and a significant difference with a positive structure was reported.

Mr Rayner thanked Mr Inglis and Mrs Layley, Assistant Head of Knights Enham Junior School, for embracing and running with the recommendations resulting in all staff being aware of improvement.

Mr Inglis said that staff are showing a openness of wanting to improve and supporting one another in a common aim to provide the best chances for the children.

Mr Rayner said that staff understood that there was no short term fix and the work will be ongoing.

13. Restructure of the School Day

Action

Ms Jones reported that a letter had been sent out, on 6 September 2015, to all parents of 236 pupils at Roman Way Primary School requesting their views on the restructure of the school day.

Ms Jones further reported that she had received three replies from parents relating to difficulty in collecting children from different school, with the same closing time and also the difficulty of collecting children earlier, due to work commitments.

The Governors agreed that Ms Jones would meet individually with the three parents to find a resolution, by offering a safe waiting area within the school. Following this, the Governors agreed that letters should be sent out to parents informing them that the restructure of the school day at Roman Way Primary School had been agreed, in principle, along with a notification on the school website. **SJ**

14. Policies

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

Subject to two minor amendments on Page 4 it was unanimously agreed to accept the Attendance Policy.

It was also agreed that the effectiveness of the attendance policy would be monitored by termly attendance reports to the Governors

Copies of the federated Out of School Activities Policy had previously been distributed to the Governors.

The Governors unanimously agreed to accept the federated Out of School Activities Policy.

Copies of the Statement of Financial Expectations had previously been distributed to the Governors

The Governors unanimously agreed to accept the Statement of Financial Expectations

Mr Rayner left the meeting at this point.

15. Extended Schools

Action

Ms Jones reported that the Roman Way Primary School After School Club Committee had met earlier that day and had agreed :-

Terms of References

Budget limit for resources

Pupil fees

Time structure

Pupil numbers

Pupil Activities

Snacks

Staffing

Staff training

Policies

Health & Safety

Safeguarding

Mrs Remnant enquired of the response from parents following the initial notification. RW

Ms Jones said that there had been 3 requests for a breakfast club and 22 requests for an after schools club.

Ms Jones said that the After School Club will start on Monday 2 November 2015, for 12 children who had been registered (with a capacity for 16 children, leave on place for any emergency admission) running from 3.30pm to 6.00pm at £4 per session.

Mrs Crean asked who would be leading the club and Ms Jones said that she would lead the club, initially, until staffing hours are in place and training completed.

Mrs Paxton enquired of the activities that would take place. RW

Ms Jones said that the club would be held in the Music Room where there will be a Home Corner for Year R children, a Reading Area, a Construction Area, an area to watch DVDs and an area to eat healthy snacks.

Ms Jones also said that the Committee will meet on 6 November 2015 at 3.45pm to observe the activities of the club and review the risk assessment.

16. Governor Training

Action

Dr Armstrong reported that he has circulated information for Governor training sessions.

Miss Orwin and Mrs Leigh attended training for Exclusions Procedures.

Mrs Leigh reported that she continues to take part in training for the Clerk's Development Course.

It was agreed that Miss Orwin and Mrs Leigh would report back 5 key things that they had learned from their training. FED

17. Governor Visit Reports

Mr Hughes, Miss Orwin and Mr Murphy reported that they had each met with the Learning and Leadership Partner during her recent visits to all three schools.

Mr Hughes said that the meetings had been very useful where they had received an objective commentary with clear objectives to move forward. FED

Mrs Remnant reported that she had visited Knights Enham Junior School to meet with the federated Librarian and view the new Library Area and had been really impressed by the way resources are displayed in line with curriculum topics. Furthermore, the upstairs area previously used for the Library is being well used as a learning area. KEJS

Mrs Remnant said that the next stage would be to encourage parents to visit the Library with their children

Dr Armstrong circulated draft new style forms for Governor visits explaining that one would be used prior to the visit to plan a time structure, showing what the aim is, which objective will be addressed, what resources will be required and who to speak to, at least two weeks before the visit. The second form would be used to evaluate the visit and report back to the Governors. FED

It was agreed that Governors visit forms should be part of the process carried out by the working party.

18. Correspondence

None

19. AOB/Items for the Next Agenda

Action

Miss Orwin apologised for not requesting any other business under item 4 and requested that she notify the Governors of recent events relating to road safety outside Roman Way Primary Schools.

The Governors agreed to Miss Orwin's request.

Miss Orwin said that, following an invitation, from some parents of pupils at Roman Way Primary School, a representative of the Transport Department for Hampshire County Council had joined them in walking to the school one morning and had agreed that improvement was needed for road safety.

Ms Jones said that she has been informed that a raised crossing will be installed, however, this could take as long as three years due to it being tied into plans for a cycle path. Furthermore, the recorded footfall has not been considered high enough for a controlled crossing even though parents have pointed out that a construction company were reported to have donated a sum of money towards the project.

Mr Hughes pointed out that the footfall will increase as the housing development grows. RW

Mrs Remnant said that there needs to be a continued focus on the volume of traffic outside of the school and the effects on road safety. RW

22.AOB/items for the Next Agenda contd

Items for the Next Agenda

Review of Governance
Extended Schools

20. Date of Next Meeting

4 December 2015 at 4.45pm – to be held at Roman Way Primary School

Meeting closed at 5.55pm