

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 20 May 2016 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Ros Hughes
Mrs Jo Baker
Mrs Alison Paxton

Mr Felix Rayner – Executive Head
Mr Gary Murphy
Mrs Julie Stratton
Mrs Yvonne Remnant
Dr Stuart Armstrong

In Attendance

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

Mrs Michelle Holdsworth – Accepted
Mrs Liz Hall – Accepted
Mr Nick Mackey – Accepted
Mr Matthew Main – Accepted
Mrs Marina Crean – Accepted
Mr Hywel Inglis – Accepted

Absent without Apologies

None

2. Declaration of Interests

Action

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

3. Notification of Items for Any other Business

Mr Hughes requested that the Governors agreed a date for an extraordinary full governing body meeting, week commencing 20/6/16, to determine the de-federation of Knights Enham Junior School, following the consultation.

The Governors unanimously agreed to Mr Hughes' request.

4. Adoption of Minutes of the Last Meeting

The minutes of the Full Governing Body meeting of 18 March 2016 had previously been distributed and were unanimously agreed as a true record.

Mrs Remnant arrived at this point.

Matters Arising from the minutes of 18 March 2016 were as follows:-

Miss Orwin enquired if faults in the toilets at Roman Way Primary School had been repaired. RW

Ms Jones said that repairs have been carried out.

The minutes of the meeting of 18 March 2016 were signed, by the Chair

Mrs Paxton arrived at this point

The minutes of the Full Governing Body meeting of 27 April 2016 had previously been distributed and were unanimously agreed as a true record.

Matters Arising from the minutes of 27 April 2016 were as follows:-

None

The minutes of the meeting of 27 April 2016 were signed, by the Chair

5. 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 remains stable, there has been a slight, overall reduction of staff from February to May
- Following interviews two appointments have been made of one experienced teacher and one newly qualified teacher to replace a teacher at Roman Way Primary School and at Endeavour Primary School who have given notice of resignation.

Miss Orwin enquired of the cut off date for notice of resignation for this academic year. FED

Mr Rayner said that teaching staff would need to give notice of resignation for this academic year by 31 May 2016 and at this current time it is predicted that all three school will be fully staffed for September 2016.

- A request for one teacher at Endeavour Primary School to reduce their full time status to 0.6 has been agreed.
- The federated Inclusion Manager will return from maternity leave during July 2016.
- The KS2 leader at Knights Enham Junior School will return from maternity leave during October 2016.
- NQT provision has proved to be good, when monitored.

Staffing Development

- Our INSET in April was focused on 'Prevent' training and SOLO taxonomy
- Staff meetings across the Federation continue to be focused on a range of developments based on our RAP which has been shared with Governors – these continue to include SOLO taxonomy, questioning skills and developing challenge
- In April and May we will again be moderating writing and maths with two local outstanding schools. This will further ensure good assessment practice
- I have successfully completed my OFSTED lead inspection training with a successful sign off inspection in March. I follow this up with an inspection at the end of June. All income from this inspection activity (around £7000) is divided across the schools in the federation
- We have also continued our range of leadership programs with Sarah Dunn. These have been positively received and are having impact on strengthening the leadership capacity.

5.Executive Headteacher's Report contd

Action

Number on Roll

Knights Enham Junior School – 211

Roman Way Primary School – 245

Endeavour Primary School – 347

- The number on roll remains consistent across the federation.

Curriculum

Below are the new topics for the spring term;

Year	Summer 2	Summer 2
Foundation	Planting	Animals
Year 1	A Toy Story	Plants and Animals
Year 2	Fire, Fire!	How Does Your Garden Grow?
Year 3	Rock Of Ages	To Me, To You!
Year 4	Pump Up The Volume!	Mummy, Mummy!
Year 5	Forces	Anglo Saxons and Vikings
Year 6	Home Is Where The Heart Is	Animal and Human Diet

Health & Safety

Training Planned for Summer Term 2016;

- 17/05/16 – Health & Safety briefing to be attended by Gail Leigh
- 19 & 20/05/16 – ‘Paediatric Training’ to include ‘Diabetes Training’ for certain KS1 support staff across the federation
- 25/05/16 – ‘Moving & Handling’ for certain support staff across the federation
- 07/06/16 – ‘Stepladder Training’ for certain support staff across the federation
- 18/08/16 – ‘Safe Use of Portable Workshop Power Tools Training’

Accident and Incident Reporting;

The main changes implemented as part of this procedure are:Online form went live on 1 April 2016

- All incidents (excludes minor child accidents recorded in the local bump book), near misses, dangerous occurrences and violent

incidents will need to be reported using the new web form

Action

5.Executive Headteacher's Report – Health & Safety contd

- All incidents will require a very simple local investigation which the user will be prompted to complete once the accident report has been submitted
- Schools will no longer be required to report accidents through to the Health & Safety Executive (HSE) under the 'Reporting Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) as the Children's Services Health & Safety Team (CSHST) will be completing these for us

Safeguarding;

- Whole Federation PREVENT Training took place on 11/04/16
- 'Driving on Council Business' - all staff across the federation have been notified of the legal requirements for driving on council business

SEND and G and T

- During the absence of the Inclusion Manager, a SENCO has been appointed for each school which has been very positive.

Ms Jones said that any immediate concerns have been dealt with quickly and regular inclusion meetings have been held.

Mr Rayner said that the Learning & Leadership Partner had made positive comments about the SENCO provision within the schools.

Mr Hughes enquired if the Learning & Leadership Partner could be requested to put the positive comments in writing for evidence. FED

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Mr Rayner said that he would request a written report from the Learning & Leadership Partner and also reported that consideration will be made for the SENCOs to remain in place following the return to work of the Inclusion Manager.

- Transition to Secondary School is robust.

Miss Orwin said that it is important that transition to Secondary School is robust, especially for vulnerable children. FED

Mr Hughes enquired if transition from KS1 to KS2 is robust. FED

Mr Rayner said that more work needs to be carried out for KS1-KS2 transition to strengthen this area, particularly for vulnerable children.

Mrs Baker said that Year 2 from Knights Enham Infant School had

recently visited Knights Enham Junior School. KEJS

Action

Exclusions

None

Racial Incidents

None

Vandalism

An external window to the Library of knights Enham Junior School was broken during a weekend and has since been repaired.

Fire Drill

A fire drill for Knights Enham Junior School had been carried out on 6 May 2016 and evacuation time had been 2 minutes and 51 seconds.

A fire drill for Roman Way Primary School had been carried out on 4 May 2016 and evacuation time had been 2 minutes 59 seconds.

Ms Jones reported that a further evacuation had taken place due to a child activating an alarm at 3.15pm, when parents had been attending an assembly and some classes were working outside.

Ms Jones said that although the evacuation had been carried out in good time, parents had not been informed of the fire drill and it had been difficult to deactivate the alarm in the absence of the caretaker.

Ms Jones further said the issues raised have been addressed, in that parents are now informed of evacuation procedures during assemblies and staff have been trained to de-activate the alarm.

A fire drill for Endeavour Primary School had been carried out on 4 May 2016 and evacuation time had been 2 minutes and 52 seconds.

Dates

23/05/16 – KEJS IEP Reviews
8-9/06/16 – Endeavour Self Review
9-10/06/16 – Roman Way Self Review
10/06/16 – KEJS Summer Fete (3pm onwards)
13/06/16 - Phonics Testing Week
13-14/06/16 – KEJS Self Review
15/06/16 – RW Stay & Play Day (2-3pm)
18/06/16 – RW Summer Fete
21/06/16 – RW Stay & Play Day (2-3pm/6-7pm)
24/06/16 – Endeavour Sports Day

5.Executive Headteacher's Report – Dates contd

28/06/16 – RW St & Play Day (1.15-3.15pm)
28/06/16 – Shuffle Up Day
30/06/16 – RW Sports Day
01/07/16 – KEJS Sports Day
01/07/16 – Endeavour Summer Fair (3.30pm onwards)
05/07/16 – Harrow Way Y% Activity Day
06/07/16 – Harrow Way Y5 Activity Day
11/07/16 – KS2 Plays in all schools
11/07/16 – Pupil progress Meetings
12/07/16 – Winton Y5 Activity Day
14/07/16 – Year 6 Graduation
13/07/16 – Winton Y5 Activity Day
20/07/16 – Last Day of Term

Mr Rayner said that Governors were welcome to attend all events.

Miss Orwin requested that she attend the self review of Roman Way Primary School. RW

Mrs Remnant enquired of KS2 SATs week. FED

Rayner said that he had visited all three schools during KS2 SATs week and found them to be well organised with a calm atmosphere which gave the children an opportunity to be well focussed and do their best.

Mr Hughes enquired if the papers had been as expected. FED

Mr Rayner said that it had been felt that the papers had been as expected although some text was out of the children's experience.

Ms Jones said that it had been reported that everything in the spelling, punctuation and grammar paper had been taught to the children.

6. Membership

Mr Hughes reported that he has received an application for the post of Co-opted Governor from Mr Stephen McBride, along with a completed skills audit.

Mr Hughes also said that Mr McBride held the post of teacher within the federation and is parent of children within the federation.

The Governors agreed to the co-option of Mr McBride to the Discovery Federation Full Governing Body.

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

7. Arrangements for the Appointment of Executive Headteacher Action

This confidential item is minuted on a separate sheet.

Dr Armstrong arrived at this point

8. Learning & Leadership Reports

Mr Rayner reported that the Learning & Leadership Partner had visited Endeavour Primary School on 21 April 2016 and made the following points:-

- A learning walk was carried out along with a review of pupil books.
- Behaviour for learning is strong across the school and all pupils are engaged in their learning.
- Where teaching is most effective, there are high expectations of the pupils and pupils have a clear understanding of what they are learning.
- There are high standards of presentation in pupil's books.
- Where teaching is most effective, progress is evident in pupil's
- Books and marking includes comment which reinforce for the pupil what was good about their work.
- Phonics teaching in EYFS is effective.
- Pupils across the school use the learning environment to help them and can demonstrate this.
- Where teaching is less effective teachers do not make use of every learning opportunity.
- At times the pace of learning is too quick and children are not given the opportunity to consolidate their learning.

Mr Rayner said that he felt the report had been positive and showed that good teaching is taking place. However, some inconsistencies have been highlighted and there is a need to be more robust when monitoring.

Mr Rayner also said that actions are in place to:-

- Ensure that marking is consistent across the federation.
- Ensure presentation is consistent.
- Provide children with more opportunities for extended writing.

8. Learning & Leadership Report contd

Action

Ms Jones reported that the Learning & Leadership Partner had visited Roman Way Primary School on 21 April 2016 and made the following points:-

- A learning walk was carried out along with a review of pupil books.
- The overall quality of teaching is improving, though some inconsistencies remain.
- Behaviour for learning is strong across the school and all pupils are engaged in their learning.
- Where teaching is most effective, progress is clear in pupils' books with clear and consistent application of the school's marking and feedback policy.
- Where teaching is most effective, there is good evidence in books of in-lesson intervention.
- The teaching of phonics in EYFS and KS1 is effective and children read well.
- Where teaching is less effective, there is insufficient challenge for higher achieving pupils.

Ms Jones said that the report showed that the school has a good learning environment and presentation in books has improved, with a few remaining inconsistencies in teaching and learning.

Ms Jones also said that areas for improvement had previously been identified and actions are included in the Rapid Attainment Plan.

It was agreed that the Learning and Leadership Partner Reports would be distributed to all Governors.

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9. Budget 2016/17

Endeavour Primary School – Main Budget

Copies of the proposed budget for 2016/17 had been recommended by the PPD Committee and were previously distributed to the governors:-

- The total recorded income is £1,715,639
- The total recorded expenditure is £1,794,372

Knights Enham Junior School – Main Budget

Copies of the proposed budget for 2016/2017 had been recommended by the PPD Committee and were previously distributed to the governors:-

- The total recorded income is £1,267,614
- The total recorded expenditure is £1,344,718

Roman Way Primary School – Main Budget

Copies of the proposed budget for 2016/2017 had been recommended by the PPD Committee and were previously distributed to the governors:-

- The total recorded income is £1,333,750
- The total recorded expenditure is £1,377,780

The Budget Plans were proposed by Miss Orwin, seconded by Mrs Paxton and unanimously agreed.

10. Three Year Financial Plans

Action

Endeavour Primary School

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

- The planned cumulative surplus from 2016/2017, for 2017/2018 is £54,04
- The in year deficit for 2016/17 is £78,733.

Knights Enham Junior School

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

- The planned cumulative surplus from 2016/2017, for 2017/2018 is £43,438
- The in year deficit for 2016/17 is £77,104.

Roman Way Primary School

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

- The planned cumulative surplus from 2016/2017, for 2017/2018 is £47,878.
- The in year deficit for 2016/17 is £44,030.

The three Year financial plans for all three schools were proposed by Mrs Paxton, seconded by Mrs baker and agreed unanimously.

The Governors expressed their thanks to Mrs Fraser, Federation Bursar, for the excellent work carried out to prepare the budgets and financial plans for all three schools.

11. Staffing

This item had been reported under item5.

12. Governor Training

Report from Training & Development Governor

Dr Armstrong reported that all emails relating to training sessions are forwarded to the governors.

To Agree Full Governing Body Training

It was agreed that this would be an item for the next Agenda

12. Governor Training contd

Action

To Agree Full Access for Training

Dr Armstrong asked the Governors to consider if the option of full access for training is value for money. FED

Mrs Remnant said that if full access is paid Governors are aware that all courses are available.

It was agreed that for this year full access would be the best option considering that Governors will need to attend a two day training session for Headteacher Recruitment.

Mr Hughes reminded Governors that useful information is accessible on the Governance section of Hantsweb intranet.

13. Governor Visits

Miss Orwin submitted two visit reports to Roman Way Primary School as follows:-

17/05/16 – to work with three children from each KS2 class for the production of a pupils' termly newsletter.

Miss Orwin said that £50 has been donated from the PTA for printing costs and a reporter from the Andover Advertiser will meet with the children on 23/05/16, to offer advice.

18/05/16 – a panel member for the interview of KS1 leader, where an appointment was made.

14. Correspondence

Mr Hughes reported that he had received a Governors' Forum Report and reminded Governors to inform the Clerk if they wished to attend a Governors' Forum which are held at Winchester Professional Centre.

15. Impact of meeting

Miss Orwin said that Learning & Leadership Partner Reports had been positive and areas for improvement had been previously identified and included in the Rapid Attainment Plans. END & RW

Mr Murphy said that the Governors had a clear plan for the consultation. FED

16. Any other business/Items for the Next Agenda

Action

Any other Business

Minuted under item 7.

Items for the Next Agenda

Recruitment of Executive Headteacher

Learning & Leadership Report for Knights Enham Junior School

Full Governing body Training

17. Date of Next Meeting

21 June 2016 at 6.00pm to be held at Knights Enham Junior School.

8 July 2016 at 3.45pm to be held at Knights Enham Junior School.

The meeting closed at 5.30pm

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