

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 8 July 2016 at 3.45pm

Present

Mr Robin Hughes – Chair
Mrs Elizabeth Hall
Mrs Joanna Baker
Mrs Alison Paxton
Mrs Yvonne Remnant
Mr Stephen McBride

Mr Felix Rayner – Executive Head
Mrs Julie Stratton
Miss Marion Orwin
Mrs Ros Hughes
Mr Matthew Main
Dr Stuart Armstrong

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 for Absence

Action

Mrs Michelle Holdsworth – Accepted
Mr Gary Murphy – Accepted
Mr Nick Mackey - Accepted

Absent without Apologies

None

2. Declaration of Interest

Action

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

Miss Orwin requested that two items be reported under any other business as follows:-

Federation end of year celebration.

School fetes.

The Governors unanimously agreed to Miss Orwin's request

4. Minutes of the Last Meetings

The minutes of the Extraordinary Full Governing Body meeting of 18 May 2016 were agreed as a true record.

There were no matters arising from the minutes of the meeting of 18 May 2016.

The minutes of the meeting of 18 May 2016 were signed as true record.

The minutes of the Full Governing Body meeting of 20 May 2016 were agreed as a true record.

There were no matters arising from the minutes of the meeting of 20 May 2016.

The minutes of the meeting of 20 May 2016 were signed as true record.

The minutes of the Extraordinary Full Governing Body meeting of 21 June 2016 were agreed as a true record.

Matters Arising from the minutes of the meeting of 21 June 2016 were as follows:-

The confidential section of this item is minuted on a separate sheet.

Miss Orwin enquired if there had been any feedback from parents, following the consultation. FED

Mr Hughes said that there had been no feedback from parents.

The minutes of the meeting of 21 June 2016 were signed as true record.

5. Committee Reports

Action

People Planning & Development 29.04.16

The minutes of the meeting of the People, Planning & Development Committee of 29 April 2016 were distributed prior to the meeting and the main items for discussion had been:-

- School Development Plans
- Self Evaluation Form
- Staffing Budgetary Control Reports
- Budget 2016/17
- Three Year Financial Plans
- School Financial Standard

Learning & Environment 06.05.16

The minutes of the meeting of the Learning & Environment Committee of 6 May 2016 were distributed prior to the meeting and the main items for discussion had been:-

- Self Reviews
- Moderation Forms
- CCTV Policy
- Site Inspections
- Buildings and Traffic

Learning & Environment 17.06.16

The minutes of the meeting of the Learning & Environment Committee of 17 June 2016 were distributed prior to the meeting and the main items for discussion had been:-

- Self Reviews
- Moderation
- SATs
- Home Learning
- Safeguarding Policy
- Child Protection Policy
- Site Inspections
- Health & Safety
- Buildings and Traffic

Miss Orwin reported that she has been notified by Cllr Rolt that another interview would take place for the post of Crossing Patrol Warden. RW

Ms Jones said that, unfortunately, the candidate had not arrived at the interview which had also happened at the previous planned interview. However, the position has been readvertised.

5.Committee Reports contd

Action

People, Planning & Development 24.06.16

The minutes of the meeting of the People Planning & Development Committee of 24 June 2016 were distributed prior to the meeting and the main items for discussion had been:-

- Staffing
- Executive Headteacher Recruitment
- Budgetary Control Reports
- Internal Financial Controls

Mr Main noted that a number of key points had not been minuted. FED

Mrs Leigh said that she would investigate the matter, with Clerk of that meeting.

GL

6. Membership

Mr Hughes reported that he has received notification that the DfE has recently made an amendment to the regulations which cover the constitution of federated governing bodies. With effect from 1 September 2016 federations can only have two parent governors, regardless of how many schools are in the federation.

Dr Armstrong said that he wished to give notice of resignation of his post as parent representative of the governing Body for 31 August 2016, due to relocation.

On behalf of the Governors, the chair expressed sadness and thanked Dr Armstrong for his work as a Governor, during his term of office.

Mr Hughes wished Dr Armstrong every success for the future and said that, due to his resignation, the matter of parent representation had been resolved.

7. Consultation Report

The Governors agreed that pages 1,2 and 4 should be published on the schools' websites.

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

8. Executive Headteacher Recruitment

Mr Hughes reported that it had been agreed by the working to advertise the post of Executive Headteacher exclusively on Hantsweb, following advice from the School Improvement Manager and the advertisement had been placed on 4 July 2016.

Mrs Leigh reported that two prospective candidates had requested visits to the schools and she would email Governors of the details.

9. Staffing

Action

Endeavour Primary School

Mrs Crean reported that a Learning Support Assistant has been appointed for a temporary one year contract to work on a one to one basis with a child joining the school at the beginning of the next academic year.

Knights Enham Junior School

The confidential section of this item is minuted on a separate sheet.

Roman Way Primary School

Ms Jones reported that Roman Way Primary School would be fully staffed for the beginning of the next academic year.

10. Learning and Leadership Partner Report

Mr Inglis reported that he had not yet received the report from the Learning & Leadership Partner's visit to Knights Enham Junior School

11. Self Reviews

Knights Enham Junior School

Copies of a report of the Self Review carried out at Knights Enham Junior School were distributed at the meeting and the following points were highlighted by Mr Inglis:-

Moderation of Year 6 writing by Hampshire County council had shown that successful judgements had been made by teachers.

Lesson observations had shown that responses to marking have improved. Although not challenging enough.

There has been an embracement of SOLO although not at a deep enough level.

'Catch Up' is having an impact with children.

There is a need to develop and sustain writing, not just in English but with other subjects.

Mr Inglis also said that observations made during the recent Ofsted inspection will supersede those of the self-review and actions will be put in place, following the report.

Mrs Paxton enquired of the development of plans to include observations made by Ofsted. KRJS

11. Self Reviews contd – Knights Enham Junior School

Action

Mr Inglis said that the key areas of the Ofsted are:-

- Effectiveness of Leadership and Management
- Quality of Teaching, Learning and Assessment
- Personal Development, Behaviour and Welfare
- Outcomes for Children and Learners

Mr Inglis also said that actions for each key area will be lifted and placed into the School Development Plan's five to drive using a more inflexible timetable.

Mr Hughes enquired when the timetable for Ofsted actions would commence. KEJS

Mr Inglis said that the timetable would be put into place for the first 6-7 weeks of beginning of the next academic year and impact of actions would be monitored.

Mr Hughes enquired if all three schools would continue to work on 6 weekly plans. FED

Ms Jones said that Roman Way Primary School would continue to work with 6 weekly plans.

Mrs Crean said that Endeavour Primary School would continue to work with 6 weekly plans and are also planning to combine the weekly timetable into the plans and also including milestones,

Mr Inglis said that a main feature would be to provide information in a way which allowed Governors to challenge.

Mr Main and Miss Orwin volunteered to help with this process. KEJS

MO
MM

Roman Way Primary School

Copies of a report of the Self Review carried out at Roman Way Primary School were distributed at the meeting and the following points were highlighted by Ms Jones:-

- New English planning has been trialled, during this term, which has been clarified by carrying out learning journeys and will be rolled out at the beginning of the next academic year.
- There is a need to ensure longer pieces of writing are shown in books.
- KS1 and KS2 Science Coordinators have attended a course for Writing for Science.
- Presentation is mostly good. However, poor presentation is not always acknowledged by teachers,
- Most moderation is good. However there needs to be more attention to detail.

11. Self Reviews contd – Roman Way Primary School

Action

Mr Hughes enquired of how deficiencies are addressed. FED

Mr Rayner said that everything learned from the Ofsted report of Knights Enham Junior School will be used to sharpen systems across the federation.

Mrs Remnant enquired if there could be an improved way of providing information to the Governors, to see evidence of progression. FED

Mr Rayner suggested that Mr McBride could show a teacher's perspective of progression.

Mr McBride said that this academic year had been challenging for teachers, due to the new curriculum and trialling different strategies. However, direction is clearer now and more obvious for teachers and children to see, with impact showing quickly. FED

Mr Hughes said that Governors need to understand impact, in order to challenge. FED

Mrs Crean suggested PowerPoint presentations would be useful.

Mr Rayner said that it would be useful for Maths and English Leaders and Key Stage Leaders to be invited to make presentations to Governors.

Dr Armstrong said that it would also be useful if self review reports were formulised to show expected achievements and examples of progression, FED

Mr Main said that there needs to be a focus by exemption. FED

Mr Inglis said that self reviews need to show focus and progress for Governors to challenge.

12. SATs Results

Mr Rayner reported SATs results as follows:-

Roman Way Primary School

Early Years

Subject	Result 15/16	Result 14/15	Nat Average
GLD	75%	78%	63%
Phonics	92%	91%	77%

12.SATs Results contd – Roman Way Primary School**Action**Key Stage 1

Subject	Result 15/16 ARE	Result 14/15 L2b+
Reading	83%	82%
Writing	72%	75%
Maths	83%	86%
Combined	72%	75%

Key Stage 2

Subject	Result 15/16 ARE	Result 14/15 L4+	Nat Average 2016
Reading	53%	77%	66%
Writing	77%	64%	74%
Maths	60%	73%	70%
SPaG	67%	59%	72%
Combined	50%	68%	53%

Endeavour Primary SchoolEarly Years

Subject	Result 15/16	Result 14/15	Nat Average
GLD	72%	72%	63%
Phonics	80%	81%	77%

Key Stage 1

Subject	Result 15/16 ARE	Result 14/15 L2b+
Reading	88%	93.1%
Writing	72%	91.4%
Maths	83%	86%

Mrs Crean said that 4 KS1 children of age related expectations had left in the spring term and 3 KS1 children below age related expectations had joined the school in the spring term.

Key Stage 2

Subject	Result 15/16 ARE	Result 14/15 L4+	Nat Average 2016
Reading	67%	84%	66%
Writing	80%	89%	74%
Maths	73%	84%	70%
SPaG	60%	68%	72%
Combined	53%	79%	53%

Mrs Crean said that 3 KS2 children's results are being reviewed for errors in marking.

12.SATs

Action

Knights Enham Junior School

Key Stage 2

Subject	Result 15/16ARE	Nat Average 2016
Reading	54%	66%
Writing	67%	74%
Maths	50%	70%
SPaG	53%	72%
Combined	44%	53%

Mr Inglis said that 9 children had been 1, 2 or 3 marks away from achieving age related expectations; therefore, their marks were being reviewed. Furthermore, this cohort had had a low starting point.

Mr Rayner said that KS2 writing teacher assessment judgements, across the federation, had been moderated by the local authority

Mrs Hall enquired of the amount of children joining Yr R with speech difficulties and highlighted the importance of building confidence of children with speech and language.. FED

Mr Inglis said that Knights Enham Junior School worked in collaboration with Knights Enham Infant School to close gaps in speech and language. Furthermore the federated Speech and language Coordinator has trained Teaching Assistants in this area which is a key feature for accessing the curriculum.

Mrs Baker said that strategies for speech and language had been modelled at INSET training. KEJS

Mr Inglis said that there is a conscious effort for staff to act as role models for speech and language.

Ms Jones said that staff at Roman Way Primary School had taken part in the 'Keep on Talking' project for Early Years children to engage in speech and language. Furthermore, Early Years children from Roman Way Primary had taken part in a presentation at the Guildhall in Andover.

Mrs Crean said that Endeavour Primary School have invested in resources including language boxes.

Mr McBride left the meeting at this point.

Action

13. Pupil Attendance

Roman Way Primary School

Copies of a pupil attendance report for Roman Way Primary School had previously been distributed and the following points were highlighted by Ms Jones:-

- The report showed whole school attendance had reduced from 95.5% to 95%. However, the current figure is 96.3%.
- Absences are being responded to on a daily basis.
- Professional meetings with parents of poor attenders have taken place, reinforcing the consequences of children who miss out on schooling.
- There have been two long bouts of sickness and diarrhoea which has had an impact on absence figures.
- 2 children have had medical conditions causing long term sickness.
- New strategies have been put in place, which are showing an impact.

Mr Rayner enquired of strategies to reduce lateness. RW

Ms Jones said that she had met with the Pastoral Manager to find strategies for reducing lateness and it had also been found that children with late marks, in general, have good attendance.

Mr Main noted that, although the number of children late in summer term had reduced significantly, the number of minutes late had doubled. RW

Ms Jones said that she would query the figures with the Administrative Officer.

SJ

Mr Hughes noted that there had been no referrals through the Legal Intervention Process. RW

Ms Jones said that the pupils, who would have been referred, had improved their attendance rates and it had, therefore, not been necessary to make referral.

Mr Hughes enquired if referrals would be made if attendance levels began to reduce. RW

Ms Jones said that referrals would be made if the attendance of the pupils in question worsened.

13.Pupil Attendance

Action

Endeavour Primary School

Copies of a pupil attendance report for Endeavour Primary School had previously been distributed and the following points were highlighted by Mrs Crean:-

- The report showed whole school attendance is 96.3%, which is very close to the target of 96.5%.
- The school ELSAs and Children's Services have worked closely with families of children with poor attendance.
- The Meet and Greet Club has had a great impact and the report showed an improvement of 21.47% for one child, who attends the club, furthermore lateness of the same child has decreased significantly.

Mr Rayner noted that there has been a positive trend in the reduction of persistent absentees, throughout the last two academic years.

Mrs Remnant enquired if impact had been shown for the improvement of attendance through attendance of the Breakfast Club at Roman Way Primary School. RW

Ms Jones said that only 4 children attend Breakfast Club and these children have good attendance.

Mr Rayner left the meeting at this point.

Mrs Crean left the meeting at this point.

Knights Enham Junior School

Copies of a pupil attendance report for Knights Enham Junior School had previously been distributed and the following points were highlighted by Mr Inglis:-

- Pupil attendance has risen from 94.8% last year to 95.7% this year, and this had been noted by Ofsted as a significant improvement.
- The attendance of children entitled to Pupil Premium Grants has improved by 1% and the gap between PPG children and the whole school is now less than 1%. However, the school, would continue to put strategies in place to close the gap further.

13.Pupil Attendance contd – Knights Enham Junior School

Action

- Persistent absenteeism has reduced from 8 to 4 pupils throughout this academic year.
- The importance of good attendance has had a higher profile throughout the school, this year, and regular communication takes place with parents of absent children.
- There is a need to ensure children are engaged in the classroom and want to come to school every day.
- More rigorous work in reducing lateness is taking place and patterns are being looked at.
- Collaborative work is taking place with Knights Enham Infant School, when dealing with holiday request. However, there is still a need for closer work.

Mr Hall congratulated Knights Enham Junior School for achieving the Bronze Award for Young Carers and asked if the work continues when children move to Secondary Schools. KEJS

Mr Inglis said that Winton School has similar drop in sessions at lunchtimes, to Knights Enham Junior School,

Mrs Remnant enquired if Harrow Way School have similar systems. KEJS

Mr Inglis said that he would make enquiries with Harrow Way Pastoral Carers, regarding support for Young Carers.

HI

Mr Main requested that all three schools present attendance data in the same format. Furthermore targets, progress, a list of obstacles and causes of absence would be useful for Governors. FED

Mr Inglis said that he would discuss Mr Main's recommendations with the Senior Leadership Team.

HI

Mr Hughes congratulated the Heads of Schools for their work in improving pupil attendance across the federation. FED

14. Policies

Action

Child Protection Policy

Copies of a federated Child Protection had previously been distributed to the Governors.

Mrs Leigh had circulated suggested changes, from the Hampshire Safeguarding Board, to the model Safeguarding and Child protection Policies and the Audit Tool, at the meeting.

The Governors unanimously to amend the policies and audit tool in accordance with recommendations from Hampshire Safeguarding Board.

Mrs Paxton enquired of the reason for the addition of Appendix K – Sex Offender Parents at School. FED

Ms Jones said that she had received advice from Hampshire Safeguarding Board to include Appendix K to the Child Protection Policy

The Governors unanimously agreed to accept the Child Protection Policy for 2016/17, subject to the agreed amendments.

Safeguarding Policy

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

The Governors unanimously agreed to accept the Safeguarding Policy for 2016/17, subject to the agreed amendments.

Staff Code of Conduct

Copies of a model code of conduct for staff, extracted from the Hampshire Manual of Personnel Practice, had previously been distributed.

The Governors unanimously agreed to adopt the code of conduct for staff.

Mrs Hall enquired if staff had access to the Child Protection and Safeguarding Policies. FED

Ms Jones said that all staff will receive a copy of the policies and at Roman Way Primary School she would read through the policy with staff.

15. Andover Trees

Mrs Paxton reported that she has been approached by a representative from Andover Trees who is finding it difficult to work with the schools in the federation.

Ms Jones and Mr Inglis said that the schools, within the federation, have taken part in projects with Andover Trees.

Mrs Paxton said that she would have a further discussion with the representative from Andover Trees regarding future projects.

AP

16. Governor Elections

It was agreed that the Clerk would send out a letter to all Governors mid-August inviting nominations for Chair and Vice-Chair and any nominations will be listed on the Full Governing Body agenda for the first meeting of the next academic year.

17. Governors' Timetable 2016-2017

Copies of a draft timetable for 2016-2017 Governors' meetings had previously been distributed.

Mr Hughes asked the Governors if they would have any difficulty in attending meetings, as listed on the timetable. FED

Mr Inglis said that it is important that Governors have good attendance at meetings in order to be robust, rigorous and able to challenge.

The Governors noted that improving Governors attendance had been action following the Review of Governance and it was agreed that Review of Governance should be a standard item for Full Governing Body agendas. FED

Mr Main said that it would be useful if meetings could be held at a slightly later time. FED

Mrs Remnant said it would be useful if some meetings could be held in the evenings. FED

The Governors agreed that the draft timetable for 2016-2017 should be included in the Governors' calendar. However, it was also agreed that an extra Full Governing Body meeting would be held on 16 September 2016, to discuss the Ofsted report for Knights Enham Junior School and also to discuss amendments timings of the timetable with possibility of holding some Committee meetings on Wednesday evenings.

The Governors also discussed options of including skype at meetings and

forwarding question by email prior to meetings. FED **Action**

17. Governors' Timetable 2016-2017

The Governors agreed that the Clerk should enquire of the preference for emailed or paper documents prior to meetings. **GL**

It was also agreed that the interim Consultant Headteacher should receive a copy of the draft timetable for 2016-17

18. Governor Training

The Governors agreed that Full Governing Body Training for 2016/17 would be for Headteacher Recruitment and also the Clerk would book Full Governing Body training for Safeguarding for the beginning of 2017/18 (financial year). **GL**

19. Governor Visit Reports

Miss Orwin and Mrs Stratton reported that they had attended the Festival of Dance with pupils from Knights Enham Junior School. KEJS

Mr Hughes, Miss Orwin and Dr Armstrong had met with Ofsted Inspectors, during a recent inspection at Knights Enham Junior school. FED

Mr Hughes, Mrs Paxton and Miss Orwin reported that they had attended working party meetings for the recruitment of an Executive Headteacher.

20. Governors' Newsletter

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

Mr Main requested that information regarding self reviews should be expanded making it more easily understandable for parents. FED

It was agreed that the Clerk would work with the Senior Leadership Team to expand in the information regarding self reviews. **GL**

Subject to the agreed amendment the Governors agreed to the publication of the Governors' newsletter.

21. Correspondence

None

22. Impact of Meeting

The Governors agreed that the following points had been the main impact of the meeting:-

- The suggestion of aligned pupil attendance reports showing consistency and with clear targets which will offer Governors the opportunity to challenge.
- The consideration of strategies to improve Governor attendance.
- the consideration of submitting questions prior to meetings.
- The consideration of providing examples of assessment to improve Governing understanding and offer the opportunity to challenge.
- The decision to include Review of Governance as a standard item on Full Governing Body Agendas.

23. AOB/Items for the Next Agenda

Any Other Business

Miss Orwin reported that all Governors are invited to attend the federation's end of year celebration at the Central Club at 7.00pm on 15 July 2016 and asked if Governors wishing to attend could inform the PR Manager by 13 July 2016.

Miss Orwin also reported that the friends of Roman Way Primary School had made a profit of £636 at the summer fete.

Mrs Stratton reported that the Friends of Knights Enham Junior School had made a profit of £245 at the summer fete.

Mr Inglis said that the priority of the summer fete at Knights Enham Junior School had been to provide enjoyment for the children and the School Choir and Dance Club had performed well at the event.

Items for the Next Agenda

16/09/16

Ofsted Report – Knights Enham Junior School
Executive Headteacher Recruitment
Governor Attendance/Timetable

14/10/16

Election of Chair and Vice-Chair
Visit from PR Manager and Forest School Leaders
Review of Governance
Consultation Report

24. Date of Next Meeting

16 September 2016 at 3.45pm to be held at Roman Way Primary School
Meeting closed at 5.55pm

