

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 5 February 2016 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Julie Stratton
Mr Gary Murphy
Mrs Alison Paxton

Mr Felix Rayner – Executive Head
Mrs Joanna Baker
Mrs Yvonne Remnant
Mrs Ros Hughes

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 Michelle Holdsworth – Accepted
Mr Nick Mackey – Accepted
Dr Stuart Armstrong – Accepted
Mrs Michelle Holdsworth - Accepted

Governors 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

Mrs Paxton requested that she report a nomination for Employers Supporting Governors.

The Governors agreed that Mrs Paxton's request be discussed under any other business.

4. Minutes of the Last Meeting

The minutes of the Full Governing Body meeting of 4 December 2015 were agreed as a true record.

Matters Arising

Matters Arising from the minutes of the meeting of 4 December 2015 were as follows:-

- i. Mrs Leigh reported a that a meeting has been arranged for Mrs Hall and Miss Orwin to meet with Amanda Seymour, SENCO for Endeavour Primary School on 24 February 2016.

Mr Rayner suggested that further meetings take place with the SENCOs at Knights Enham Junior School and Roman Way Primary School, which was agreed to by Miss Orwin. **GL**

- ii. Mrs Leigh said that the electronic calendar has been emailed to Governors and includes school holiday dates.
- iii. Miss Orwin reported that an agreement has been made for a crossing patrol warden to be employed for Roman Way Primary School.
- iv. Mr Rayner reported that he has been investigating ways to present data to Governors.

4.Minutes of the Last Meeting contd

Action

Impact of Previous Meeting

The Governors agreed the following impact from the previous meeting:-

- The newly structured SENCO cover has been working well, especially during the maternity leave of the Inclusion Manager and plans have been made for the SEN Governors to meet with the SENCOs.
- The agreed trigger point for staff absence has made procedures clearer and the staff absence policy will be updated and relayed to staff by the Senior Leadership Team.

SLT

The minutes of the meeting of 4 December 2016 were signed as true record.

5. Executive Headteacher's Report

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

Staffing

- Staffing numbers have increased to reflect the growing number on roll within the schools
- a number of teaching staff are on or about to take maternity leave, including the federated Inclusion manager, whose role is being covered by an acting SENCO in each school.
- advertisements will be placed in February for teachers ready for a September start.
- student teachers continue to do well with some on their second placement.
- The new Leadership structure has helped to ensure that monitoring is more rigorous.

**Mrs Paxton enquired of staff's opinion of working within a federation.
FED**

Mr Rayner said that staff feedback has shown that, although they feel they belong to their school, there are more opportunities for support and development by being part of a federation.

**Miss Orwin enquired if it is still proving difficult to recruit teaching staff.
FED**

Mr Rayner said that there continues to be a general problem in recruiting teaching staff, However the school employs trainee teachers who may apply for teaching positions within the federation.

5.Executive Headteacher's Report contd

Action

Mr Murphy said that it was important that trainee teachers and newly qualified teachers see the attraction of working within a federation. FED

Mr Rayner said that recruitment packs are being reviewed to show positive comments.

Staffing Development

- Ms Sarah Jones, Head of School for Roman Way Primary School has achieved the NPQH qualification.
- The INSET day in January was focused on quality teaching and learning and was led by Andy Heyes out local manager
- Staff meetings across the Federation are focused on a range of development based on our RAP which has been shared with Governors – these include SOLO taxonomy, questioning skills and developing challenge
- In February we will be moderating writing and maths with two local outstanding schools. This will further ensure good assessment practice
- In January, the Heads of School went to a two day conference on teaching and learning
- The Executive Headteacher has completed OFSTED lead inspection training in London and has lead sign off inspection in March
- We have also started a range of leadership programs with our LLP, Sarah Dunn.

Mrs Crean said that teachers are using moderation and their professional judgement to aid them with the new assessment procedures

Mr Rayner said that teaching staff are working with staff from high functioning schools to look at assessment procedures.

Number on Roll

Knights Enham Junior School – 211

Roman Way Primary School – 246

Endeavour Primary School – 346

Mr Hughes enquired of there is any significant movement of pupils within the federation. FED

Mr Rayner said that there has been no significant movement of pupils within the federation and also that he had been informed that, from September 2016, Roman Way Primary School would return to a one form entry.

5.Executive Headteacher's Report

Action

Curriculum

Information continues to be 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, which can be seen on the website.

Health & Safety

Training for Spring Term 2016

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

The Caretaker of Endeavour Primary School attended COSHH Refresher training on 10/11/15.

In-house Federated First Aid training took place on 29/11/15,

In-house Federated Fire Marshal training took place on 07/12/15

The Site Manager & Caretaker of Knights Enham Junior School attended stepladder training on 08/12/15

The Caretaker of Endeavour Primary School attended training for Managing Contractors on 27/01/16

Cleaning Staff will attend training for Cleaning Health & Safety Awareness on 17/02/16

The Health & Safety Rep will attend a briefing on 08/03/16

Health & Safety Returns

An external audit took place on 09/07/15 for Knights Enham Junior School and points on the resulting action plan have been completed.

The Health & Safety Self-Assessment has been submitted for Roman Way Primary School.

Safeguarding

Safeguarding training has been carried out for all new staff.

The Senior Leadership Team attended PREVENT training on 30/11/15

5.Executive Headteacher's Report

Action

SEND and G and T

Following on from the INSET in January, all three schools are making a move towards the use of active interventions to support children with 'keep up' rather than 'catch up'. The idea of using active interventions is to identify and address any misconceptions immediately. Generally, either the class teacher or support assistant gives additional learning time to either groups or individual children, identified following a morning lesson, who struggled to fully achieve the learning objective. Additionally, within Roman Way (RW), there has been a slight amendment to Sandra Gough's timetable with the aim of using her skills in the best way to enable the children's learning; as well as working individually with two SEN children within year 5, Sandra will be spending time within year 1, 2, 3 and 4 to support teachers with maths both within the classroom and with small group work. Alongside supporting maths across the year groups in RW, Sandra is continuing to train up support staff in all three schools.

As a trial run at Roman Way, there has been a new category created on the SEN register which is called 'Cause for Concern' (CC). Within this category, children with whom teachers are slightly concerned about are added onto the register but not submitted on the national census; the aim is to highlight these children to the SENCO but they should not be in need of an Individual Education Plan (IEP). Only then, if following a discussion with the class teacher and SENCO, should they feel the child's education would benefit from an IEP would the child be changed to SEN. If it is decided that this is appropriate, parents are invited in by either the teacher or SENCO for a meeting where their child's needs would be discussed and how best the school can support the child and their family. As always, the SEN registers at all three schools are active documents which monitor children with special educational needs; the registers are regularly updated if and when necessary.

Mrs Paxton enquired if Cause for Concern would also be trialled at Knights Enham Junior School and Endeavour Primary School. FED

Mr Rayner said that the trial was being carried out by the lead SENCO at Roman Way Primary School and, if successful, this initiative would be introduced at the other two schools.

Exclusions

Knights Enham Junior School – 3 separate exclusions, all different children. 4 days in total.

Endeavour Primary School – 3 separate exclusions, 2 children. 4 and a half days in total.

Roman Way Primary School – None

5.Executive Headteacher's Report

Action

Racial Incidents

None

Vandalism

None

Fire Drill

A fire drill for Roman Way Primary School had recently been carried out and evacuation time had been 2 minutes 47 seconds.

Ms Jones said that the fire drill had been carried out at the end of the school day which had been had been useful to put in place further procedures.

Ms Jones also said that 4 members of staff had attended fire marshal training and since then zones have been set for fire marshals and deputies.

A fire drill for Endeavour Primary School had been carried out on 29 January 2016 and evacuation time had been 2 minutes and 15 seconds.

A fire drill for Knights Enham Junior School is planned for 11 February 2016.

Key Autumn Dates

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

Provisional Training Days

Day 4 – 11 April 2016 – Teaching and Learning

Day 5 – To be confirmed

Mr Murphy enquired if there had been feedback from parents and staff regarding home learning projects. FED

Ms Jones said that she had received positive feedback from parents and staff.

Mrs Crean said that, although a small number of parents had preferred the previous system for home learning, there has been very positive feedback regarding topic home learning projects.

Mr Rayner said that parent surveys will be carried out in the summer term for home learning.

Mr Hughes requested that Key Performance Indicators be an item for the agenda of the next learning and Environment Committee meeting. FED

GL

6. Membership

Action

Mrs Leigh reported that there has been no response to the article in the Governors' newsletter, advertising a vacancy for a Co-opted Governor.

The Governors agreed that the post of Co-opted Governor should be advertised in schools newsletters.

HoS

7. School Development Plans

Mr Hughes said that Rapid Attainment Plans for Autumn 2015 and Spring 2016 for each school had been previously discussed at Committee Meetings.

Mrs Remnant said that the column for evaluation of process had clearly shown Governors, progress being made. FED

Mr Rayner said that the plans were working documents that were constantly referred to and will be reviewed at the next Committee stage.

Mrs Hughes enquired if the weekly actions were helpful in acting in a timely manner. FED

Mrs Crean said that the Heads of School were now finding weekly actions easier to plan.

8. Staffing

Family Support Worker Post

Mr Rayner asked the Governors to consider the proposal, from the Learning and Environment Committee, for a new post of a Federated Family Support Worker, whose costs would be split equally across all three schools at a total cost of £24,000 +£4,000 on costs per annum, subject to the new budget allocation.

Mr Rayner further said that Roman Way Primary School and Endeavour Primary School pay for the services of a Family Support worker at a cost of £4,000 per school, per annum, which had been invaluable in one to one work with families.

The Governors agreed to new post of a Federated Family Support worker for the federation, subject to the new budget allocation.

Proposed by Mr Hughes, seconded by Mrs Paxton and agreed unanimously.

8.Staffing contd

Action

Caretaking Restructure

Mr Rayner informed the Governors that the People, Planning & Development Committee have recommended that Chris Wilson, currently Caretaker 2, has the new role profile of Groundsperson, to maintain small areas of the grounds in all three schools, cutting back on the Hampshire Grounds Maintenance agreement.

The Governors agreed to the proposal of the Caretaking restructure.

Proposed by Mr Hughes, seconded by Miss Orwin and agreed unanimously.

9. Staff Training

Mr Rayner shared a pamphlet for PREVENT and informed the Governors that the Senior Leadership team had attended training for PREVENT on 30 November 2015.

Mr Rayner explained that PREVENT training should reduce the risk of young people of being radicalised in a number of ways, regardless of their age.

Mr Rayner also invited Governors to attend the next INSET day for a safeguarding training session on 11 April 2016.

FGB

10. Staff Absence

Staff Absence levels

The Governors agreed that staff absence levels should be included in future Executive Headteacher reports.

FR

Time off for Dependants

The Governors agreed that the Clerk would supply the Governing Body with a list of staff absence types for the next meeting.

GL

11. Review of Governance

Mr Hughes reported that a feedback meeting has planned for himself and Mr Murphy to meet with Tony Quinn, Governance Reviewer, and Andy Heyes, School Improvement Manager on 24 February 2016.

Miss Orwin said that reviewing the impact of meetings was useful. **FED**

11.Review of Governance contd

Action

Mr Rayner said that the Leadership Team felt that Governors were asking challenging questions more often in meetings.

Mr Hughes said that by splitting into groups, during Committee meetings, when focussing on the School Development Plans had helped them to focus on the individual development of each school

Mr Rayner said that he was still concerned about attendance levels of Governors.

Ms Jones suggested considering a creche facility at meetings.

It was agreed that the Clerk would provide the Governors with statistics for Governors' attendance, in comparison with previous years.

GL

12. Young Carers Award

Mr Inglis reported that the Pastoral Care Worker at Knights Enham Junior School has been working hard to correlate evidence for the Young Carers' Bronze Award, which will be submitted by the end of this half term. Furthermore, some evidence can be used when working towards the Silver Award.

Mr Rayner asked of the impact of the scheme. FED

Mr Inglis said that there is now an area on the school website for Young Carers and the scheme has given children opportunities to share their experiences with others, including those not registered, in similar circumstances and it is important that they do not feel alone.

Mr Hughes asked if the other two schools had children on roll who are Young Carers and if they would be joining the scheme. FED

Ms Jones said that Roman Way Primary School has three Young Carers and Mrs Crean said that Endeavour Primary School are planning drop in sessions for four Young Carers.

Mr Inglis said that once the Bronze Award has been attained Knights Enham Junior School would be able to share good practice with the other two schools in the federation.

Mrs Remnant said that the scheme would be important in encouraging other pupils in similar circumstance to come forward. FED

Mr Inglis agreed and also said that drop in sessions take place for unregistered Young Carers.

13. Policies

Action

Copies of a Best Value Statement had previously been distributed to the Governors.

The Governors was unanimously agreed to accept the best Value Statement.

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

The Governors unanimously agreed to accept the Whistleblowing Policy.

Copies of a federated Policy for Supporting Social, Emotional and Behavioural Development had previously been distributed to the Governors

Mrs Crean requested that the following paragraph be included under Each School has its own key rules and expectations expressed in:

Each school makes a record of behaviour which is monitored by Heads of Schools, Inclusion/Pastoral Lead and Governors.

Subject to this amendment, the Governors unanimously agreed to accept the federated Policy for Supporting Social, Emotional and Behavioural Development.

It was agreed that Mrs Paxton would monitor the impact of the Policy for Supporting Social, Emotional and Behavioural Development. FED

Mr Rayner presented a new policy template created by Dr Armstrong and it was agreed that the Clerk would use this format for the Policy for Supporting Social, Emotional and Behavioural Development which will be presented at the next full governing body meeting.

GL

14. Extended Schools

Ms Jones reported that all policies are in place for the After School Club for Roman Way Primary School, which currently has full membership, of 15 children, on Mondays, Tuesdays and Thursdays with one extra vacant emergency place. Furthermore, there are currently 6 spaces on Wednesdays and 5 spaces on Fridays.

Ms Jones also said that children are generally busy playing with toys and games and take part in an art activity each session also a buzzer has been installed in the club to ensure staff are aware of parents waiting to collect their children.

Mrs Hughes enquired of the charge per session. RW

Ms Jones said that parents are charged £4 per session and the accounts show that costs are breaking even with income.

14. Extended Schools contd

Actions

Miss Orwin reported that she has attended sessions of the After School club and found the children to be happy and actively involved in activities. RW

15. Governor Training

In the absence of Dr Armstrong, Training & Development Governor, Mr Hughes reminded Governors that information relating to Governor training sessions is regularly emailed to the Governing Body.

The Governors agreed that the Clerk would provide information for the next full governing body training session, particularly focussing on assessment.

GL

16. Governor Visit Reports

Copies of a Governor visit report, by Mr Murphy, had previously been distributed to the Governors.

Mr Murphy said that his visit had focussed on pupil attendance at Endeavour Primary School when he had met with the Head of School, Admin Staff and ELSA.

Mr Murphy said that he had learned a lot from the visit and ideas put forward, particularly for visual displays, have been put into place. END

Mrs Crean said that a film had recently been made which promotes good attendance which has been shown at assemblies and is available on the school website.

17. Correspondence

None

18. Impact of Current Meeting

The Governors agreed the following impact from the current meeting:-

- Information from PREVENT training had be particularly useful and Governors have been invited to attend a training sessions at the next INSET Day
- The Young Carers' Scheme at Knights Enham Junior School will be valuable for children to share their experiences and could be modelled for the other two schools.
- The After School Club at Roman Way Primary School was proving to be an asset for families and could also be modelled for Knights Enham Junior School
- The Governors Visit Proposal form and Report form was a useful tool for Governors to plan visits and share their knowledge.

19. AOB/Items for the Next Agenda

Action

Mrs Paxton reported that she had nominated Simply Health for an Employers Supporting Governors Award, who have since gained the Award. FED

The Governors thanked Mrs Paxton for her work, which will highlight the role of School Governors, aiding recruitment.

The Governors also agreed that an article should be included in the Governors Newsletter and Schools' Newsletters regarding the award.

Items for the Next Agenda

Full Governing Body Training
Policy Template
Fire Drill – Knights Enham Junior School

20. Date of Next Meeting

18 March 2015 at 3.45pm – to be held at Endeavour Primary School

Meeting closed at 5.40pm