

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 18 March 2016 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Yvonne Remnant
Mrs Ros Hughes

Mr Felix Rayner – Executive Head
Dr Stuart Armstrong
Mrs Alison Paxton
Mr Matthew Main

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
Mr Andy Heyes – School Improvement Manager – Test Valley
Mr Tony Quinn – Governor Services Coordinator
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
Mrs Julie Stratton - Accepted
Mr Nick Mackey – Accepted
Mrs Jo Baker – Accepted
Mrs Liz Hall – Accepted
Mr Gary Murphy - 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

Mr Hughes welcomed Mr Heyes and Mr Quinn to the meeting and the Governors agreed to discuss an Any Other Business item at this point.

This item confidential item is minuted on a separate sheet.

Mr Main arrived at this point

4. Minutes of the Last Meeting

The minutes of the Full Governing Body meeting of 5 February 2016 were agreed as a true record.

Matters Arising from the minutes of the meeting of 5 February 2016 were as follows:-

- Miss Orwin said that she planned to meet with SENCOs from each school during the next half term.
- Mr Rayner said that Governors were invited to attend INSET safeguarding training at 9.00am on 11 April 2016 at Endeavour Primary School.

The minutes of the meeting of 5 February 2016 were signed as true record.

5. Committee Reports

People Planning & Development 15.01.16

The minutes of the meeting of the People, Planning & Development Committee of 15 January 2016 were distributed prior to the meeting and the main items for discussion had been:-

- School Development Plans
- Learning and Leadership Partner Visits
- Budgetary Control Reports
- benchmarking
- Policies

5.Committee Reports contd

Action

Learning & Environment 22.01.16

The minutes of the meeting of the Learning & Environment Committee of 22 January 2016 were distributed prior to the meeting and the main items for discussion had been:-

- Visit from Pastoral Manager
- Pupil Progress
- Site Inspections
- Buildings and Traffic

People Planning & Development 26.02.16

The minutes of the meeting of the People, Planning & Development Committee of 26 February 2016 were distributed prior to the meeting and the main items for discussion had been:-

- School Development Plans
- Self Evaluation Forms
- Budgetary Control Reports
- Policies
-

Learning & Environment 04.03.16

The minutes of the meeting of the Learning & Environment Committee of 4 March 2016 were distributed prior to the meeting and the main items for discussion had been:-

- Self Reviews
- Key Performance Indicators
- Site Inspection
- Buildings and Traffic

Miss Orwin said that the faults in toilets at Roman Way Primary School were being repaired by the Caretaker of Endeavour Primary School.

6. Membership

Mr Hughes reminded the Governors that there is a vacancy for a Co-opted Governor and asked if the Governing Body could be informed of any nominations.

7. Pupil Attendance

Endeavour Primary School

Action

An attendance report for Spring (attached) had been previously distributed and the following points were highlighted by Mrs Crean:-

- Attendance has risen to 96% against last year's of 95.2%
- Since the report there has been a bout of sickness and flu which may affect the future percentage.
- No penalty notices have been issued. However parents who have booked holidays in term time have been informed that penalty notices might possibly be issued.

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Miss Orwin enquired of the reaction parents regarding the possibility of being issued with a penalty notice. END

Mrs Crean said that parents have stated that they would pay the penalty, rather than cancel the holiday.

Mr Inglis said that he has negotiated with families of children at Knights Enham Junior School to down-scale holidays to four days plus a commitment to good attendance.

- There have been 200 viewings of the attendance film on the school website.
- The attendance of disadvantaged children has dropped to 94.14% against 94.71% for last year, caused mainly by one child arriving very late, who now has a place at breakfast club.
- Monitoring attendance and working with families of children with poor attendance has shown an improvement.
- Half-termly certificates and prizes are awarded to children for high attendance.

Knights Enham Junior School

An attendance report for Spring 2016 (attached) had been previously distributed and the following points were highlighted by Mr Inglis:-

- There has been a significant rise in attendance since last year, both for the whole school and groups including disadvantaged children.
- There has been a slight dip since Autumn 2015, caused mainly by sickness and illness.
- Meetings with families of children with poor attendance are showing an impact.
- A weekly class award and 100% badges continue to be popular.
- Prizes for good attendance are to be reviewed so that children do not receive the same prizes as in previous years.

7.Pupil Attendance

Action

Roman Way Primary School

An attendance report for Spring 2016 (attached) had been previously distributed and the following points were highlighted by Ms Jones:-

- There has been a slight dip of 0.4% in attendance since last year.
- Disadvantaged children's attendance is improving.
- Absence has mainly been caused by sickness.
- The administration system has improved with children's absences being reported daily to the Head of School, who contacts parents if there is not an adequate reason.
- Children with low attendance are being supported in various ways, including collecting a child from their house and Early Help Hub support.
- There has also been a focus on lateness.
- One child has been withdrawn from school until further notice.

Miss Orwin enquired how long a child, who has been withdrawn, should be kept on roll. RW

Ms Jones said that, if a child has been withdrawn from school, they would stay on roll until they have a school place.

- 84 (34%) of the children have attained 100% attendance this year.

Mr Hughes noted that the reports had shown a positive trend and modest improvement across the federation. FED

Mr Inglis said that improved attendance of disadvantaged children should lead to improved academic achievements.

Mr Main requested that attendance could also be shown not including extreme cases, which could more clearly highlight underlying trends. FED

HoS

8. Governor Attendance

Action

Reports showing Governor attendance for 2014/15 and 2015/6 had previously been distributed.

Mr Hughes noted that Governor attendance for full governing body meetings had improved by 10% since last year. FED

Mrs Leigh reported that it is now a requirement to publish Governors' attendance on the school websites.

The Governors agreed that Governors' attendance figures should be published on the websites, without showing the names of the Governors.

It was agreed that Mrs Leigh would check with Governor Services of the required format, when publishing Governors' attendance.

GL

9. Staff Absence

An extract from the Manual of Personnel Practice relating to time off for dependents, had previously been distributed to the Governors.

Mr Rayner highlighted the points where a Headteacher is able use discretion for granting paid time off for dependants.

Mr Main said that is important that granted discretion is applied consistently. FED

It was agreed that Mr Main would work together with Heads of School to form a policy for time off for dependants, ensuring consistency.

MM
Hos

Mrs Crean said that it is important that staff are aware of the trigger point for reviewing staff absences levels.

It was agreed that staff would be made aware of the trigger point, in writing.

HoS

10. Review of Governance

Mr Hughes said that the action plan is being adhered to, following the Review of Governance.

11. Fire Drill – Knights Enham Junior School

Action

Mr Inglis reported that a fire drill had taken place at Knights Enham Junior School on 11 February 2016.

Mr Inglis also said that the fire drill had taken place during the afternoon, to test the procedures while intervention groups are taking place, with an evacuation time of 2 minutes and 48 seconds.

12. Young Carer's Award

Mr Inglis reported that Knights Enham Junior School had achieved the Bronze Award for Young Carers with 5 standards graded A.

Mr Inglis also said that Mrs Evans, Pastoral Care Worker, had worked hard towards gaining this achievement, which has made the school community more aware of the vulnerability of young carers and the impact of the scheme will be measured by tracking the progress of the children.

The Governors congratulated and thanked Mrs Evans for her hard work in achieving the bronze Award for young Carers.

13. Policies

Complaints Procedures

Copies of a Hampshire County Council Model Complaints procedure had previously been distributed to the Governors.

The Governors unanimously agreed to adopt the Hampshire County Council model Complaints Procedures, which will amended with the school names.

The Governors also agreed that the Complaints procedures should be placed on the school websites and parents should notified of this in the school newsletters

HoS

CCTV Policies and Procedures

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

The Governors agreed the following amendments:-

- To include school plans with location of CCTV cameras
- include data controller information
- Include review date

SA

Subject to these amendments the Governors unanimously agreed to accept the CCTV Policy for the Discovery Federation, which will be placed on the schools' websites.

HoS

Mr Rayner said that it must be ensured that signage stating the use of CCTV Cameras is clearly visible in all three schools.

HoS

13.Policies contd

Action

Policy Template

The Governors unanimously agreed to adopt the policy template, as used for the CCTV Policy.

14. Extended Schools

Ms Jones reported that the After School Club at Roman Way Primary is proving to be popular with only one place left on Wednesdays and one place left on Fridays.

Ms Jones also reported that the Club is shown to be running at a financial loss with expenses being mainly for staffing and food provisions.

Ms Jones further said that she has met with the Admin Officer, where it had been agreed that a rise of fees per session to £5.50, from September 2016, (currently £4 per session) would cover all costs.

Mrs Paxton asked if the rise in fees per session would impact on the families. RW

Ms Jones said that she felt the costs would continue to be affordable, due to the 2 nearest after school clubs costing £12 and £14 per session.

Mr Main enquired if the projected costs of staffing had been taken into account when reconsidering the costs. RW

Ms Jones said that this had been taken into account and, without making a profit, the proposed new fees should cover the costs.

The Governors agreed that the proposed rise in fees should be an item for the agenda of the After School Club Committee, at their next meeting on 29 April 2016.

15. Governor Training

Copies of a list of courses available for Full Governing Body training had previously been distributed.

Mrs Leigh said that Governor Services had supplied the list of courses available. However, if there is found to be need for a course, not listed, Governor Services will try to arrange a training session to cater for the needs of the Governing Body,

The Governors agreed to consider the options for Full Governing Body training, which will be an item for the next agenda.

FGB

16. Governor Visit Reports

Miss Orwin submitted a Governor visit report for Reading with children each afternoon in Years 1, 2,3 and 4 at Roman Way Primary School, concentrating on children who do not read at home. RW

Miss Orwin said that she had found that the children had made amazing progress including those with English as a second language. RW

Miss Orwin also submitted a Governor visit report for the self review at Knights Enham Junior School. KEJS

Miss Orwin reported that she taken part in walk around the school where she had seen wonderful displays, including those for Rights, Respect & Responsibility, and the new Library which she found to be well laid out, bright and cheerful and had spoken to children who said they had a great selection of books. KEJS

Mr Hughes said that he had visited during the self review of Knights Enham Junior School, where he had observed pupil progress reports and book scrutinies. KEJS

Mr Hughes also said that the visit had given him a better insight of the use of purple pens and he had been able to see how learning is moved on. KEJS

Mr Inglis said he and Mr Hughes will work together to complete the feedback form.

Mr Main suggested compiling a matrix of Governor visits. FED

GL

17. Governors' Newsletter

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

The governor agreed to following amendments to the Governors' Newsletter:-

- Achievement of Young Carers' Bronze Award
- Costs of Roman Way Primary School After School Club fees maybe subject to review.

GL

18. Correspondence

None

19. Impact of Meeting

Action

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

- Understanding of underlying causes of pupil absence.
- The review of CCTV Policy and procedures
- Self Review feedback from Governors

20. AOB/Items for the Next Agenda

Any Other Business

Minuted under item 3.

Items for the Next Agenda

Full Governing Body Training

21. Date of Next Meeting

20 May 2016 at 3.45pm to be held at Knights Enham Junior School.

Meeting closed at 6.10pm