

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 22 May 2015 at 3.45pm

Present

Mr Robin Hughes – Chair
Miss Marion Orwin
Mrs Michelle Holdsworth
Mrs Julie Stratton
Mrs Yvonne Remnant

Mr Felix Rayner – Executive Head
Mr Gary Murphy
Mrs Ros Hughes
Mrs Alison Paxton
Mr Matthew Main

In Attendance

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 Tanya Hampton – Speech & Language Coordinator
Mrs Gail Leigh – Clerk

1. Apologies

Action

Mrs Marina Crean - Accepted
Dr Stuart Armstrong – Accepted
Mr Nick Mackey - Accepted

2. Visit from Speech and Language Coordinator

The Chair welcomed Mrs Hampton, Federated Speech & Language Coordinator

Mrs Hampton said that she has been working, as part of role, to support pupils and their families who have English as an additional language (EAL) and gave the following report (along with a power point presentation):-

What is EAL

- EAL stands for English as an Additional Language
- An EAL pupil's first language (mother tongue) is not English.
- Hampshire schools also include support for pupils from the Gypsy/Traveller background under the EAL umbrella

2. Visit from Speech and Language Coordinator contd

Action

Who are our EAL Students

- Language Link only captured EAL students in years R, 2 and 4.
- How do we let staff know about the needs of our EAL students?

Students 1st Language

- 12% of pupils at Knights Enham Junior School have English as an Additional Language
- 14% of pupils at Roman Way Primary School have English as an Additional Language
- 9% of pupils at Endeavour Primary School have English as an Additional Language

How are We Supporting Students with EAL

- Improved working links with EMTAS
- Inform staff of the stages of EAL language acquisition
- Provide staff with information to enable them to focus their support on the pupil's needs
- Review our resources
- Improve communication links with the parents/carers
- Make links with the wider community to share information and create support networks

Mrs Hampton distributed a Discovery Federation EAL profile as at 1 May 2015 as follows:-

Language	Endeavour	KEJS	Roman Way
Bulgarian	3		
Dutch		1	
English - Gypsy		1	
Fijian	5		
German		1	1
Hungarian	1		1
Kurdish	2		
Latvian	1	2	1
Malayalam		1	
Mandarin			2
Marathi	1		
Nepali	3		
Polish	2	3	11
Portuguese	3	10	9
Russian		1	1
Shona	2	1	
Sotho		1	
Tamil	2		
Teso	1		
Turkish			1
Welsh		2	
Total	26	24	27

2. Visit from Speech and Language Coordinator contd

Action

Mrs Hampton distributed an EAL Register updated on 19/03/15 (attached)

Mrs Paxton enquired of the support given by EMTAS and the stages of EAL.

Mrs Hampton explained that EMTAS was the Ethnic Minority and Traveller Achievement Service who offered 10 hours support for referred children with English as an Additional Language.

Mrs Hampton said that staff from EMTAS have attended coffee morning for EAL families and are also willing to attend parents' evenings.

Mrs Hampton also explained that children with EAL can take seven to ten years to catch up, academically, with children who have English as a first language and it is important that targets are set during the stages of development, which are reviewed frequently.

Mr Inglis said that EMTAS staff have carried out excellent work with EAL children and that Mrs Hampton's work has helped children with EAL to blossom.

Mr Rayner said that Mrs Hampton and Mrs Smith (PR Manager) have met with Vitacress, who employ a high number of parents with EAL, to develop community links.

Mr Hughes said that he was surprised that school staff would need to carry out liaison with local companies, and assumed this would be the role of the County Council.

Mrs Hampton said that school staff were more aware of the day to day issues and the aim was to visit local companies, who had employees with EAL, to help parents of EAL children learn the procedures of this country such as those for transition to secondary school, which has been an issue

Mr Rayner said that liaison with local companies could be a two way support mechanism in that the PR manager has reported that interpreter support has been offered to the schools.

Mrs Stratton reported that the Friends of Knights Enham Junior School had provided funding for EAL resources.

Mrs Holdsworth confirmed that the funding has been used to purchase translation dictionaries for each class.

Mrs Hampton said that online resources for EAL children have been placed on the shared drive and success of resources is being monitored.

The Governors thanked Mrs Hampton for her work and her report to the Governors

3. Declaration of Interests

Action

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

4. Notification of Items for Any other Business

None

5. Adoption of Minutes of the Last Meeting

The minutes of the full governing body meeting of 27 March 2015 had previously been distributed and were unanimously agreed as a true record.

Matters Arising from the minutes of 27 March 2015 were as follows:-

Mrs Leigh reported that Mrs Remnant has volunteered to monitor the area of Teaching in the School Development Plan

The minutes of the meeting of 27 March 2015 were signed, by the Chair

6. Executive Headteacher's Report

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

Staffing

- A number of teaching staff are on maternity leave and will re-joining us in the summer term
- The Assistant Headteacher at Endeavour is on maternity leave but is re-joining us in June
- We have had a number of student teachers with us for the year, two of which have been employed as teachers for next year
- A teacher has returned 0.6 to Knights Enham after a long illness
- We have completed two waves of teacher recruitment and have employed 1 experienced teacher and 6 NQTs for September
- Two senior teacher from Endeavour have been promoted and leave us at the end of May
- Laura Skeates was appointed Assistant Head of School at Roman Way

6.Executive Headteacher's report contd - Staffing

Action

- We have appointed Key Stage Leaders internally for September and they are as follows;
 - KEJS - Key Stage 2 Lower Leader is Mike Mullen
 - KEJS – Key Stage 2 Upper Leader is Michelle Holdsworth
 - RW- KS1/EYFS Leader is Joe Hill
 - RW – KS2 Leader is Andrea Everett
 - End – EYFS Leader is Hazel Britton
 - End – KS1 Leader is Toni Pagett
 - End - Key Stage 2 Lower is Joanne McDade
 - End – Key Stage 2 Upper is Julia Raymond
- We have recruited a Financial Assistant at KEJS and she will start on the 1st June 2015.
- Federation Subject Leaders have yet to be appointed but have been costed for

Staffing Development

- We are currently looking at training some of our TAs up to HLTA (Higher Level Teaching Assistants) levels so they can support in covering classes
- SLT performance management monitoring reviews have taken place
- Other performance management will take place over the summer term
- On the INSET day in February we worked alongside colleagues from the other Andover schools in a series of workshops focusing on creating positive mind sets for learners
- On our final INSET day in April we covered assessment, curriculum, moderation, communication and English
- In May our NQT provision was audited by Hampshire in Knights Enham and Endeavour Schools and the outcomes were, on the whole, positive

Mr Rayner said that Dr Armstrong was working with the Leadership Team to produce a format for the staffing structure of the federation.

Miss Orwin enquired of the amount of teaching Assistants to be trained as HLTAs.

Mr Rayner said that tentative plans were for one HLTA per team.

6.Executive Headteacher's Report contd

Action

Number on Roll

Knights Enham Junior School – 198

Roman Way Primary School – 200

Endeavour Primary School – 304

- Numbers remain steady in all three schools which is positive
- There have been a number of movements within the Federation due to a range of reasons
- Numbers for September 2015 look positive, with numbers increasing in all three schools
- Due to an extra class in Roman Way and larger cohorts joining both Knights Enham and Endeavour, we will potentially have an extra 70 pupils joining us next year

Miss Orwin enquired of the capacity for Year R in September 2015 at Roman Way Primary School.

Miss Jones said that there were currently 48 applications for 60 places.

Curriculum

We continue to develop our curriculum. Part of the INSET day in April was looking at how we need to develop this further. Like every good curriculum we need to be flexible every year so the curriculum matches our current children's needs. Our curriculum leads are currently looking at commercially published materials to support our curriculum.

We are currently developing out computing strategy and have visited one of our local secondary schools, a primary school in Wiltshire and held meetings with Hampshire IT. Our strategy will include a mixed economy of devices – iPads, new laptops and desktops. We are looking into the feasibility of employing our own IT technician to ensure teachers and children get the most out of our resources.

Health & Safety

Training

- 9 members of support staff across the federation attended a one day training session for Emergency First Aid at Work on 22/4/15
- Gail Leigh attended refresher training for Risk Assessing on 19 May 2015
- In-house Manual Handling Training is planned to take place at Endeavour Primary School on 2 June 2015
- The Caretaker of Knights Enham Junior School will refresh his COSHH training on 23 June 2015.

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

Action

Health & Safety Returns

- An internal Health & Safety audit is being carried out for Knights Enham Junior School in preparation for the external audit which is due to take place on 7 July 2015.

Safeguarding

- The Assistant Headteachers for Endeavour Primary School and Knights Enham Junior School have attended CPLO training, which is also planned for the new Assistant Headteacher of Roman Way Primary School
- Internal Safeguarding Audits have been carried out at Endeavour School and Knights Enham Junior School and an internal audit will be carried out for Roman Way Primary School, during the next half term
- Childcare Disqualification staff declaration forms have been circulated to all staff within the federation, for completion.

SEND and G and T

- SEN figures as follows:-

Knights Enham Junior School – 31 pupils 15%
Roman Way Primary School – 24 pupils – 12%
Endeavour Primary School – 30 pupils – 9%

- High Attainer figures are as follows:-

Knights Enham Junior School – 15 pupils 5%
Roman Way Primary School – 33 pupils – 16%
Endeavour Primary School – 25 pupils – 8%

- Gifted & Talented figures are as follows:-

Knights Enham Junior School – 13 pupils 6%
Roman Way Primary School – 11 pupils – 5%
Endeavour Primary School – 4 pupils – 2%

- Statements:

End= 5 (2x Reception, 2x Year 3, 1x Year 5)
RW= 2 (1 x Reception, 1 x Year 6)
KEJS = 1 (Year 5)

6.Executive Headteacher's Report contd

Action

Exclusions

Knights Enham Junior School – 1 x 3 day fixed term

Roman Way Primary School – 1 x 3 day & 1 x 1 day fixed term

Endeavour Primary School – 1 x 4 day and 1 x 1.5 day fixed term

Mrs Paxton noted that the number of exclusions had risen and asked if there had been any particular reason.

Mr Rayner said that each exclusion had been an individual case.

Mr Inglis said that that support had been given to the family of one child who had been excluded and the pupil had reintegrated well.

Racial Incidents

Knights Enham Junior School – None

Roman Way Primary School – 1 - verbal

Endeavour Primary School – None

Vandalism

None

Fire Drill

A fire drill for Knights Enham Junior School had recently been carried out evacuation time had been 3 minutes and 3 seconds. The library was blocked so upstairs classrooms had to go through adjoining doors.

Mr Inglis said that the length of time for evacuation at Knights Enham Junior School was caused by there being two levels and on this occasion the upstairs library area had been blocked.

A fire drill for Roman Way Primary School had been carried out on 28 April 2015 and evacuation time had been 1 minutes 50 seconds, with no issues.

Ms Jones said that it is important that fire drills are carried out at different times of the day such as during a lunch break to ensure all eventualities are covered.

A fire drill for Endeavour Primary School had been carried out on 20 May 2015 and evacuation time had been 2 minutes and 34 seconds.

6.Executive Headteacher's Report contd

Action

Dates

Knights Enham Junior School

- 10th -11th Jun – KEJS Self Review
- 22nd June - Y6 'WINdow on HE' visit to University
- 26th Jun – Summer Fete (after school)

Roman Way Primary School

- 15th June Phonics Test period
- 27th June -School Fete
- 14th July Sports Day

Endeavour Primary School

- 15th June Phonics Test period
- 22nd June Sports Week
- Friday 26th June Sports Day
- 4th July Summer Fete

Federation

- 5th June – Senior Leaders to visit Newport Federation Aldershot for ideas on Pupil Premium Grant
- 30th June - Shuffle up day
- 10th July – All school reports to go out
- 17th July- Graduation Day
- This term Rev. Ed and family leaving the area after number of years for new role – will be missed

Provisional Training Days

Day 1 - 1 September 2015 – The Path Ahead

Day 2 – To be confirmed

Day 3 – 4 January 2016

Day 4 – To be confirmed

Day 5 – 11 April 2016

7. Membership

The Chair welcomed Gary Murphy to the meeting as a Co-opted representative.

Mrs Leigh reported that letters had been sent out at Roman Way Primary School seeking nominations for a Parent Governor, however, there had been no applications.

It was agreed that a request would be made to Mr Mackey to enquire if he would consider transferring from his post as Co-opted Representative to parent Representative for Roman Way Primary School.

GL

8. School Development Plan

Action

Copies of the School Development Plan were previously distributed to the Governors.

Mr Rayner reported that three of the Governors with responsibilities had met with the Senior Leadership Team as follows:-

Dr Armstrong – Achievement

Mr Main – Leadership

Mrs Remnant – Teaching

Mr Main said that meeting with the leadership team had been useful and had will work with the team to produce graphical presentations, providing clarity for governors.

Mr Rayner also said that that a number of red areas will move on when the new middle leadership structure is in place in September 2015.

Miss Orwin enquired of progress of federation wide handwriting and presentation policy and scheme.

Mrs Holdsworth said that the English Coordinators have been working together across the federation and a handwriting a spelling scheme has been formulated for September 2015.

Miss Orwin noted that label and plastic wallets are to be introduced to ensure books are something to be proud of.

Mr Main enquired of the progress of a glossary for Governors.

Mr Rayner said that he is working on a glossary for Governors.

FR

Mrs Holdsworth reported that Assessment Coordinators have worked together across the federation and attended a conference with the Executive Headteacher for Life without Levels.

Mrs Holdsworth also said that she felt staff have been very proactive in adapting to Life without Levels which will lead to a clearer picture during the next academic year.

Mr Rayner said that it has been challenging for staff to be articulate when changing to the new system. However he felt the schools' staff, within the federation, were progressing well.

Mrs Paxton enquired of the most difficult area of the school development plan.

Mr Rayner said that developing the new leadership system had been a key area. However the Senior Leadership now team meet on a weekly basis and have clear vision, also a structure is now in place for middle leadership for September 2015

9. Budget 2015/16

Action

Endeavour Primary School – Main Budget

Copies of the proposed budget for 2015/2016 had been recommended by the PPD Committee and were previously distributed to the governors:-

- The total recorded income is £1,576,764
- The total recorded expenditure is £1,584,826

Endeavour Primary School – Capital Budget

Carried forward from 2014/2015 - £25,352.19

Unconfirmed Allocation for 2015/2016 - £6,846

Budgets for Endeavour Primary School for 2015/16 were proposed Mr Main, seconded by Mrs Remnant and agreed unanimously.

Knights Enham Junior School – Main Budget

Copies of the proposed budget for 2015/2016 had been recommended by the PPD Committee and were previously distributed to the governors:-

- The total recorded income is £1,226,229
- The total recorded expenditure is £1,270,209

Knights Enham Junior School – Capital Budget

Carried forward from 2014/2015 - £11,948.75

Unconfirmed Allocation for 2015/2016 - £6,036

Budgets for Knights Enham Junior School for 2015/16 were proposed Mrs Stratton, seconded by Mrs Hughes and agreed unanimously.

Roman Way Primary School – Main Budget

Copies of the proposed budget for 2015/2016 had been recommended by the PPD Committee and were previously distributed to the governors:-

- The total recorded income is £1,196,979
- The total recorded expenditure is £1,240,240

Roman Way Primary School – Capital Budget

Carried forward from 2014/2015 - £9,037.75

Unconfirmed Allocation for 2015/2016 - £6,149

Budgets for Roman Way Primary School for 2015/16 were proposed by Mrs Remnant, seconded by Mr Murphy and agreed unanimously.

Mr Hughes enquired if the leadership team had plans for the use of capital funding.

Mr Rayner said that plans were to use funding to support the IT curriculum across the federation and for Endeavour Primary School to use some funding for outside shelter for parents and shade for children.

The governors acknowledged the hard work of Mrs McMillan, Bursar and thanked her for the preparation of budgets for all three schools.

10. Three Year Financial Plans

Action

Endeavour Primary School

Copies of a three year financial plan had been recommended by the PPD Committee and were previously distributed to the Governors. The following points were highlighted:-

The planned cumulative surplus from 2015/2016, for 2016/2017 is £102,938 which is 8% of the budget share.

This includes an additional allocation of £60,042 for growing schools funding.

Knights Enham Junior School

Copies of a three year financial plan had been recommended by the PPD Committee and were previously distributed to the Governors. The following points were highlighted:-

The planned cumulative surplus from 2015/2016, for 2016/2017 is £43,020.

Mr Hughes noted that Learning Resources were significantly lower by £50,000 for 2016-17 and 2017-18 than for 2015-16.

Mr Inglis said that spending was higher for 2015-16 due to costs for forest schools and IT equipment, which was the main cause, due to netbooks being replaced by ipads.

Mr Hughes enquired if the same system would be used for purchasing IT equipment, as had previously been the case across all three schools.

Mr Rayner said that IT provision has been researched by looking at models in other schools and the plan was to purchase new equipment using a mixed economy of ipad supplies and Hampshire IT.

Mr Main noted that funding for support staff dipped during 2016-17 and rose again for 2017-18.

It was agreed that this would be discussed with the Bursar at the PPD Committee.

Roman Way Primary School

Copies of a three year financial plan had been recommended by the PPD Committee and were previously distributed to the Governors. The following points were highlighted:-

The planned cumulative surplus for 2015/2016, for 2016/2017 is £49,639.

This includes an additional allocation of £64,540 for 2015/2016 for growing schools funding, which is to be negotiated for 2016/2017.

10. Three Year Financial Plans contd – Roman Way Primary School

Action

Miss Orwin enquired if the financial plans had taken account of the possibility of extra intake for a third year.

Mr Rayner said that he had not yet heard if the school would be required to take an extra intake class for a third year. However if this was the case the governors would need to decide if the school should become a two form entry school.

The governors unanimously agreed to the five year plans for all three schools of the Discovery Federation.

11. Self Evaluation Forms

Knights Enham Junior School

Copies of the self evaluation form for 2015 had previously been distributed and the following points were highlighted:-

Mr Rayner said that the self evaluation form for Roman Way School was a working document, currently, in draft form.

Mr Rayner also said that the area that mostly needed improvement was attainment.

Ms Jones said that the development of middle leadership is making an impact on school improvement.

Knights Enham Junior School

Copies of the self evaluation form for 2015 had previously been distributed and the following points were highlighted:-

Mr Rayner said that all areas of development are linked into data and results at the end of the year may lead to new judgements being made.

12. Staffing

Roman Way Primary School

Ms Jones reported that current staffing levels have returned to normal and will hopefully continue.

Ms Jones also said that two full time teachers and one part time teacher will be leaving at the end of this academic year. However appointments have been made which means that there will be a full complement of teaching staff for September 2015.

12.Staffing cont – Roman Way Primary School

Action

Mr Rayner said that one of the appointments had been for an experienced teacher who will also have responsibility for SEN, tracking and personalising learning within the school and supporting the Inclusion Manager and if this model is successful it will be emulated in the other two schools.

Mr Rayner also said that it is important consider succession planning within the federation, by ensuring capacity is built in.

Ms Jones said that an advertisement will be placed for two Teaching Assistant post, one for the extra year R Class and one to provide extra support.

Knights Enham Junior School

Mr Inglis reported that one teacher has returned as an 0.6 teacher, which has shown an impact across the school.

Mr Inglis also said that one Teaching Assistant will commence employment in the school as a Schools Direct Student in September 2015. Furthermore one or possibly two Teaching Assistant posts will be advertised for September 2015 to provide support for pupils within next year's Year 3.

Mr Inglis further reported that Mrs Holdsworth will take maternity leave during the Autumn term and her roles of Upper School Leader and Assessment Coordinator will be temporarily covered by other staff within the school to aid their professional development.

Mr Inglis also reported that the induction process for newly qualified teachers was externally moderated and the outcome had been very good with praise being given to Mrs Layley, Assistant Headteacher, for her role as NQT Mentor for three newly qualified teachers and also for support given by staff within the school and across the federation. One area of development had been for a more specific timeline.

Endeavour Primary School

In her absence, Mrs Crean had provided a written report as follows:-
Lizzie Fletcher Assistant Head and Steph Cragg class teacher will both return on June 1st after maternity leave. Sam Lawrence will be going on maternity leave. Jenny Williams will return from maternity leave in the last week of next half term.

Rose Askwith in Year 2 has resigned for a post closer to home.
David Newton Y1 and Laura Pearson Y6 had their final day today. Vicki Foyle will take over Y1 and Kate Rickman will continue with the class in the final half term before she leaves to go to a school in Winchester.
Hazel Britton has been appointed as EYFS leader/class teacher from September which will be a welcome addition to the staff in Year R.
NQT moderation

12. Staffing cont – Endeavour Primary School

Action

NQTs are making good progress towards the teaching standards. Recommendations are that new mentors are signed up for training this year as this was led by a previously trained mentor but practice needs to be more consistent. Lizzie Fletcher will take on the role of Induction Manager and will work with colleagues in the Federation to ensure there is consistency.

Mr Rayner said that the induction process for newly qualified teachers had been externally moderated which had been followed by a fine report. However, the Assistant Headteacher was currently on maternity leave but will follow the model of good practice of Knights Enham Junior /school from September 2015.

13. Health & Safety

In the absence of Mr Mackey, Miss Orwin reported that a site inspection of Endeavour primary School had recently taken place and listed the following action points:-

- Visual inspection of fixed play equipment has not been recorded.
- The Caretaker is not aware of a checklist of outdoor play equipment.
- The shed is damp and mouldy.
- The lap top trolley, bags and coats are still blocking exits.
- Workstation assessments had not been viewed.
- Lockers are needed for staff belongings.

14. Safeguarding

Miss Orwin reported that she had carried out Safeguarding Audits at Endeavour Primary School and Knights Enham Junior School, during this half term and actions points for both schools are as follows:-

Development Areas	Action to be taken
1a) Leaders and managers	Assistant Head and Key Stage Leaders are due to attend CPLO Training
5c) Safer Recruitment Training	The Executive Headteacher, Vice Chair of Governors and Senior Admin officer have training booked for 11/06/15
5f & g) Performance Management	The Executive Headteacher will instruct all line managers to include safeguarding in performance management, where applicable. Line Managers of Support Staff are attending performance Management Training on 05/06/15.
9b) Childcare Disqualification Staff Declaration Forms	Childcare Disqualification Staff Declaration Forms have been circulated to all staff for completion and will be stored in a locked cupboard. A column is to be inserted in the SCR indicating the completion of Childcare Disqualification Staff Declaration Forms

14.Safeguarding contd

Action

Mr Hughes enquired of actions to be taken if a negative disclosure form was returned.

Mr Inglis said that the rules applied to members of staff working with children under 8 years old and if the form was negative an investigation would be carried out.

Mrs Leigh said that advice could be sought from Personnel Services.

Miss Orwin said that a safeguarding audit will take place at Roman Way Primary School during the next half term.

15. Special Expenditure

Mr Inglis reported that he planned to relocate the Library from its current location in the upstairs open area to the downstairs area of a room near to the school entrance which would be more accessible to parents and could also be used as a teaching area. This was in liaison with the federated Librarian and the Schools 'Library Service.

Mr Inglis further reported that he had presented three designs to the PPD Committee along with three quotes. However, two of the quotes had been from the same company and the bursar had recommended that a fourth quote be sought from another company.

Mr Inglis said that he had received a fourth quote from another company and that he favoured the In Cube design at a cost of £9,247, which was in the middle of other quotes.

Mrs Paxton enquired if the cost of library furniture had been included in the quote and Mr Inglis confirmed that this was the case, long with the cost of more books. Furthermore the federated PR Manager is seeking grant funding towards the cost, which has to be made retrospectively.

Mr Hughes expressed concerns of the security of books in a more open and accessible area.

Mrs Holdsworth said the Librarian is in school for three days per week.

Mr Inglis said that the library would be located in the same way as the library at Endeavour Primary School where exterior doors are locked and electronically controlled by the school Admin Staff. Furthermore the Librarian diligently tracks library books, in the same way.

Mr Hughes requested that the librarian continues to monitor books, which will show if loss is greater.

Mr Main agreed that the risk should be monitored.

The full governing body unanimously agreed to the purchase of new library equipment for Knights Enham Junior School at a cost of £9,247.

16. Governor Training

Action

In the absence of the training liaison governor, Mr Hughes thanked governors for attending the full governing body training session on 11 May 2015 for Understanding Pupil Data in Primary Schools, which had been useful to governors.

Mr Inglis will go through the training pack with a governor who had been unable to attend and a governor who had arrived late.

Mr Murphy reported that he had attended a training session for 'Reviewing Financial Reports'.

17. Clerk's Development Course

Mrs Leigh reported that she is currently taking part in the NCTL Clerk's Development Course and the governors agreed to take part in a governor questions exercise, to assist with her studies.

18. Governor Visits

Mr Rayner reported that Mrs Remnant, Dr Armstrong and Mr Main had met individually with the Senior Leadership Team in their roles of monitoring areas of the School Development Plans.

Miss Orwin reported that she regularly visits Roman Way Primary School and has carried out Safeguarding Checks at Endeavour Primary School and Knights Enham Junior School.

19. Correspondence

Mr Hughes reported that a Governor & Clerks' Newsletter had been distributed to all staff.

20. Items for the Next Agenda

SATs Results
Staff Structure
Committee Reports
Procedures for Appointing the Chair
Governors' Timetable
Governors' Newsletter
Pupil Attendance

21. Date of Next Meeting

10 July 2015 at 3.45pm to be held at Knights Enham Junior School

The meeting closed at 5.35pm