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 14 October 2016 at 3.45pm

Present

Mr Robin Hughes – Chair	Miss Marion Orwin
Mrs Julie Stratton	Mrs Liz Hall
Mr Gary Murphy	Mrs Ros Hughes
Mr Stephen McBride	Mrs Michelle Holdsworth
Mrs Jo Baker	Mr Matthew Main
Mrs Yvonne Remnant	Mrs Alison Paxton

<u>In Attendance</u>

Mrs Marina Crean – Associate Member and Acting Headteacher for Endeavour Primary School
Mr Hywel Inglis – Associate Member and Acting Headteacher for Knights Enham Junior School
Ms Sarah Jones – Associate Member and Acting Headteacher for Roman Way Primary School
Mr Tim Deery – Consultant Headteacher
Mr Martin Shefford – Strategic Development Officer
Ms Roz Capey – Principal Admissions Officer
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**

Mr Nick Mackey – Accepted

<u>Absent without apologies</u>
None

2. Election of Chair and Vice-Chair **Action**

Election of Chair

Mrs Leigh informed the Governors that there had only been one written nomination – Mr Robin Hughes for Chair.

Mr Robin Hughes was duly elected as Chair for a term of office ending 31 October 2017.

Election of Vice-Chair

Mr Hughes informed the Governors that there had only been one written nomination – Miss Marion Orwin for Vice-Chair

Miss Orwin was duly elected as Vice-Chair for a term of office ending 31 October 2017.

3. Declaration of Interest

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

Pecuniary Interest forms were completed by the Governors at the meeting.

4. Visit from Martin Shefford

Mr Hughes welcomed Mr Martin Shefford, Strategic Development Officer, and Ms Roz Capey, Principal Admissions Officer, to the meeting.

Mr Shefford informed the Governors that it is expected to be a bulge year for Year R entrants in September 2017. Meaning that (even if another local school can accommodation an extra 15 places) places would need to be found for a further 70 pupils Therefore, the new school planned for Augusta Park south is planned to open in modular buildings in September 2017, which will be confirmed in February 2017.

Mr Shefford said that the dividing line for the catchment areas of the new school and Endeavour Primary School is planned to be Smannell Road, where the northern part of Augusta Park would be the catchment area for Endeavour Primary School and the southern part would be the catchment area for the new school. However there are concerns for the placement of younger siblings of children, currently, attending Endeavour Primary School.

4.Visit from Martin Shefford contd **Action**

Ms Capey distributed copies of a draft admission policy for 2018-2019 for Endeavour Primary School and explained that some aspects of the policy are subject to a public consultation to be finalised in January 2017.

Ms Capey highlighted the transitional statement, within the policy, which states:-

Out of catchment children living in the area that was previously part of Endeavour Primary School's catchment area, who have a sibling that will still be attending the school in September 2018 and who was admitted to the school when their address was still within the catchment area, will be treated as catchment siblings.
Transitional arrangement in place up to and including for admissions in September 2023.

Ms Capey also said that point 3. relating to children of staff will be under consultation.

Mr Hughes enquired of criteria for younger siblings of the siblings that fell into the criteria of the transitional arrangements and who could be due for admission after 2023. END

Ms Capey said that she would investigate the matter and respond by Monday 17 October 2016. **RC**

Mrs Crean said that there is currently only one case of a family with younger siblings, in the area that would fall into the out of catchment area.

Mrs Hall enquired if the changes in admission criteria would affect pupils with SEND. END

Ms Capey said that the admission policy included additional information for the admission of pupils with education health and care plans or statements of SEN.

Mr Hughes enquired if funding for growing schools would continue. FED

Mr Shefford confirmed that growing school funding will continue for schools that need to open new classrooms.

Mr Hughes enquired how the new school will be run.. FED

Mr Shefford said that it is planned that the new school would be a run by a free school trust, which will be confirmed in February 2017.

4.Visit from Martin Shefford contd	**Action**
It was agreed that the Clerk would distribute copies of the draft admissions policy for 2018-19 for Endeavour Primary School, to all Governors.	**GL**
It was also agreed to delegate the completion of Hampshire County Council's Policy Consultation document to Mrs Crean.	**MC**

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

5. Notification of Items for Any Other Business

The Governors agreed to discuss the following items at this point:-

i. Mrs Crean reported that a Year 3 class has 2 pupils with educational health and care plans with 25 hours support for one child and 17.5 hours support for another child. Furthermore, support is needed for another child with extreme behaviour issues, where £6,000 funding for support has been applied for from SENSA.

Mrs Hall enquired how difficult it was to gain support from external behaviour agencies.   END

Mrs Crean said that support from external agencies is available and accessed by the school.

Mrs Crean requested that an extra Teaching Assistant for 17.5 hours per week, on a temporary basis, be added to the staffing structure to support the Class Teacher.

Mrs Paxton enquired if the extra cost would be financially viable.   END

Mrs Crean said that, following confirmation of growing schools funding for 2017/18 the Bursar has confirmed that the cost of the extra Teaching Assistant is viable.

Mr Main requested that the Bursar makes a budget line for the extra expense.   FED

Mr Hughes requested that the Clerk pass on Mr Main's request to the Bursar.	**GL**

The Governors agreed to the addition of an extra temporary Teaching Assistant to the staffing structure of Endeavour Primary School.

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

5.Notification of items for Any Other Business contd **Action**

ii. Mr Hughes reported that he had met with Mr Andy Heyes, School Improvement Manager, Mr Tony Quinn, Governor Services Coordinator and Mr Tim Deery, Consultant Headteacher, recently, where concerns from the County had been expressed regarding the Governing Body.

Mr Hughes said that the County do not feel that the Governors know enough about the schools, within the Federation and that Governors were not taking their roles seriously enough. Furthermore, there was an attendance of only 3 Governors at the Review of Governance meeting last year. It was also highlighted that the issues raised in the Ofsted report for Knights Enham Junior School had been in line with those raised in the report, following the review of governance.

Mr Murphy said that on a number of occasions efforts had been made to arrange a meeting with Mr Quinn and Mr Heyes to discuss the action plan following the Review of Governance. However, it had been difficult to arrange a mutually convenient date and some meetings had been cancelled.

Mrs Leigh said that an action plan had been put in place following the review of governance and a copy had been emailed to Mr Quinn. Furthermore, the progress of the action plan has been discussed at Governors' meetings, which showed that some actions are complete and some in progress, also the action plan had been submitted to the Ofsted Inspectors.

It was agreed that the Clerk should email the action plan, in its current form, to Mr Quinn, Mr Heyes and the Governors. **GL**

Mr Hughes also said that Ofsted had judged the Governors as Requiring Improvement, therefore the matter of improvement of the Governing Body needs to be addressed urgently.

Mr Hughes further reported that Mr Heyes and Mr Quinn had requested a meeting with Governors to look at the action plan for Knights Enham Junior School and had suggested the dates of 31/10/16, 01/11/16 or 03/11/16.

The Governors agreed that the meeting should take place on1 November 2016 at 7.00pm to be held at Knights Enham Junior School.

Mrs Paxton said that, although she would not be able to attend the meeting, she would continue to support the Governing Body. FED

5.Notification of items for Any Other Business contd **Action**

Mr Main enquired of how the action plan for the improvement of Knights Enham Junior is being measured and how the plan is being activated. FED

Mr Hughes said that the Ofsted report highlighted actions that need to be taken and will be measured by the Leadership Team and Governors.

Mr Inglis left the meeting at this point

Mr Deery said that it is clear from the Ofsted report of the changes that will need to be made and that a statutory Review of Governance will need to be carried out.

Mr Deery also said that he understood that it is difficult for the Governors to have a good view of the progress of all three schools in the federation. therefore it is advantageous that the schools each have affiliated Governors.

Mr Deery also said that it is important for the Governors to embrace the advice given from County for the sake of the children.

Mrs Holdsworth noted that the Ofsted report had highlighted the main need for improvement of management. KEJS

Mr Hughes said that there is a need to show impact very quickly and to beable to show evidence of how to move forward.

Mr Inglis returned to the meeting at this point

iii. Ms Jones requested that Governors consider a request for the funding of training for a Forest Schools' Assistant at Roman Way primary School.

The Governors agreed to discuss Ms Jones request under item 22.

6. Minutes of the Last Meetings

The minutes of the Full Governing Body of 8 July 2016 had previously been distributed and the following points were made.

Mrs Crean said that the figures for the SATs results were incorrect and would investigate the matter. **MC**

It was agreed that item 11 should read *Mr Main said that there needs to be a focus by exception.*

Subject to these amendments the minutes of the full governing body meeting of 8 July 2016 were unanimously agreed as a true record.

6.Minutes of the Last meetings contd **Action**

Matters Arising from the minutes of the meeting of 8 July 2016 were as follows:-

i. Ms Jones reported that one Crossing Patrol Warden is employed for Roman Way Primary School and there is a vacancy for another Crossing Patrol Warden.

Mrs Remnant said that one applicant has tried several times to upload an application electronically, and has been unsuccessful.

Ms Jones said that she would investigate the matter. **SJ**

ii. Mr Main enquired if the matter of the missing key points from the minutes of the PPD meeting of 24.06.16 had been investigated.

Mrs Leigh said that she had reported the matter to the relief Clerk.

iii. Mrs Crean suggested that Maths and English Leaders be invited to speak at Governor meetings

It was agreed that, initially, Maths Leaders from the three schools be invited to speak to Governors, which will be arranged by the Clerk.

iv. Mrs Remnant enquired of the progress of strategies for improving attendance at Roman Way Primary School. RW

Ms Jones said that attendance has improved this week following absence caused by illness. Furthermore, children in two families have less lateness. Hoever there there is still a need for improvement.

v. Mr Hughes enquired in the Senior Leadership Team had devised a consistent format for presenting attendance data. FED

Mr Inglis said that work will take place for a more consistent format. **SLT**

vi. Mrs Paxton enquired if enquiries had been made regarding Young Carers' support at Harrow Way School. KEJS

Mr Inglis said that he is due to visit Harrow Way School and will make enquiries. **HI**

vii. Mrs Crean said that Endeavour Primary School have taken part in projects with Andover Trees.

viii. Mr Inglis noted that Mr Main and Mrs Remnant had requested that later meetings for full governing body meetings would be useful.

6.Minutes of the Last Meetings contd **Action**

ix. Mr Hughes said that the timing of Governors' meetings had been discussed and agreed at the Full Governing Body meeting of 16/09/16.

x. Mrs Crean said that self reviews listed on the online calendar have been cancelled due to new monitoring systems. Furthermore the Leadership Team are looking at ways to summarise the school evaluation forms for the schools' websites.

Mr Deery said that the schools will continue to be reviewed, in a different way.

Subject to the agreed amendments. the minutes of the meeting of 8 July 2016 were signed as true record.

The minutes of the Full Governing Body meeting of 16 September 2016 had previously been distributed.

The minutes of the Full Governing Body meeting of 16 September 2016 were agreed as a true record.

Matters Arising from the minutes of the meeting of 16 September 2016 were as follows:-

i. Mrs Leigh reported that she had contacted Governor Services to arrange a Review of Governance.

ii. The Acting Headteachers reported that all Link Governors affiliated to schools have attended meetings at the schools.

iii. Ms Jones reported that Mr Main has replaced Mr Mackey as an affiliated Link Governor for Roman Way Primary School.

Mrs Leigh said that she had contacted Mr Quinn to enquire if Acting Headteachers could hold the posts of Governors, and had been advised that this could be a complicated process and a change of constitution for a temporary period during the interim period of the absence of an Executive Head.

It was agreed to discuss the matter further at the meeting with Mr Quinn on 01/11/16. **GL**

The minutes of the meeting of 16 September 2016 were signed as true record (subject to the previous amendments).

7. Acting Headteachers' Report **Action**

Endeavour Primary School

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

Mr Murphy enquired of the role of Lower Key Stage 2 Leader following a resignation of the Teaching and Learning Responsibility, END

Mrs Crean said that Mrs Fletcher was currently carrying out the role.

Mr Hughes enquired if the Lone Working Policy had been amended in line with new recommendations, FED

Mrs Leigh said that an amended policy will be brought to the next Learning and Environment Committee Meeting. **GL**

Mr Murphy enquired if new processes were in place following a violent incident. END

Mrs Crean said that she had met with staff the following day to ensure processes were in place.

Mrs Crean reported that fire drill had recently been carried out on 6 October 2016 and evacuation time had been 2 minutes and 22 seconds.

Knights Enham Junior School

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

Mr Inglis reported that he had decided not to carry out a fire drill during the last week, due to a number of staff attending training sessions at Anton Junior School.

Mrs Paxton enquired if a fire drill would be carried before the end of half term. kEJS

Mr Inglis said that a fire drill is planned for next week and that the outcome would be reported to the Governors, via the Clerk. **HI GL**

Mr Hughes enquired if the role of Pastoral Worker will change following the retirement of the current Pastoral Worker. KEJS

Mr Inglis said that a trained ELSA, currently working in the school as a Teaching Assistant, will carry out pastoral work within the school. Furthermore there will be some changes, due to ELSA training being different to that of the Pastoral Worker.

7.Acting Headteachers' Reports – KEJS contd **Action**

Mr Inglis also said that the he is considering the idea of sharing the pastoral work with a Family Welfare Officer, once the Bursar has confirmed if the project will be financially viable, with the earliest possible starting date of January 2017.

Mr Inglis further said that he felt the role for pastoral work would be adequately filled and advanced in some areas. Furthermore, another Teaching Assistant is attending ELSA training.

Miss Orwin enquired of the progress of Year 6 and asked of predictions for KS2 results in 2017. KEJS

Mr Inglis said that it is currently too early to make hard predictions. However, Year 6 are in their second year of active interventions and are showing an improved progress compared to last year's Year 6.

Mr Inglis also said that hard percentages of achievement will be available at the end of the first phase.

Mrs Hall enquired of the number of children with special educational needs in the school. KEJS

Mr Inglis said that 47 pupils have special educational needs.

Mrs Hall noted that the number of children with SEN was high. KEJS

Mr Inglis said that there is a significant number of children with special educational needs in all three schools.

Mr Inglis also said that, although there are gaps in SEND, he has received a good SEND report.

<u>Roman Way Primary School</u>

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

Mrs Remnant enquired if attendance had improved. RW

Ms Jones said that attendance had improved this week. following a dip, caused by a high level of sickness.

Ms Jones reported that there will be a different format for self-reviews, in the absence of an Executive Headteacher. Instead, the Federation Leadership Team will meet for learning walks in each other's schools, which give an opportunity to share good practice.

7.Acting Headteachers' Reports - Roman Way contd	Action
Ms Jones also reported that a fire drill had been carried out on 15 September 2016 and evacuation time had been 3 minutes and 36 seconds.	
Mr Hughes requested that the Acting Headteachers' reports are presented in the same way, which would be helpful for the Governors.	
8. Membership	
<u>Current Membership</u>	
Mrs Leigh reported that Mrs Holdsworth's term of office as a staff representative will end on 2 December 2016 and Mrs Baker's term of office as a parent representative will end on 18 December 2016.	
It was agreed that letter should be sent out to staff and parents requesting nominations for the vacancies.	**GL**
Mrs Hughes left the meeting at this point.	
<u>To agree Committee Membership</u>	
It was agreed that there would be no changes to Committee membership except for the following:-	
Mrs Holdsworth will cease to be a member of the Learning and Environment Committee.	
Proposed by Mrs Paxton, seconded by Mr Main and agreed unanimously.	
<u>Election of Chairs of Committees</u>	
Mrs Alison Paxton was elected as Chair of the People, Planning and Development Committee.	
Mrs Marion Orwin was elected as Chair of the Learning and Environment Committee.	
Proposed by Mr Murphy, seconded by Mrs Stratton and agreed unanimously.	

8.Membership contd **Action**

Link Governors
The Governors unanimously agreed that the following Governors would act as Link Governors for the following posts:-

Training & Development Governor – No nominations (the Clerk will carry out the role until the next FGB meeting)
SEND Governors – Mrs Liz Hall & Miss Marion Orwin
Gifted and Talented Child Governors – Mrs Liz Hall & Miss Marion Orwin
Safeguarding Governors – Mrs Ros Hughes & Mrs Alison Paxton
Looked After Children Governors – Mrs Ros Hughes & Mrs Alison Paxton
Health & Safety Governors – Miss Marion Orwin & Mr Nick Mackey

Proposed by Mr Murphy, seconded by Mrs Remnant and agreed unanimously.

Mrs Paxton suggested that Governors consider planning a different Committee structure that would work better. FED

Mr Hughes said that there could be need to increase the affiliated Governors to a Committee 3 Governors per school, who would feed back to the full Governing Body.

It was agreed that this would be an item for discussion at the meeting with Mr Heyes and Mr Quinn on 1/11/16. FED

9. Terms of Reference 2016 - 2017

Committee Terms of Reference for 2016-2017 had previously been amended by the Committees and distributed to the Governors.

The Governors unanimously agreed to make the following amendments:-

Learning & Environment

References to Executive Headteacher and Heads of School should be changed to read: *Acting Headteachers.*

People, Planning & Development

To include: *to agree how funding from planned budgets is to be spent.*

The amendments to the terms of reference were proposed by Mrs Remnant, seconded by Mrs Baker and agreed unanimously.

10. Ofsted Inspection **Action**

Copies of the Post Ofsted Action Plan for Knights Enham Junior School were distributed at the meeting.

Mr Inglis said that the action plan will run from September 2016 to December 2017 and highlighted the following points:-

- Data milestones/targets will clearly show Governors the actual against targets for each Year Group in Reading, Writing Maths and Combined subjects, on a termly basis.

- A review of Pupil Premium Grants will take place on 20/10/17.

Mr Hughes said there is a need for the Governors to form a Committee to monitor the progress of the Action Plan.

Mr Inglis said that a Committee of three Governors would be useful.

Miss Orwin enquired if would be useful to form a monitoring committee for all three schools. FED

Mr Inglis said that, currently, the Committee would need to monitor the post Ofsted action plan for Knights Enham Junior School who had been judged as Requiring Improvement. However, a Monitoring Committee could be long term plan for all three schools.

Mr Hughes said that he would be prepared to chair the Monitoring Committee.

Mr Deery said that the post Ofsted Action Plan was quite a challenging document ,which will change as time progresses.

Mr Main asked what Governors needed to do to support the school.
KEJS

Mr Inglis said that the Governors mainly need to show that they are challenging the Leadership of the school. Furthermore, Governors need to see and question impact.

Mr Main also asked if the Governors need to visit the school more often..
KEJS

Mr Inglis said that Governors will need to visit the school to evidence progress and that Mrs Paxton will be attending the pupil premium review.

Mr McBride suggested that Governors come into school to observe specific subjects such as Maths and talk to the children. FED

10.Ofsted Inspection contd **Action**

Mrs Crean said that Governors could select an area on the development for Maths and be invited in when the Maths inspector visits.

Mr Hughes said that it can be difficult for Governors, who have work commitments, to come into school during the day. However, it is important for Governors who visit to complete the visit forms, which can be used as evidence. FED

Ms Jones said that if Governors keep re-visiting schools, knowledge grows.

Mr Inglis said that the Acting Headteachers need to know the best way to present data so that Governors can challenge.

Mrs Holdsworth said that she felt the question prompts had been helpful to Governors. FED

Mr Murphy said that the Link Governors for Endeavour Primary School have been given an action plan, by the Acting Headteacher, to enable them to see progress and impact. END

Mr Main enquired if all staff had access to the post Ofsted action plan. KEJS

Mr Inglis said that all staff have access to the action plan, which is displayed around the school.

11. Executive Headteacher Recruitment

Progress of Recruitment of Executive Headteacher

A timeline for round 2/3 for the recruitment of an Executive Headteacher had previously been distributed to the Governors.

The Governors agreed to the timeline for round 2/3 recruitment of an Executive Headteacher.

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

Mr Hughes requested that the Clerk email a copy of the timeline to Mr Heyes.

Mr Hughes reported that Mr Heyes had advised Governors' consideration of a rise in salary range and it was agreedunanimously that this task would be delegated to the Chair of Governors and Chair of PPD Committee, with the approval of the Bursar. **Rob H AP**

11.Executive Headteacher Recruitment contd	**Action**
<u>Agreement of Indicative Pay Ranges for Acting Headteachers</u>	
It was agreed that the task of setting indicative pay ranges for Acting Headteachers should be delegated to the PPD Committee at their next meeting and recommendations should be made to the Full Governing Body at their next meeting.	**PPD**

12. Consultation Report

It was agreed to form a working party to deal with comments made during the recent consultation process for the de-federation of Knights Enham Junior School.

It was also unanimously agreed that the membership of the working party would be as follows:-

Mr Hywel Inglis
Mr Robin Hughes
Mr Gary Murphy
Miss Marion Orwin
Mr Matthew Main

Furthermore, it was agreed that a date for the first meeting of the working part would be agreed at the next meeting on 1/11/16.

13. Review of Governance

It was agreed that this item had be dealt with under item 6.

14. Revised Budget

Mr Leigh reported, that the Bursar had informed her that budgets are due to be revised on 18 October 2016 and it was, therefore, agreed that this would be an item for the next agenda.

15. Delegated Power

It was unanimously agreed that the financial delegated power of each Acting Headteacher should be up to £5,000.

16. Policies

Action

Copies of the federated Charging & Remissions Policy had previously been distributed to the Governors.

It was agreed that the Charging and Remissions Policy would be adopted in the form agreed by the People, Planning & Development Committee.

It was further agreed that the Charging & Remissions Policy would be reviewed at the next People, Planning & Development Committee, in line with new regulations. **PPD**

Mrs Hall left the meeting at this point

Copies of the federated Use of Mobile Phone Policy had previously been distributed to the Governors.

Mrs Leigh distributed staffs comment relating to the draft mobile phone policy, at the meeting.

Mr Hughes enquired if the schools had a mobile phone that could be used by staff on school trips. FED

The Acting Headteacher's said that this was not currently the case.

It was agreed that the mobile Phone Policy should be reviewed by the Learning & Environment Committee at the next meeting, taking into consideration staff comments. **L&E**

Mr McBride left the meeting at this point

Copies of the Statement of Financial Expectations had previously been distributed to the Governors

The Governors unanimously agreed to accept the Statement of Financial Expectations

Copies of a Governors' Code of Conduct Policy had previously been distributed to the Governors.

The Governors agreed not to adopt the Governors' Code of Conduct Policy.

17. Extended Schools **Action**

Ms Jones reported that the After School Club at Roman Way Primary School has full attendance with 11 pupils on the waiting list and also made the following points:-

- The After School is now financially breaking even.
- Staff will now be given Play Worker contracts.
- 16% of attendees are entitled to pupil premium grants and 19% of attendees have special educational needs
- The After School Club Committee are considering new admission criteria to ensure fairness.
- A buzzer system has been installed, for parents to safely collect children.

Mr Hughes enquired of it would be possible to expand the After School Club to offer more places to pupils. RW

Ms Jones said that there was not enough room in the school to increase the membership of the club.

Mr Hughes enquired of the length of time that sessions run. RW

Ms Jones said that session run from 3.15pm – 6.15pm.

Mr Hughes further inquired if the After School Club will need to be inspected by Ofsted. RW

Mr Deery said that the club would be inspected as part of a school Ofsted inspection.

Mr Hughes enquired of ways in which the Governing Body could monitor the After School Club. RW

Mrs Remnant said that the Governors would find it helpful to see the impact since the introduction of the After School club and how it is improving the school. RW

Ms Jones said that she will investigate how the After School Club is inspected and will also provide the Governors with information collated from pupil and parent surveys. **SJ**

18. Governor Training	**Action**
Mrs Leigh said that she would carry out a skills audit to identify training needs.	
Mrs Paxton said that it would be currently difficult for Governors, to find the time for training due to the many commitments of the Governors.	
Mr Inglis suggested that in-house training could be arranged.	
Mr Hughes said that it may new necessary to increase the size of the Governing Body, with more co-opted Governors who could bring skills to the governing Body. FED	
Mrs Remnant said that the Governors could be more pro-active with an increase in membership. FED	
It was agreed that training needs and membership should be an item for the next agenda.	**GL**

19. Governor Visit Reports

Copies of a visit report from Mr Murphy had been previously distributed.

The report showed that Mr Murphy had visited Endeavour Primary School to build governor knowledge on school aims and targets for the short and long term. END

It was agreed that the visitor's name and location of visit should be included on the governor visit form.	**GL**

Mrs Orwin verbally reported recent visits to schools:-

A meeting with Acting Headteachers and Deputies to discuss pupil premium grants and look at percentages of children with special educational needs and English as an Additional language. FED

A meeting with the Inclusion Manager where data was looked at, with a further meeting planned to look at data more rigorously. FED

Attendance at a Forest School session where children had shown a great interest. RW

20. Correspondence

None

21. impact of Meeting **Action**

it was agreed that the following items had been the impact of the meeting:-

- Action points from the Ofsted Post Action Plan for Knights Enham Junior School.
- Arrangements for Link Governors to focus in individual schools
- Discussions for ways for Governors to monitor, develop and hold leaders to account.
- The success of the After School Club at Roman Way Primary School

22. AOB/Items for the Next Agenda

Ms Jones said that a volunteer is supporting the Forest School Leader at Roman Way Primary School and requested permission to fund Assistant Forest School training for the volunteer, which would be useful for succession planning.

Mr Hughes enquired if the volunteer would have the regularity of spare time to fulfil the role. RW

Ms Jones said that the volunteer has confirmed a sustainable commitment during afternoon sessions.

Miss Baker said that the funding of training should prove to be useful for the school. FED

Mr Murphy suggested that training for volunteers be offered across the federation, if successful at Roman Way Primary School. FED

The Governors agreed to fund training for a volunteer Assistant Forest School Leader at Roman Way Primary School.

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

Mr Main suggested that matters arising from the minutes be listed further down the agenda in future. FED

The Governors agreed that, in future, Full Governing Body agendas should list matters arising from the minutes directly before Any other Business/Items for the Next Agenda.

Items for the Next Agenda **Action**

Revised Budget
Mobile Phone Policy
Charging & Remissions Policy
Lone Working Policy
Fire Drill – Knights Enham Junior School
Training Needs/Increase in Membership
Election of Training & Development Governor
Indicative pay Ranges for Acting Headteahcers

23. Date of Next Meeting

9 December 2016 at 3.45pm – to be held at Roman Way Primary School

Meeting closed at 6.25pm

Signed Approved……………………………….. Date………………...
Chair of Governors

Signed Confirmed………………………………… Date………………...
Chair of Governors