

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 10 February 2017 at 3.45pm

Present

Mr Robin Hughes – Chair
Mrs Alison Paxton
Mrs Yvonne Remnant
Mrs Ros Hughes
Mr Steve McBride

Miss Marion Orwin
Mrs Tanya Hampton
Mrs Deborah Fazackerley
Mrs Julie Stratton
Mr Matthew Main

In Attendance

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
Mrs Marina Crean – Associate Member and Acting Headteacher for Endeavour Primary School
Mr Tim Deery – Consultant Headteacher
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 Gary Murphy – Accepted

Absent without Apologies

Mr Nick Mackey

Mr Hughes welcomed Mrs Fazackerley to the Governing Body and all present were introduced.

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 Hampton requested that the Pay Policy be an item for discussion.

Mr Hughes requested that skype/telephone meetings be an item for discussion.

The Governors agreed to both requests for any other business.

4. Adoption of Minutes

14 October 2016

The minutes of the Full Governing Body meeting of 14 October 2016 were agreed as a true record.

Matters arising were as follows:-

Mr Murphy had previously emailed the following question.

Has there been feedback from Ms Capey regarding younger siblings in the out of catchment area for Endeavour Primary School, following boundary changes. END

It was agreed that the Clerk would contact Ms Capey regarding this matter,

GL

The minutes of the meeting of 14 October 2016 were signed as true record.

1 November 2016

The minutes of the Full Governing Body meeting of 1 November 2016 were agreed as a true record.

There were no matters arising from the minutes of the meeting of 1 November 2016.

The minutes of the meeting of 1 November 2016 were signed as true record.

4.Adoption of Minutes contd

Action

25 November 2016

The minutes of the informal Full Governing Body meeting of 25 November 2016 were agreed as a true record.

Matters arising were as follows:-

Mrs Crean said that the teaching percentage for Endeavour Primary School had been found to be incorrect, due the percentage being based on 12 classes instead of 13 and the fact that some classes are taught by two part time teachers.

Mrs Crean also said that staffing levels will be looked at following the outcome of the recruitment process for an Executive Headteacher.

The informal minutes of the meeting of 25 November 2016 were signed as true record.

29 November 2016

It was agreed that Apologies should include Mrs Ros Hughes instead of Mr Robin Hughes.

Subject to this amendment the minutes of the Full Governing Body meeting of 29 November 2016 were agreed as a true record.

There were no matters arising from the minutes of the meeting of 29 November 2016.

Subject to the agreed amendment, the minutes of the meeting of 29 November 2016 were signed as true record.

9 December 2016

The minutes of the Full Governing Body meeting of 9 December 2016 were agreed as a true record.

There were no matters arising from the minutes of the meeting of 9 December 2016.

The minutes of the meeting of 9 December 2016 were signed as true record.

5. Acting Headteachers' Reports

Action

Endeavour Primary School

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

- Endeavour Primary School has received a grant of £54,465, following a bid to the MOD, which will be used to support outdoor learning and which includes £30,000 for shade.

Mrs Remnant enquired of the planned location for the shade. END

Mrs Crean said that shading is planned for an area outside of KS2 and an area on the field of KS1 to enable more outside learning, where the lack of shade has been a problem, in the past.

Miss Orwin enquired of the type of shade. END

Mrs Crean said that quotes are being sought for types of shade and quotes will be presented to the Governors for approval.

- Following staff turbulence over 2 years, Early Years staffing is now stable and making a massive impact.

Mrs Remnant enquired of the reason for 4 exclusions of one child. END

Mrs Crean said that one child had been excluded 4 times for physical attacks on adults and children. Furthermore, there is a need to ensure the safety of other children as well providing support the child with needs.

Mrs Remnant asked of support for the child. END

Mrs Crean said that the school have received advice from the Behaviour Support Team and are putting actions, from their guidance, in place.

Mrs Hampton enquired of the support for the staff and children, following the physical attacks. END

Mrs Crean said that a risk assessment is in place and the child has an individual behaviour plan and time out sessions. Furthermore, staff have received positive behaviour training and volunteers, amongst staff, are being sought for physical intervention training.

Mrs Hampton noted that there are a high number of children entitled to free school meals in Year R and asked of the impact. END

Mrs Crean said that the number of children entitled to pupil premium grants and with special educational needs has recently increased in Year R, which has led to an increase of support staff in the Year group.

5. Acting Headteachers' Reports – Endeavour contd

Action

Mr Hughes asked if PPG funding would be made retrospectively following the January census. END

Mrs Crean said that this would be the case.

Mrs Hampton noted that 2 Key Stage Leaders had been temporarily appointed, following resignations and asked if permanent positions will be advertised. END

Mrs Crean said that permanent positions will be advertised within the Federation.

Mrs Hampton enquired of the impact of global learning. END

Mrs Crean said that global learning gives children an understanding of social justice and rights and respect which dovetails into many other aspects of the curriculum. Furthermore, the school received £2,000 for resources.

Mrs Hampton enquired if global learning resources could be shared across the federation. FED

Mrs Crean said that this would be the case.

Mrs Hampton enquired if the Learning & Leadership Partner had made any positive comments regarding the curriculum. END

Mrs Crean said that the LLP report would be ready to be shared at the next Curriculum and Standards Committee meeting.

MC

Miss Orwin asked if support staff have been trained in Makaton, previously. END

Mrs Crean said that some support staff are training in Makaton, which is a new initiative.

Mrs Hampton noted that all staff have received a copy Keeping Children Safe in Education 2016 and enquired if there were signed receipts showing that they had read and understood the document. END

Mrs Crean said that there is a signed sheet showing that all staff and volunteers have received a copy of Keeping Children Safe in Education 2016, which has been followed up with individual meetings and quiz sheets. However, in future, staff will be asked to sign that they have read and understood the document.

Mrs Hampton noted an improvement in attendance. END

5. Acting Headteachers' Reports contd

Action

Knights Enham Junior School

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

- All Acting Headteachers' reports have been restructured in liaison with Mrs Hampton, which should be clearer and more informative for Governors.

Mrs Remnant said that the emboldment of impact statements are very useful. FED

Mrs Crean agreed that emboldment is useful and will use this in future reports.

MC

- A successful candidate for a support position in Year 5 had withdrawn. Therefore, the post has been readvertised.

Miss Orwin enquired of the progress of forest school learning. KEJS

Mr Inglis said that the forest school is up and running, although there has been some teething troubles with the timetabling of staff.

Miss Orwin asked of the amount of staff trained for Forest School learning. KEJS

Mr Inglis said that a Schools Direct student has been trained as a forest school leader. However, the student has been withdrawn for other needs in the school and staffing is now as follows:-

Forest School Leader – Teaching Assistant

Forest School Assistant – Teaching Assistant

Forest School Assistant – Midday Supervisory Assistant

Mrs Remnant asked of the impact of forest school learning. KEJS

Mr Inglis said that forest school learning encourages teamwork and develops social skills and it is also hoped that it will be a positive experience that will encourage good attendance. Furthermore, forest school learning can be especially motivating for children with learning difficulties who are able to excel in an area where they can achieve.

Mrs Hampton enquired how the support package, put in place as part of the Ofsted action plan, is evaluated. KEJS

Mr Inglis said that work is taking place with advisors and each teacher has an individual portfolio which will show impact.

Mr Inglis also said that the English Advisor has seen progress.

5. Acting Headteachers' Reports – KEJS contd

Action

Mrs Hampton noted that Governors had attended the pupil progress review and enquired if any reports had been submitted. KEJS

Mrs Paxton said that her report will be submitted for the next full governing body meeting.

AP

Mrs Hughes reported that she had recently visited KEJS to look at a safeguarding package.

Mrs Hampton requested that members of the Curriculum & Standards Committees receive reports for patterns of low level behaviour. FED

A.Heads

Mrs Remnant noted that four children had taken unauthorised holidays and asked if there would be any prosecutions. KEJS

Mr Inglis said that all instances had been one-offs and County have given advice not to prosecute if a child has previously high attendance. However, meetings have taken place with parents who have been advised to ensure their children continue to attend school regularly.

Roman Way Primary School

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

- Roman Way School had received an Ofsted Inspection on 24 January 2017 and remain a Good School.

The Governors congratulated the staff of Roman Way Primary School for their hard work in achieving a Good result.

Miss Orwin said that the campaign for a second pedestrian crossing outside Roman Way Primary School will continue. RW

Mr Hughes noted that there has been a marked drop in the number of minutes late for pupil attendance and congratulated all three schools for this achievement. FED

Mrs Fazackerley suggested that attendance figures be shown in a termly comparison. FED

Mr Inglis said that he felt yearly comparison showed clearer patterns, which are seasonal. However, it would be possible to also include termly comparison.

Mr Deery said that, by looking at yearly comparisons, a real judgement can be made about progress.

5. Acting Headteacher Reports – Roman Way contd

Action

Mr Main said that two yearly comparisons would be useful for showing general trends against blips. FED

The Chair thanked Mrs Hampton for her work with the Acting Headteachers, in the presentation of the reports.

Ms Jones requested that questions are emailed to the Acting Headteachers prior to the meeting, which is helpful in preparation.

Mr Hughes said that Governors should also be able to ask questions at meetings.

Mrs Paxton enquired of an incident that had been reported at Endeavour Primary School, during the previous week. END

It was agreed that this confidential item should be minuted on a separate sheet.

6. Membership

Current Membership of FGB

Mrs Leigh reported that Mrs Debbie Fazackerley had been elected on 23 January 2017 as parent governor and Mrs Hall had resigned as a co-opted governor on 31 December 2017. Therefore, there remains two vacancies, one for a headteacher governor and one for a co-opted governor.

Mr Hughes said that there is a need to decide the size of the Governing Body, by consideration of increasing the number of co-opted governors and it was agreed that this would be an item for the next agenda.

Nominations for Co-opted Governor Vacancy

Mr Hughes informed the governors that two applications had been received for the vacant position of co-opted governor and statements from the candidates had been distributed prior to the meeting.

Mr Hampton (T & D Governor) informed the Governors that she had carried out a skills audit and find that there are weaknesses in finance knowledge and community knowledge.

The Chair asked the governors to vote for their preferred candidate and results were as follows.

Mr Praphan Browne – 6

Mr Ian Grocott – 3

Abstention - 1

It was agreed that Mr Praphan Browne had been duly elected as a co-opted governor for the Discovery Federation and that the Clerk would contact the candidates with the result.

6.Membership contd

Action

Committee Membership

Committee membership was agreed as follows:-

Curriculum & Standards Committee for Endeavour Primary School

Mr Gary Murphy – Chair
Mrs Yvonne Remnant
Mrs Tanya Hampton
Mrs Debbie Fazackerley

Curriculum & Standards Committee for Knights Enham Junior School

Mr Robin Hughes – Chair
Mrs Alison Paxton
Mrs Julie Stratton
Mrs Ros Hughes

Curriculum & Standards Committee for Roman Way Primary School

Miss Marion Orwin – Chair
Mrs Tanya Hampton
Mr Matthew Main
Mr Nick Mackey

Performance Management Committee

Mrs Alison Paxton – Chair
Miss Marion Orwin

Pay Committee

Mr Robin Hughes – Chair
Mr Matthew Main
Mrs Alison Paxton (Chair of Performance Management Committee) – in attendance for Acting Headteacher recommendations
Acting Headteachers - in attendance for staff recommendations

Focus Governors

It was agreed that the responsibility of Focus Governors would be dealt with by each Curriculum & Standards Committee.

Miss Orwin reported that she will attend an SEN training session on 8 June 2017.

7. Terms of Reference

Action

Pay Committee

It was agreed that the Pay Committee terms of reference should be amended as follows:-

Membership:2

Quorum: 2

People, Planning & Development Committee

Updated copies of terms of reference 2016/17 had previously been distributed.

The Governors agreed to accept the amended terms of reference for 2016/17.

Curriculum & Standards Committee – Endeavour

Updated copies of terms of reference 2016/17 had previously been distributed.

The Governors agreed to accept the amended terms of reference for 2016/17.

Curriculum & Standards Committee – KEJS

Updated copies of terms of reference 2016/17 had previously been distributed.

It was agreed to delete: *To have the financial power to agree purchases up to £7,500.*

To add to the skeleton agenda: *Safeguarding*

To add to the skeleton agenda: *Staff Training & Development*

To add to the skeleton agenda: *Governor Training & Development*

Subject to the agreed amendments, the Governors agreed to accept the amended terms of reference for 2016/17.

7. Terms of Reference

Action

Curriculum & Standards Committee – Roman Way

Updated copies of terms of reference 2016/17 had previously been distributed.

It was agreed to delete: *To have the financial power to agree purchases up to £7,500.*

To add to the skeleton agenda: *Safeguarding*

To add to the skeleton agenda: *Staff Training & Development*

To add to the skeleton agenda: *Governor Training & Development*

Subject to the agreed amendments, the Governors agreed to accept the amended terms of reference for 2016/17.

Subject to the agreed amendments, the acceptance of all terms of reference for 2016/17 were proposed by Miss Orwin, seconded by Mrs Remnant and agreed unanimously.

8. Ofsted Inspections

Knights Enham Junior School

Mr Inglis reported as follows:-

- The post-Ofsted action plan had been reported within the Acting Headteacher's Reports.
- The first progress meeting had taken place on 6 December 2016 and a second progress meeting will take place on 14 February 2017. Minutes of meetings will be distributed to the Governors.
- The English Advisor has reported progress.
- Link Governors and Curriculum and Standards Committees are in place.

Roman Way Primary School

Ms Jones reported that she and the staff of Roman Way Primary School were delighted to have been judged as Good by Ofsted.

Ms Jones said that the school had been found to have made accurate judgements in self evaluation also evidence of interventions had been clearly seen in books and data. Furthermore, the children had been very well behaved.

8.Ofsted Inspections – Roman Way contd

Action

Ms Jones further said that there are still areas for development which have been identified.

**Mrs Hampton reported three areas for Governor development as follows:-
RW**

- **The development of the school Breakfast Club – currently a pilot scheme**
- **Knowledge of More Able**
- **Knowledge of Early Years**

It was agreed that the areas for development would be items for discussion by the Curriculum & Standards Committee for Roman Way Primary School.

Mrs Hampton also said that using a crib sheet for the meeting with Ofsted Inspectors had been useful and, in preparation for Endeavour's Ofsted, the SEF summary would be useful. RW/END

Mr McBride and Mrs Hampton left the room at this point

9. Pay Recommendations for Support Staff

This confidential item is minuted on a separate sheet

Mrs Leigh left the room prior to a discussion regarding the Clerk's Pay.

Following item 9 Mr McBride, Mrs Hampton and Mrs Leigh returned to the room.

10. Capital Budgets

Copies of capital budgets 16/17 for all three school had previously been distributed.

Mr Hughes reported that the capital budgets had been reported at the last PPD Committee meeting and recommended them to the full governing body.

The capital budgets 16/17 for all three schools were proposed by Mr Main, seconded by Mrs Paxton and agreed unanimously.

11. Executive Headteacher Recruitment

Action

Progress of Round 2 Recruitment

Mr Hughes reported that the closing date had been reached for round 2 of the Executive Headteacher recruitment and shortlisting will take place on 14 February 2017.

Mr Hughes further reported that if the 2nd round continues beyond shortlisting, interviews will take place on 1 and 2 March 2017, with a full governing body meeting for the ratification of the recruitment panel's decision planned for 2 March 2017 at 6.00pm

Amended Interim Arrangements

Mr Hughes said that notification of new interim arrangements had been emailed to the Governors for agreement as follows:-

- A second Consultant Headteacher to be employed 2 days per week to support Endeavour Primary School, who are the largest school within the federation.

Mr Hughes said that there had been no objections to the proposal and therefore an agreement has been made for Mr Jamie Dodson to support Endeavour Primary School, during the interim period.

The arrangement was formally proposed by Mrs Paxton, seconded by Mrs Orwin and agreed unanimously.

12. Review of Governance

Progress of Action Plan

Copies of an updated action plan for the Review of Governance had previously been distributed to the Governors.

Mr Murphy had emailed the following question in advance – From the feedback from the Ofsted Inspection of Roman Way Primary School, is it possible to know the feedback on Leadership and Governance as soon as possible? This is so we can see if the work we have done since the KEJS inspection sees us heading in the right direction. FED

Ms Jones said, because of the judgement of Leadership and Governors from the KEJS inspection, it had put Roman Way Primary School on the boundary. However, we were able to show that each school has formed a Curriculum and Standards Committee which focusses specifically on each school.

Mrs Hampton said that she was able to show how the Governors are making improvements with robust questioning. FED

12.Review of Governance contd

Action

Mrs Paxton said that she had completed the Schools Financial Value Standards with the Bursar and also that each Governor had received a lanyard and identification badge. FED

Welcome Pack

Copies of a draft welcome for new Governors had previously been distributed and the following points were made:-

Mr Murphy had emailed to say that he liked the welcome pack and would be happy to meet with new Governors. FED

Mrs Hampton said that she would work with the Clerk to develop the welcome pack further. FED

**TH &
GL**

Website Audit

Mr McBride reported that he had followed guidelines for the school websites and emailed his recommendations to the Acting Headteachers. FED

The Acting Headteachers reported that they have acted on Mr McBride's advice.

Governors' Secure Website

Mrs Hampton reported that she has set up the secure website for Knights Enham Junior School, which will be used as a pilot for the other two schools.

Mrs Hampton informed the Governors that, currently, minutes of meetings and policies are being downloaded to the secure website along with other useful documents and links which will enable electronic access, in future. FED

Mrs Hampton informed the said that each Governor will have an email address set up for each school, in order to set up a password for each website and that she will arrange to meet each Governor within the next 4 weeks to set up passwords and introduce them to the secure website. FED

TH

13. SEN Report

Actions

Copies of a Special Educational Needs Report had previously been distributed to the Governors.

Miss Orwin requested that more information be added to the report including:-

- Data for boys and girls
- Data and support for pupils with EAL
- Outcomes from LFS meeting

Ms Jones requested that questions relating to the SEN report be emailed to her, which can be discussed at a follow up meeting on 6 March 2017.

SJ

14. Sports Premiums

Ms Jones said that a new programme will be used for sports premiums which will sharpen the evaluation of impact and which could be reported at the next full governing body meeting.

It was agreed that sports premiums would be an item for the next agenda.

15. Policies

SEN & Inclusion Policy

Copies of a policy for SEN & Inclusion had previously been distributed.

It was agreed to:

- Delete Liz Hall from SEN Governors.
- Amend Executive Headteacher and Heads of Schools to read:
Acting Headteachers.
- Include a glossary.

Subject to these amendments, the Governors agreed to adopt the SEN & Inclusion Policy.

15.Policies

Actions

Use of Mobile Devices

Copies of a policy for the Use of Mobile Devices had previously been distributed.

Mr Main questioned if the policy should include *The Discovery Federation accepts no liability for the loss or damage to mobile devices which are brought into school*. Due to the fact that the policy states that it gives parents the right to allow pupils to bring devices into school. FED

Mr Deery said that the schools should not be liable for loss or damage.

It was agreed to:

- Amend mobile phones to read: *mobile devices* throughout the policy.
- Amend Staff para3: sentence 1 to read: *Where a phone call is expected upon the mobile device, staff are advised to leave it with the class teacher*.

Mr Inglis said that parents are asked to sign an agreement for pupils to bring a mobile device into Knights Enham Junior School.

Miss Orwin suggested that an agreement should include mobile devices that are brought into school for after school events, such as discos. FED

It was agreed that agreements should be local to each school.

Subject to the agreed amendments, the Governors agreed to adopt the Use of Mobile Devices Policy.

11.Policies contd

Action

Governors' Visits Policy

Copies of a policy for Governors' Visits had previously been distributed.

Mrs Hampton made the following proposal for amendments to the policy.
FED

- To add *AIMs: Fulfil their statutory duties to monitor performance and regulatory requirements.*
- To add *PURPOSE: Observe safeguarding in day to day operations.*
- To add to visit form: *What safeguarding practices were observed?*

The Governors agreed to the proposals made by Mrs Hampton.

Subject to the agreed amendments, the Governors agreed to adopt the Governors' Visits Policy.

Mr Main requested that a skeleton list of needs be drawn up for governor visits. FED

It was agreed that a list of needs for Governors' visits be drawn up at the next meetings of the Curriculum & Standards Committees.

A.Heads

Ms Jones requested that Governors' visit reports are submitted promptly.

It was agreed that reports of governors' visits be submitted within one week of a visit.

Mr Hughes also said that Governors should also be able to visit the schools informally.

15.Policies contd

Actions

Health & Safety Policy

Copies of a policy for Health & Safety had previously been distributed.

It was agreed to:-

- Amend Fire Safety Coordinators to read:-

Endeavour Primary School – Marina Crean

Knights Enham Junior School – Gail Leigh

Roman Way Primary School – Hywel Inglis

- Delete paragraph relating to Heads of Department.
- Include numbering for pages.

Subject to the agreed amendments, the Governors agreed to adopt the Health & Safety Policy.

Updates to Child Protection Policy

Copies of a updates for the Child Protection Policy had previously been distributed.

It was agreed to amend the date of DSL refresher training for Marina Crean to *19 May 2015*.

Subject to the agreed amendment, the Governors agreed to adopt the updated Child Protection Policy.

Governors' Code of Conduct

Copies of a Code of Conduct for Governors had previously been distributed.

The Governors agreed to adopt the Governors' Code of Conduct

All policies, subject to agreed amendments, were proposed by Miss Orwin, seconded by Mr Main and agreed unanimously.

15.Policies

Action

Mrs Hampton noted that policies had different formats and some did not have review dates. Therefore, Mrs Hampton requested that she work with the Clerk to align policies and produce a policy schedule. FED

**TH &
GL**

Mr Hughes requested that policies are also indexed. FED

The Governors agreed to the suggestions put forward by Mrs Hampton and Mr Hughes.

16. Extended Schools

In the absence of Mr Mackey, Mrs Hampton reported that the Committee for the After School Club for Roman Way Primary School has met four times.

Mrs Hampton further reported that the After School Club is really useful and valuable for the school. Furthermore, the Committee has also agreed to also focus on the Breakfast Club which has been piloted at the school since September 2016, which is run by HC3S and supported by school staff.

17. Governors' Newsletter

Copies of a Governors Newsletter for December 2016 had previously been distributed.

It was agreed that it would be too late to publish the Governors' newsletter for December 2016.

Mrs Hampton questioned whether the production of the Governors; newsletter was a good use of the Clerk's time.

It was agreed that the Governors' newsletter would be an item for discussion at the next meeting.

18. Governor Training

Actions

Report from Training & Development Governor

Mrs Hampton reported that she has created a training log for Governors and found that there has been no attendance at training courses since 2015 and reminded Governors that she has emailed out a list e-learning courses, FED

Mrs Hampton said that things need to change rapidly because it is evident that more training is needed to support the Acting Headteachers, FED

Mr Hughes said that he would ask the advice of the Governors' Services Coordinator, for advice on Full Governing Body training needs at the progress meeting on 14 February 2017.

RH

Skills Audit

Mrs Hampton also said that there is a need for Governors to attend training for Prevent in Schools, Safer Recruitment and the New Curriculum and informed governors that they can book courses online or she could book courses on their behalf. FED

Mrs Crean left the meeting at this point

19. Governor Visit Reports

Governors reports had been distributed prior to the meeting as follows:-

7 October 2016 – Visit from Mrs Remnant to Endeavour Primary School for a strengths and development review.

12 October 2016 – Visit from Miss Orwin to Roman Way Primary School for the progress of children entitled to pupil premium grants.

1 November 2016 – Visit from Miss Orwin to Roman Way Primary School for forest school learning.

23 November 2016 – Visit from Mr Murphy to Endeavour Primary School for a progress meeting.

23 November 2016 – Visit from Mrs Remnant to Endeavour Primary School for a progress meeting.

1 December 2016 - Visit from Miss Orwin to Roman Way Primary School to review performance management 2016/17.

3 January 2017 – Visit from Miss Orwin to Roman Way Primary School for INSET day training for Maths.

19 January 2017 – Visit from Miss Orwin to Roman Way Primary School to an After School Club staff meeting.

20. Correspondence

Action

None

21. Impact of meeting

It was agreed the following impact had been made at the meeting:-

- Governors' suggestions for additional items to be reported in SEN reports.
- More robust questioning.
- New format for Acting Headteachers reports and the emboldment of impact.

22. AOB/Items for the Next Agenda

Any Other Business

As agreed under item 3.

Pay Policy

Mrs Hampton noted that the Pay Policy needed to be reviewed and it was agreed that this would be an item for the next Full Governing Body agenda. FED

Mrs Hampton further reported that there is a need for a staffing committee and it was agreed that the Clerk would make enquiries with Governors Services regarding the matter.

GL

Skype/Telephone Meetings

It was agreed that the Clerk would make enquiries with Governor Services regarding the procedures for skype/telephone meetings and report back to the Governors.

GL

Items for the Next Agenda

Pay Policy

Staffing Committee

Sports Premiums

Admission arrangements for younger siblings in the out of catchment area for Endeavour Primary School, following boundary changes.

Fire Drill for Knights Enham Junior School

Constitution of full governing body.

RI Progress Meetings

Welcome Pack for new Governors

Governors' Newsletter

23. Date of Next Meeting

Actions

31 March at 3.45pm to be held at Endeavour Primary School

Meeting closed at 6.20pm

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

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