

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 31 March 2017 at 3.45pm

Present

Mr Robin Hughes – Chair
Mr Steve McBride
Mrs Ros Hughes
Mrs Debbie Fazackerley
Mrs Tanya Hampton
Mrs Alison Paxton

Miss Marion Orwin
Mr Nick Mackey
Mr Gary Murphy
Mr Praphan Browne
Mrs Yvonne Remnant
Mr Matthew Main

In Attendance

Mrs Marina Crean – Associate Member and Acting Headteacher for Endeavour Primary School
Ms Sarah Jones – Associate Member and Acting Headteacher for Roman Way Primary School
Mr Hywel Inglis – Associate Member and Acting Headteacher for Knights Enham Junior School
Mr Tim Deery – Consultant Headteacher
Mr Andy Heyes – School Improvement Manager – Test Valley
Mr Tony Quinn – Governor Services Co-ordinator
Mrs Gail Leigh – Clerk

Red font denotes - Ensuring the clarity of vision, ethos and strategic direction

Green font denotes - Holding the Headteacher to account for the educational performance of the school and its pupils

Blue font denotes - overseeing the financial performance of the school and making sure its money is well spent

Fed = Federation End = Endeavour KEJS = Knights Enham RW = Roman Way

1. Apologies for Absence

Action

Mrs Julie Stratton – Accepted

None

Mr Hughes welcomed Mr Praphan Browne to the Governing Body as a newly appointed Co-opted Governor.

All present were introduced to Mr Browne.

2. 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.

3. Visit from Mr Andy Heyes and Mr Tony Quinn.

Mr Hughes welcomed Mr Heyes and Mr Quinn to the meeting.

Copies of a report regarding secure, effective and sustainable leadership for the federation were distributed at the meeting and the following points were made by Mr Heyes:-

- The report was written following the end of recruitment round 2 for the appointment of an Executive Headteacher, which was unsuccessful and provided options for a way forward.
- Round 3 of the recruitment process is taking place with very little interest.
- Meetings have taken place with the Chair of Governors, Mr Quinn, Mr Deery and representatives from Education Financial Services and Educational Personnel Services to discuss the way forward regarding leadership of the federation.
- Last year, the performance of the three schools had been a cause for concern to the Local Authority. However, since then two schools have had positive Ofsted reports, with one school slightly less positive.
- The improvement of the schools, during the last 9 months, is a testimony to hard the work of robust leaders who have all stepped up to the role of Acting Headteachers, with Knights Enham Junior School making effective progress towards a Good judgement.
- Budget forecasts show that all three schools will have a unique and significant shortage with a £700,000 deficit, across the federation in 3 years' time.

4. Visit from Mr Andy Heyes and Mr Tony Quinn contd

Action

Mr Hughes enquired of how many other schools would also suffer a shortage in 3 years' time. FED

Mr Heyes said that some other schools were facing a sizeable shortage, but not unique.

Mr Quinn said that all three schools will have significant in-year deficits for next year which causes concern about financial stability.

Mr Heyes said that staffing needs to be restructured because 80%-90% of the budgets are spent on staffing.

Mr Hughes said that the Governors have requested that Acting Headteachers look at staffing levels. However, this has been delayed until a decision has been made regarding the appointment of an Executive Headteacher. FED

Mr Heyes said that the planned timing for a staffing restructure sits well with the leadership options listed in the report.

Mrs Remnant arrived at this point.

Mr Heyes also said that the report shows 4 options for leadership models:-

- Option 1 is to retain the leadership structure and seek to recruit an Executive Headteacher where we are currently on round 3 of the recruitment process which closes on 7 April 2017. This option would mean that the new Executive Headteacher would review the staff structure.

Mrs Paxton arrived at this point

- Option 2 is to dissolve the federation, which will mean consideration of the 11 federated staff,
- Option 3 would be to de-federate Knights Enham Junior School where a new governing body would consider leadership options.

Mr Hughes said that the result of the consultation for the de-federation of KEJS, during last year, showed that parents did not want to de-federate. FED

Mr Heyes said that the federation is now in a different place and there is still a need for Knights Enham Junior School and Knights Enham Infant School to work together, for the good of the children.

4. Visit from Mr Andy Heyes and Mr Tony Quinn contd

Action

- Option 4 is to retain the federation, with a single governing body, and carry out stage 1 of a re-structuring process pending the appointment of three Headteachers in the schools. Following this there would have to be a stage 2 looking at trimming the staffing complement.

Mr Heyes said that stage 1 of option 4 could be reasonably straightforward and carried out quickly with the support of EPS. The in post Headteachers would be the strategic leaders, working with Governors, and share accountability across the federation. Furthermore, the Headteachers would be supported by Deputy Headteachers with the possibility of Assistant Headteachers, particularly in Endeavour Primary School, which is double the size of the other two schools.

Mr Heyes also said that the saving in the cost of employing an Executive Headteacher on L61 would be £35,000 per school.

Mr Heyes also said that there is a need to look at the effectiveness and efficiency of the federated staff.

Miss Orwin said that there is also a need to look at the impact for the children that federated staff have. FED

Mr Quinn said that it is the statutory responsibility of the Governing Body to operate financially viable budgets.

Mr Hughes enquired if there would be need to carry out a consultation if a decision was made to de-federate. FED

Mr Quinn said that the Governors can decide to de-federate one school and the process would take 6 weeks.

Mr Quinn also said that if the decision was made to dissolve the federation, each school would have a temporary Governing Body, initially.

Mr Hughes enquired, that if the federation was dissolved, who would make a decision regarding the contracts of federated staff. FED

Mr Quinn said, in that instance, Governors would need advice from Education Personnel Services, when exploring option. Furthermore Governors who are members of staff will need to leave the room, during these discussions.

Mr Heyes said that, whatever option is taken, there will be implications for federated staff, where costs are unsustainable.

4. Visit from Mr Andy Heyes and Mr Tony Quinn.

Action

Mr Heyes also said that it is right to be mindful of federated staff and the need to act in their best interest. However, decisions should be made for the good of children parents and the local community.

Mr Hughes enquired of the length of time needed to make a decision regarding the options. FED

Mr Quinn said that Governors will need to act soon.

Mr Heyes said that, potentially, the future leadership model should be ready for September 2017, where an interim period could follow for the Autumn Term allowing issues to be addressed including strategic responsibility ie three Headteachers who could be appointed for January 2018.

Mr Hughes enquired if there are any other leadership models of a federation with more than one Headteacher. FED

AH said that he is aware of a number of structures with 2 Headteachers, which are working really well.

TQ said that Governors should consider the extra work load of a structure with 3 Headteachers including the responsibility of carrying out the performance management for 3 Headteachers.

Mr Main arrived at this point

Miss Orwin enquired of the Governing Body structure for option 4. FED

Mr Hughes said that option 4 is the current status quo for the Governing Body.

Mr Murphy enquired of the timescale for option 4.

Mr Heyes said, that if option 4 is selected, the process would need to commence by early June 2017, for substantive Headteachers to be in place for January 2018.

Miss Orwin said that option 4 would mean not losing federated staff, FED

Mrs Paxton said that the key is to not have emotional attachment and that Governors must do the right thing. FED

Mr Murphy said that Governors should consider the impact and benefits of Knights Enham Junior and Infant schools working jointly. KEJS

Mr Hughes said that there is a need for a specific FGB meeting to discuss the options for the future leadership model. FGB

4. Visit from Mr Andy Heyes and Mr Tony Quinn.

Action

Mr Deery reminded Governors that there will be a need for the FGB to meet to ratify the decision of the interview panel for the post of Executive Headteacher.

Mr Inglis arrived at this point

Mrs Paxton asked the Governors to consider if there is a need to appoint Executive Headteacher. FED

Mr Hughes said that the closing date for the current recruitment round for an Executive Headteacher is 4 April 2017.

Mr Main said that there will be a benefit in thinking through the implications of the options to help form a conclusion. FED

It was agreed that a meeting would take place to discuss the options for a future leadership model on 5 April 2017 at 7.00pm, to take place at Knights Enham Junior School.

It was also agreed that questions from Governors for Mr Heyes and Mr Quinn should be submitted to the Clerk, prior to the meeting and forward on to Mr Heyes and Mr Quinn.

FGB

The Chair thanked Mr Heyes and Mr Quinn for attending the meeting.

Mr Heyes and Mr Quinn left the meeting at this point.

Mr Deery left the meeting at this point

5. Notification of Items for Any Other Business

Miss Orwin requested that Governors consider a letter regarding the infant playground of Roman Way Primary School.

It was agreed that, instead of raising the matter under any other business, the letter would be circulated to the Governors at the end of the meeting.

6. Adoption of Minutes

To agree minutes of the meeting of 10 February 2017.

The minutes of the meeting of 10 February 2017 were unanimously agreed as a true record.

Matters arising from the minutes of 10 February 2017.

Mrs Leigh reported that she had been advised by Governors Services that the use of skype at meetings should be agreed at the first Full Governing Body meeting of the academic year.

6. Adoption of minutes contd

Action

To sign agreed minutes of 10 February 2017.

The minutes of the meeting of 10 February 2017 were signed as a true record.

To agree minutes of 2 March 2017.

It was agreed that item 3 para 7 should read: *Mr Hughes said that the panel had not seen reason, following the first day, to not continue the process forward to the second day*

Subject to the agreed amendment, the minutes of the meeting of 2 March 2017 were unanimously agreed as a true record.

Matters arising from the minutes of 2 March 2017.

None.

To sign agreed minutes of 2 March 2017.

Subject to the agreed amendment, the minutes of the meeting of 2 March 2017 were signed as a true record.

7. Committee Reports

People, Planning & Development 20.01.17

The minutes of the meeting of the People, Planning & Development Committee of 20 January 2017 were distributed prior to the meeting and the following points were made:-

Mr Murphy enquired if it would be cost effective to have one federated IT contract rather than three separate ones. FED

Mr Inglis reported that the Project Manager has looked at different options from 4 different companies for IT contracts and found that there would be no significant savings from a federated contract, except for the shared costs of an IT Technician.

Mr Inglis also said that the current IT contract is nearing the end of a 5 year agreement and a new contract will incur a sizeable financial cost.

7.Committee Minutes contd

Action

People, Planning & Development 01.03.17

The minutes of the meeting of the People, Planning & Development Committee of 1 March 2017 were distributed prior to the meeting and the following points were made:-

Mr Murphy enquired if there is an action plan, following benchmarking, for higher than average costs for example Endeavour's energy bill. END

Mrs Cream said that the surveyor is looking into a rebate for solar panels.

Mr Murphy asked if the other two schools had considered solar panels.
FED

Mrs Crean said that it can take a number of years to recoup money from the expense of solar panels.

Mr Inglis reported that the Committee had agreed, in principal, to the funding of a building adjustment at the entrance of Knights Enham Junior School, for safeguarding reasons, at a cost of up to £8,500.

Mr Inglis said that, since then, the most competitive quote has been for £11,000 and asked for the Governors approval of the expenditure of £11,000 to fund the building adjustment.

Mr Hughes enquired if building work is planned to take place during the Easter holiday. KEJS

Mr Inglis said the soonest the building work can commence will be after the Easter holiday.

The Governors unanimously agreed to the funding of a building adjustment for Knights Enham Junior School at a cost of £11,000.

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

Endeavour Curriculum & Standards 11.01.17 and 15.03.17

The minutes of the meeting of the Endeavour Curriculum & Standards Committee of 11 January 2017 were distributed prior to the meeting and the following points were made:-

Mrs Crean said that a draft Ofsted report had been shared with the Committee.

7.Committee Minutes contd

Action

KEJS Curriculum & Standards 17.01.17 and 08.03.17

The minutes of the meeting of the KEJS Curriculum & Standards Committee of 17 January 2017 were distributed prior to the meeting and the following points were made:-

Mr Hughes said that a demonstration of assessment tracking had been presented to the Committee.

Roman Way Curriculum & Standards 17.01.17 and 16.03.17

The minutes of the meeting of the KEJS Curriculum & Standards Committee of 17 January 2017 were distributed prior to the meeting and the main items for discussion had been:-

Mrs Hampton reported that she had provided members of the C & S Committee for Knights Enham Junior School and Endeavour Primary School with passwords for the Governors' secure area on the school websites, along with a demonstration of use. However, there had not been enough time to carry out a demonstration at Roman Way, which will be arranged when Governors are available. FED

8. Ofsted Inspections

Progress of Action Plan for Knights Enham Junior School

Mr Inglis reported that the Learning & Leadership Partner had carried out a visit on 16 February 2017 and the synopsis of the visit will be forward to the Governors.

Mr Inglis made the following points:-

- The school continues to make significant progress although work is needed to enable experienced and ambitious middle leaders,
- The Learning & Leadership Partner has asked for leadership meetings to be sharpened up by the end of May 2017.
- Key Stage Leaders are checking to see if children are moving on quickly enough for maximum progress.
- There is a focus on high attaining children to ensure they are fully engaged.
- The Learning & Leadership Partner was pleased with data from Milestone 2, which indicates a significant move forward from last year.

8.Ofsted Inspections contd

Action

Outcome of Inspection of Endeavour Primary School

Copies of an Ofsted report, following an inspection on 14 February 2017, were distributed, prior to the meeting, and the following points were made:-

Mrs Crean said that she was pleased with the Ofsted report which stated that the school continues to be Good.

Mrs Crean also said that one target has already been addressed.

The Chair congratulated all the staff and Governor involved in the inspection.

9. Review of Governance

To Report Progress of Action Plan

Copies of an action plan for the Review of Governance had previously been distributed and the following points were made:-

RH said that a delegation report model might be worth considering to strengthen the structure. FED

RH

Welcome Pack

Mr Leigh reported that she has updated the staffing structure in the welcome pack and asked the Governors to email her with any further ideas for the pack.

FGB

Constitution

It was agreed that this would be an item for the meeting of 19 May 2017.

10. Pay Recommendations

Mrs Crean, Ms Jones, Mr Inglis, Mr McBride and Mrs Hampton left the room at this point.

To agree Pay Recommendations for Acting Headteachers

This confidential item is minuted on a separate sheet.

To agree Pay Recommendations for Acting Deputy Headteachers

This confidential item is minuted on a separate sheet.

To formally agree indicative pay ranges for Acting Deputy Headteacher

This confidential item is minuted on a separate sheet.

Mrs Crean Ms Jones, Mr Inglis, Mr McBride and Mrs Hampton returned to the room at this point.

Mr McBride left the meeting at this point

10. Pay Recommendations contd

Pay Policy

Action

It was agreed that the Clerk would distribute a copy of a model pay policy to the member of the PPD Committee, prior to their next meeting.

GL

Staffing Committee

Mrs Hampton said that she had shared information, received from a training session, at the last meeting regarding a recommendation for a staffing committee. FED

Mr Hughes said that the more members are needed for the Pay Committee.

It was agreed that staffing and pay committees should be an item for discussion following decisions made at the Full Governing Body meeting of 19 May 2017.

RH

11. Recruitment of Executive Headteacher

Progress of Round 3

Mr Hughes said that the current plan for the recruitment of an Executive Headteacher was for an appointment for 1 January 2018.

Interim Arrangements for next term

Mr Hughes proposed the interim arrangements for summer term 2017 as follows:-

Three Acting Headteachers and three Acting Deputy Headteachers continue on their role for a further term.

Mr Deery to work as a Consultant Headteacher for one day per week, supporting Knights Enham Junior School and for mentoring support to Roman Way Primary School.

Mr Inglis said that he felt that the expertise of a Consultant Headteacher was needed while Knights Enham Junior School is in RI status.

- Mr Dodson to work as a Consultant Headteacher for Endeavour Primary School for one day per week at a cost of £5,500.

Mrs Crean said that support was needed prior to the Ofsted inspection, and since then the Consultant Head has carried out leadership training and monitoring. However, She did feel the cost could now be justified for a Consultant Headteacher for Endeavour Primary School although support would be helpful due to the Acting Deputy working 4 days per week.

11.Recruitment of Executive Headteacher

Action

Mrs Hampton said that the Consultant Headteacher will give continuity to the school, due to Mrs Crean leaving at the end of the academic year.
END

Mr Main said that continuity would be helped further if the Consultant Head continues to support in the Autumn Term 2017. END

Mr Hughes said that support from the Consultant Head, for Endeavour Primary School ,could offer consistency into the Autumn Term which might be difficult to get, otherwise. END

The Governors unanimously agreed to the proposed interim arrangements for summer term 2017.

Mrs Hampton left the room at this point

12. Staffing

Endeavour Primary School

Mrs Crean reported that the new staffing arrangement for a Year 3 class is working well.

Mrs Crean also reported that 2 newly qualified teachers and an experienced teacher have been appointed for September 2017. However, cover will be needed for maternity leave in September 2017.

Knights Enham Junior School

This confidential item is minuted on a separate sheet.

Mr Inglis reported that the school should be fully staffed for September 2017.

12.Staffing contd

Roman Way Primary School

Ms Jones reported that the school is currently fully staffed and staffing is stable.

Ms Jones also said that one teacher is leaving at the end of this academic year and an advertisement has been placed for a new teacher.

Mrs Hampton returned to the room at this point

Action

13. Pupil Attendance

Knights Enham Junior School

Copies of a pupil attendance report had previously been distributed and the following points were highlighted:-

Miss Orwin noted that persistent absenteeism had risen to 9 for Spring Term 1. KEJS

Mr Inglis said that there had been a spate of illness and a number of holidays had been taken during that time. Furthermore County are, currently, advising schools not to fine for holidays taken in term time.

Mr Inglis also said that 2 referrals made to the locality team are in process and the Welfare Officer is working with the Infant School to support parents and make them aware of the legal process.

Ms Jones said that referrals are refused if there is any improvement in attendance.

Mrs Hampton said that Governors need to know how often referrals are knocked back. FED

Ms Jones said that any help or support from Governors would be appreciated.

Mr Inglis said that can Governors support by ensuring that pupil attendance is high priority for members of Curriculum & Standards committees.

Roman Way Primary School

Copies of a pupil attendance report had previously been distributed and the following points were highlighted:-

Mr Main noted that there has been a massive rise in the number of incidents and the number of pupils arriving late, after the register had closed, compared to last year. RW

Ms Jones said that the school staff are vigilant and continue to be monitor lateness.

13.Pupil Attendance contd

Action

Mr Hughes asked what steps are being taken to improve attendance for children entitled to free school meals. RW

Ms Jones said that this is the only group where attendance has not improved and their percentage of attendance, which is being monitored, continues to be a worry. However, the Ofsted Inspector confirmed that the school is doing everything it can to improve attendance for disadvantaged children..

Ms Jones also said that face to face meetings are taking place with parents but improvements are short term. However, best practice is to keep meticulous records and ensure this matter remains high on the agenda for improvement.

Mr Main raised the question if percentages meant a lot to parents. FED

Mr Inglis said that he has sent out letters which inform parents how hours lost can mount up to days and weeks of lost learning.

Mr Main requested that hours lost be included in reports for Governors. FED

Ms Jones said that she uses reports from SIMs to share with parents where patterns of absence can be clearly seen.

Ms Jones said that doctors are not required to give confirmation of medical reasons for pupil absence.

Mrs Crean said that Endeavour make reference to a NHS website ‘‘is your child too ill for school’ and parents are also asked to prove evidence of their child’s prescription.

Endeavour Primary School

Copies of a pupil attendance report had previously been distributed and the following points were highlighted:-

Mrs Hampton enquired if Endeavour is still supported by Zara Colwell, Parent Support Advisor. FED

Mrs Crean said that there is still some budgeted funding for the support of a PSA.

It was agreed to report Governor Training at this point.

Action

Governor Training

Mrs Hampton, Training & Development Governor, gave the following report:- FED

- All Governors have been sent an email with information about online training courses.

Mr Murphy reported that he had completed the online training course for Parent Governors. FED

- Miss Orwin, Mrs Remnant and Mrs Fazackerley will be attending an SEN training course.
- Mr Mackey, Miss Orwin and Mrs Leigh will attend a training course for Health & Safety.
- Mr Murphy will attend a training course for Holding Leaders to Account.
- Mrs Hampton will attend a training course for Primary Data.

Mrs Hampton reported that bookings for training sessions have not yet been made by members of the C & S Committee for KEJS

Mrs Hampton left the meeting at this point.

14. Sports Premiums

Endeavour Primary School

Copies of a Sports Premium Report for Endeavour Primary School had previously been distributed and the following points were highlighted:-

Mr Murphy had previously submitted the following questions which were answered by Mrs Crean:-

Q. When will the impact on children be completed?

A. By the end of March 2018

Q. Of the 5 measures, how are they being tracked?

A. PE leaders use actions plans.

Q. Is this new this term.

A. Yes

14.Sports Premiums contd

Action

Q. What impact is expected?

A. The strategy report has a planned impact column and an impact column that will be completed, following a review. More children are involved in sports and are learning leadership skills

Q. Will tracking be done to show all the disadvantaged groups of children and presented at Curriculum & Standards meetings?

A. Yes, after school clubs are in place for pupil premium children and change 4 life club is targeting disadvantaged children.

Q. Is there a percentage target to achieve of pupils taking part?

A. in line with School Games silver/gold standard.

Q. is there any occasions when PE is cancelled due to previous work overrunning or children not taking part due to taking too long to get changed etc.

A. No

Knights Enham Junior School

Copies of Sports Premium Reports for Knights Enham Junior School had previously been distributed and the following points were highlighted:-

Mr Murphy had previously submitted the following questions which were answered by Mr Inglis:-

Q. What targets have been set for 2016/17?

A. The school focus, within the report is the target.

Q. When will we see it?

A. Targets will be reviewed at the end of the year with the PE Lead

Q. What is breakdown of disadvantaged children taking part in PE activities?

A. Year 3 – 27/58, Year 4 – 27/58, Year 5 – 29/57 and Year 6 – 29/57

Q. Is there a percentage target to achieve of pupils taking part both PPG and non PPG.

A. The target is that all pupils are taking part on PE lessons/ activities.

14.Sports Premiums contd

Action

Q. In the section 'impact on children', it states what perhaps could happen but not actually what did happen, could this be updated? for examples,

A. This will be detailed in the review of July 2017.

Q. Are there any occasions when PE is cancelled due to previous work overrunning or children not taking part due to taking too long to get changed etc.

A. this is monitored by class teachers. PE is not cancelled unless there are extreme needs when additional opportunities are found eg Zumba session on red nose day.

Roman Way Primary School

Copies of a Sports Premium Report for Roman Way Primary School had previously been distributed and the following points were highlighted:-

Mr Murphy had previously submitted the following questions which were answered by Ms Jones:-

Q. When will the impact on children be completed?

A. By the end of March 2018

Q. Of the 5 measures, how are they being tracked?

A. PE leaders use actions plans.

Q. Is this new this term.

A. Yes

Q. What impact is expected?

A. The strategy report has a planned impact column.

Q. Will tracking be done to show all the disadvantaged groups of children and presented at Curriculum & Standards meetings?

A. Yes.

Q. Is there a percentage target to achieve of pupils taking part?

A. Yes 100%

Q. Are there any occasions when PE is cancelled due to previous work overrunning or children not taking part due to taking too long to get changed etc.

A. all children are expected to take part in PE lessons and spare kit is kept in school.

14.Sports Premiums contd

Action

Questions for all three Acting Headteachers

Mr Murphy had previously submitted the following questions to all three Acting Headteachers.

Q. Of the after school sports clubs, how many of the sports clubs do PPG children attend? If low numbers is there anything that could be preventing them? Anything schools can do to encourage higher attendance?

A.KEJS – Try to get 50% PPG attendance.

13.Sports Premiums contd

Q. What are the plans for children that were due to swim at the leisure centre?

A.KEJS – The use of a minibus has been secured for 3 sessions per class at Basingstoke.

A. Endeavour – Looking at alternative locations for Year 6 swimming or alternative activities.

A. RW - Looking at alternative locations for Year 6 swimming or alternative activities.

Q. To help with the promotion of the federation, is there any benefit in a federation sports day? In federation competitions? Do we ever enter federation teams to Hampshire events?

A. The Acting Heads agreed that they are exploring opportunities.

15. SEN

Ms Jones reported that she has worked with the Inclusion Manager to address questions raised by Governors.

Furthermore, it was agreed to invite the Inclusion Manager to the next full governing body meeting of 19 May 2017, to deliver an SEN Report.

GL

16. Admission Arrangements

Copies of an email from Roz Capey, Principal Admissions Officer had been distributed, informing Governors of the transitional arrangements for families affected by the proposed catchment area change for Endeavour Primary School.

17. Fire Drill

Mr Inglis reported that a fire drill is planned for the following week and will be reported at the Full Governing Body meeting of 19 May 2017.

18. Governors' Newsletter

Action

It was agreed that this would be an item for the Full Governing Body Meeting of 19 May 2017.

19. Governor Training

This item had previously been reported, after item 12.

20. Governor Visit Reports

A Governor visit report was distributed at the meeting by Miss Orwin as follows:-

Miss Orwin reported that she had recently visited Year 5 at Roman Way Primary School and found the Maths systems to be working well, with children engaged in challenges.

A Governor visit report was distributed at the meeting by Mrs Remnant as follows:-

Mrs Remnant reported that she had visited Endeavour Primary School on 2 March 2017 to review progress of Early Years' pupil premium and disadvantaged children.

21. Correspondence

None

22. Impact of Meeting

The Governors agreed that the visit from the Inclusion Manager and Governor Services Co-ordinator had impact in the consideration of options for future leadership arrangements.

The Governors also agreed that the Sports Premiums Reports had impact in the clarity of information.

23. AOB/Items for the Next Agenda

Any Other Business

None

Items for the Next Agenda

Extraordinary Meeting of 5 April 2017
Future Leadership Arrangements.

23.AOB/Items for the Next Agend contd

Action

Full Governing body Meeting of 19 May 2017

Budget Plans for 2017/18

Three Year Financial Plans

Visit from Inclusion Manager

Fire Drill for Knights Enham Junior School – Spring 2017

Governors' Newsletter

Governing Body Constitution

Committee Membership including Pay and Staffing

24. Date of Next Meeting

Extraordinary Full Governing Body Meeting of 5 April 2017 at 7.00pm to be held at Knights Enham Junior School

Full Governing Body Meeting of 19 May 2017 at 3.45pm to be held at Knights Enham Junior School.

Meeting closed at 5.50pm

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

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