

# 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 July 2017 at 3.45pm**

### **Present**

Mr Robin Hughes – Chair  
Mr Gary Murphy  
Mrs Alison Paxton  
Mrs Ros Hughes  
Mr Steve McBride

Miss Marion Orwin  
Mrs Yvonne Remnant  
Mrs Tanya Hampton  
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 Martin Shefford – School Organisation Officer  
Ms Colleen White – Hampshire Corporate Services  
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  
Mrs Julie Stratton – Accepted  
Mrs Debbie Fazackerley – Accepted  
Mr Praphan Browne - Accepted

### Absent without Apologies

None

## **2. Declaration of Interest**

## **Action**

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

## **3. Visit from Mr Shefford and Ms White**

Mr Hughes welcomed Mr Martin Shefford and Ms White to the meeting and Mr Shefford made the following points.

- Governors had agreed to an extra (bulge year) Year R class for Endeavour Primary School from September 2017 who will be housed in a modular building on the David Kirk site, where a new two form entry primary school will be built.
- The David Kirk site is large enough for the new school to be expanded to a three form entry school in the future, if necessary.
- Ms White will be responsible for setting up IT in the new school.
- The next step will be for Governors to agree to a consultation for Endeavour Primary School to expand and permanently incorporate the new school.
- If Governors agree to a consultation, the proposal will be taken to the Executive Member during September 2017.
- HCC will then formally hold a consultation with Governors, parents, other local schools and the local community.
- The consultation will take four weeks, during term time.
- If there are no objections, following the consultation period, the proposal will be signed off.
- If there are objections, the proposal will go back to the Executive Member.
- If the proposal goes ahead, thought will be given to the PAN for Year Groups, so that other local schools do not lose too many pupils.
- If the proposal goes ahead, County will offer help and support by trying to make the process of growing schools funding as smooth as possible.

Miss Orwin asked if there had been a penalty for the sponsors of the new school withdrawing. **END**

Mr Shefford said that the sponsors had been unable to take on another school and had withdrawn in May 2017, with no penalty.

Mr Main asked if there was a possibility that the Governors could work with the County and a decision could still be made for the school to become an academy. **END**

Mr Shefford said it is possible that a decision could be made for the school to be run as an academy. However, there are strong arguments for the school to open in 2018, due to the amount of housing planned for the

area, and the County have a statutory duty to provide places for children. **Action**

### **3.Visit from Mr Shefford and Ms White contd**

Ms Jones asked if this situation had happened anywhere else.

Mr Shefford said that there are few free schools in Hampshire and this is the first time that this situation has arisen.

Mr Main asked if any other trust had offered to be responsible for the new school. **END**

Mr Shefford said that this was not the case.

Mr Hughes said that he was concerned that, if a decision is made for the school to become an academy, Endeavour Primary School would remain responsible for housing an extra bulge class for the next seven years. **END**

Mr Shefford said that, in that case, Endeavour Primary School would need a modular building in their grounds.

Mrs Remnant asked if Endeavour Primary School would be expected to become a three form entry school. **END**

Mr Shefford said that this would not be the case.

Mrs Remnant asked if there would be a problem in housing a modular building in the grounds of Endeavour Primary School. **END**

Mr Shefford said that, if a the modular building is located in Endeavour's grounds, it would be smaller with one classroom. However, thought would be needed for location for drainage and to meet fire regulations.

Mr McBride pointed out that pupil numbers in the bulge year could reduce, in the future. **END**

Mr Shefford said that this was a possibility.

Mr Hughes said that Governors can only make decisions on what they currently know. **END**

Mrs Paxton said that Endeavour School would be advertising a Headteacher position next term and an expanded school could affect applications. **END**

Mr Shefford said that a larger school could make the position more attractive.

### **3. Visit from Mr Shefford and Ms White contd**

### **Action**

Mr Murphy expressed concern of how a four form entry school would fit into the federation. FED

Mr Shefford said that, if there is agreement for a consultation, there will be a long process to go through, with the County working hand in hand with the local community, Governors and other schools taking into consideration planned additional housing and providing school places for children.

Mr Hughes asked the Governors to consider the proposal and make a decision.

The Governors agreed that a formal consultation should take place for the proposal to expand Endeavour Primary School to a four form entry school, incorporating the new school planned for the David Kirk site.

Proposed by Mr Hughes, seconded by Miss Orwin and agreed unanimously,

**Mr Shefford and Ms White left the meeting at this point**

### **3. Staffing**

**Mr McBride and Mrs Hampton left the room at this point.**

#### Staff Restructure

This confidential item is minuted on a separate sheet.

**Mr McBride and Mrs Hampton returned to the room at this point**

#### Staffing 2017-2018

##### Endeavour Primary School

Mrs Crean reported staffing levels for 2017-18 as follows:-

- The school will be fully staffed, for September 2017, although the Caretaker post will be vacant from 14 August 2017.
- An advertisement has been placed for the Caretaker position.

##### Knights Enham Junior School

Mr Inglis reported staffing levels for 2017-18 as follows:-

- The school will be fully staffed for teachers, for September 2017, with one class taught by two part-time teachers as a job share.
- The school has been unable to recruit a KS2 leader
- An advertisement has been placed for a Teaching Assistant to replace another Teaching Assistant who will be working as a teacher.
- An advertisement has been placed for a cleaner.

#### 4.Staffing contd

#### Action

##### Roman Way Primary School

Ms Jones reported staffing levels for 2017-18 as follows:-

- The school will be fully staffed for September 2017
- One teacher will be replaced by a Newly Qualified Teacher
- One Unqualified Teacher will be employed
- A new Caretaker will start in September 2017
- One Midday Supervisor is leaving at the end of this term

##### Recruitment of Leadership

Mr Hughes reported the following:-

- Advertisements have been placed for the Headteacher positions for Knights Enham Junior School and Roman Way Primary School.
- Mrs Fletcher will be Acting Headteacher for Endeavour Primary School for the Autumn Term 2017.
- Mrs Pagett will be Acting Deputy Headteacher for Endeavour Primary School for Autumn Term 2017.
- Mr Jamie Dodson will be Consultant Headteacher for Endeavour Primary School for 2 days per week for Autumn Term 2017.
- Mr Deery will finish working as a Consultant Headteacher for Knights Enham Junior School at the end of this term and will be available to advise by telephone from September 2017.

Mr Hughes asked the Governors to consider a proposal from the School Improvement Manager for Ms Jones to work as a Headteacher for Knight Enham Infant School for 3 days per week, during maternity leave.

Mr Hughes also asked the Governors to consider a proposal for Mrs Skeates, currently Acting Deputy Head of Roman Way Primary School, to carry out the role of Acting Headteacher for Roman Way Primary School for 3 days per week.

**Mrs Hampton noted that Mrs Skeates will be responsible for Maths from September 2017. RW**

Ms Jones said that it may be necessary to offer the responsibility of Maths Leader to another member of staff.

#### **4.Staffing contd**

#### **Action**

Mrs Hampton asked if there could be an impact on Roman Way Primary School due to the responsibility for the Rapid Attainment Plan. RW

Ms Jones said that the working days at each school can be flexible according to need.

Mr Hughes said that, if at any time, it is thought the arrangement is causing an adverse effect for Roman Way Primary School, the agreement can be ended.

Mr Hughes asked if there are concerns since SATs result at Roman Way Primary School were lower than expected. RW

Ms Jones said that she is sure staff are able to carry out the measures put in place since SATs results had been received.

Mr Hughes said that the plan would be good for Ms Jones' CPD, good for Mrs Skeates, CPD and good for Knights Enham Infant School.

The Governors agreed to the secondment of Ms Jones to act as Headteacher of Knights Enham Infant School for 3 days per week, to cover maternity leave.

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

#### **4. Notification of Items for Any Other Business**

Miss Orwin requested that a report be made of Roman Way Primary School's fete under any other business.

Mrs Leigh requested that Clerk's overtime be discussed under any other business.

It was agreed that both requests for any other business be discussed under item 21.

#### **5. Adoption of Minutes**

19 May 2017

The minutes of the Full Governing Body meeting of 19 May 2017 were agreed as a true record.

## 5. Adoption of Minutes contd

## Action

Matters arising were as follows:-

- i. Mrs Paxton enquired of the outcomes from the SEN Inspector visits. FED

Ms Jones said that SENCOS are working through the actions, records are in good order and good practice was seen.

- ii. Mrs Paxton asked if Governors had given thought to a buddy system for new Governors. FED

Mr Hughes said that two Governors have applied for Co-opted posts on the Governing Body and due to an agreement made at the last meeting there will be 5 vacancies for Co-opted Governors in September.

Mr Hughes also said that, following advice, from Governor Services, new appointments should not be made until September to ensure DBS checks are carried out within 21 days.

It was agreed that the buddy system and welcome pack would be an item for the next agenda.

Mrs Paxton enquired if an appeals hearing would still take place, following the agreement of a bulge class for Endeavour. END

Mrs Crean said that there are no longer any appeals for places at Endeavour primary School.

The minutes of the meeting of 19 March 2017 were signed as true record.

### 23 May 2017

The minutes of the Full Governing Body meeting of 23 May 2017 were agreed as a true record.

Matters arising were as follows:-

- i. Mr Murphy noted that the shortlisting Committee are meeting on 7 September 2017 and asked if timing could be changed, due to Endeavour's being held at a later date.

It was agreed that shortlisting for Roman would be 6.00pm – 7.00pm and Knights Enham Junior School from 7.00pm – 8.00pm.

The minutes of the meeting of 23 May 2017 were signed as true record.

## 5. Adoption of Minutes contd

Action

13 June 2017

The minutes of the Full Governing Body meeting of 13 June 2017 were agreed as a true record.

There were no matters arising

The minutes of the meeting of 13 June 2017 were signed as true record.

## 6. Committee Reports

### People Planning & Development Committee

Copies of minutes of the People, Planning & Development Committee meetings for 25 April 2017 and 20 June 2017 had previously been distributed and the following points were raised.

Miss Orwin enquired if the new IT systems will be in place for September. FED

Mr Inglis said that Knights Enham Junior School and Roman Way Primary School will be decommissioned from Hampshire IT on 11 August 2017, when data will be transferred to Harrap, who will have systems ready for September 2017. Furthermore, due to the extra classroom, Endeavour Primary School will decommissioned in December 2017, with support from Colleen White.

### Knights Enham Junior School Curriculum & Standards Committee

Copies of minutes of the Curriculum & Standards Committee for Knights Enham Junior School for 3 May 2017, 14 June 2017 and 12 July 2017 had previously been distributed and the following points were made:-

Mrs Hampton enquired if a link Governor report had been submitted to the Governors following Mrs Hughes' visit to observe CPOMs at Knights Enham Junior School.

Mrs Hughes said that she was happy for the report to be emailed to the Clerk to be reported at the next Full Governing Body meeting.

TH/RDH

Mr Hughes said that Committee members have agreed that Curriculum and Standards meetings have helped them to learn a great deal about each individual school including processes and procedures, which has helped them become more focussed and able to ask more challenging questions.

Mr Inglis agreed that the Committee has been a significant step forward and will be held monthly from September 2017 onwards, with the Learning & Leadership Partner in attendance, when possible.

## 6. Committee Reports contd

## Action

### Roman Way Primary School Curriculum & Standards Committee

Copies of minutes of the Curriculum & Standards Committee for Roman Way Primary School for 3 May 2017, 5 July 2017 had previously been distributed and the following points were made:-

Miss Orwin said that the Committee have formed a Governor visit plan and the Committee members are more focussed and asking challenging questions. Furthermore, ideas are being put forward, such as Year Groups moving up in July to be settled for the new year.

### Endeavour Primary School Curriculum & Standards Committee

Copies of minutes of the Curriculum & Standards Committee for Endeavour Primary School for 17 May 2017 had previously been distributed and the following points were made:-

Mr Murphy said that a further meeting had been held last night, with minutes to follow.

Mr Murphy also said that Mrs Crean had reported positive SATs results and an SEN report that highlighted gaps between disadvantaged and non-disadvantaged children, which will be a focus next year.

MM expressed concerns that Governors are not always getting an opportunity to learn about all three schools. FED

Mr Hughes agreed that there is a danger, with a specific committee for each school and there is a need for information to be shared. FED

It was agreed that Mr Main would look at systems such as Share Point for better collaboration and this would be an item for the next agenda. MM

## 7. Membership

### Current Governing Body Membership

Mr Hughes reported current Governing Body Membership as follows:-

1 local authority representative  
1 staff representative  
2 parent representatives  
9 co-opted representatives  
3 associate members

## 7.Membership contd

## Action

Mr Hughes reported that an application has been made for the Governing Body membership to increase to 21 as follows:-

- 3 Headteacher representatives
- 1 local authority representative
- 1 staff representative
- 2 parent representatives
- 14 co-opted representatives

### Nominations for co-opted vacancies

Mr Hughes reported that there have been two applications for co-opted posts. However, Governors would not be able to appoint until the new constitution is in place, due to the timescale for DBS checks.

It was agreed that the Clerk would inform the nominees and this would be an item for the next agenda. **GL**

Mrs Hampton enquired if letters have been sent to local companies informing them of Governor vacancies.

Mrs Leigh said that there is a model letter, which will be emailed to Mrs Hampton. **GL**

## 8. SENCO Reports

### Endeavour Primary School

Copies of an SEN Report had previously been distributed and the following points were made:-

Mrs Crean said that the SENCO of Endeavour Primary School had submitted a thorough report which had been shared at the Curriculum & Standards meeting.

Mrs Hampton said that it was useful to see that interventions had been included in the report. **END**

Mr Hughes asked of the process for Year R children with Early Health Care Plans (EHCP) joining the school in September. **END**

Mrs Crean said that there is a need for the school to start the process for EHCPs early to fund provision

## 8.SENCO Reports contd

## Action

### Knights Enham Junior School

Copies of an SEN Report had previously been distributed and the following points were made:-

Mrs Hampton noted that SAP Review attendance had been included with the report and asked of reasons why some parents had not attended.  
KEJS

Mr Inglis said that from September 2017 the new SENCO will work for 3 days per week out of class, giving capacity for a more detailed report.

Mr Inglis also asked the Governors if it would be helpful for the three schools to submit reports in a common format.

Mrs Hampton said that other reports had shown data well and felt the extra information in the Endeavour report was very useful for SEN Governors to unpick during focus visits. FED

Mr Main said that similar reports would be helpful to bridge gaps. FED

### Roman Way Primary School

Copies of SAP Meetings Attendance had previously been distributed.

Ms Jones said that an SEN Report would be submitted for the next meeting.

SJ

## 9. David Kirk Site

Mrs Crean reported that there have been 2 transition meetings for children moving into the Year R class on the David Kirk site and parents had seemed very happy.

Mrs Crean also said that County and staff have been very supportive in setting up the extra classroom.

Miss Orwin asked how many children would be placed in the new class.  
END

Mrs Crean said that 20 children had places for the new class, which has capacity for 30 children.

Mr Hughes said that he has met with key staff to discuss funding, where concerns were raised regarding funding to fully resource the new classroom. Therefore a meeting is planned for himself, the Bursa and a representative from Educational Finance Service.

RH

Mr Hughes thanked all staff who had been supportive in setting up the new classroom.

## 10. SATs

## Action

### Endeavour Primary School

Copies of KS1 and KS2 Results had been previously distributed and the following points were highlighted by Mrs Crean:-

- 75% of Early Years children had achieved a Good Level of Development (GLD) which has improved by 3%.
- 87% of Year 1 children had achieved in Phonics which is the best result ever for the school
- KS1 ARE results for Reading and Writing were lower than last year although Maths was higher and all results were higher than the national average.
- KS1 GD results were higher than last year in all subjects and had doubled for Reading and Maths.
- KS2 ARE combined results were 7% higher than last year.
- KS2 ARE Maths results were 20% higher than last year.
- KS2 results for disadvantaged children were very positive 12% higher for Reading and 18% higher for Maths with a slight dip of -4% for Writing, than last year.

Mrs Crean thanked all staff for their hard work in supporting the children.

### Roman Way Primary School

Copies of KS1 and KS2 Results had been previously distributed and the following points were highlighted by Ms Jones.

- 87% of Early Years children had achieved GLD, staff have been very positive and trained together.
- 100% of disadvantaged children achieved GLD.
- 71% of Year 1 children had achieved in Phonics, which is slightly lower than last year. 6 children did not reach the required level due to health problems and attendance issues.
- 68% of KS1 children achieved ARE in combined, which is higher than the national average.
- All KS1 ARE results were higher than the national average.
- KS2 ARE Reading results were 65% which is 12% higher than last year.
- KS2 GD Reading results 22% which is 5% higher than last year
- KS2 ARE SPaG results were 75% which is 8% higher than last year
- KS2 ARE Maths results were 50% which is 10% lower than last year. 6 children who had been working at ARE level in Maths did not reach the required level and this is being analysed, which will be followed by an action plan. Furthermore, there was a high level of need and behavioural issues in the cohort.
- KS2 ARE combined results were 43%, caused by the Maths result.

## 10.SATs Results contd

## Action

Mr Hughes asked, as there was a high level of need in the cohort, could anything have been done differently to support the pupils. RW

Ms Jones said that children had attended SATs breakfast, which had been calming and tests were carried out in smaller groups with more adults.

Miss Orwin said that teachers had stayed late and came in early to prepare for SATs RW

### Knights Enham Junior School

Copies KS2 Results had been previously distributed and the following points were highlighted by Mr Inglis.

- KS2 ARE Reading results were 78% which is 25% higher than last year and 7% above the national average
- KS2 GD Reading results were 10% which is 7% higher than last year
- KS2 ARE Writing results were 71% which is 5% higher than last year and 5% lower than the national average.
- KS2 ARE GPS results were 69% which is 16% higher than last year and 8% lower than the national average caused mainly by spelling, which will be addressed by the English Leader for next year.
- KS2 ARE Maths results were 86% which is 37% higher than last year and 11% higher than the national average. Maths had been led by the Acting Deputy Head who had worked with the Maths Adviser where progress had been made, particularly in arithmetic.
- KS2 Combined results were 67% which is 25% higher than last year and 6% higher than the national average.

Mr Murphy asked if staff were working together to improve spelling. FED

Mr Inglis said that the schools have a spelling scheme, which has shown impact in the other two schools. However it can take time to see improvement.

Mr Inglis said that credit has to be paid to the Year 6 team for their commitment, dedication and the amount they cared for the pupils.

Mr Inglis also said the he felt the school is on the right trajectory for improvement. However, there is a need to move towards the national average for Greater Depth, which will be built into the school action plan.

Mr Hughes praised Year 6 staff and the good leadership of the school. KEJS

The Governors agreed that Year 6 staff and the leadership of the school had carried out a good job in raising results and highlighting areas to work on.

**Mrs Crean left the meeting at this point**

## 11. Review of Governance

## Action

Copies of an updated action plan, following the review of governance had previously been distributed and the following points were made:-

Mrs Paxton reported that she had attended a meeting, following a monitoring visit for Knights Enham Junior School, where Governors had been advised to follow a monitoring calendar and prepare for succession planning. FED

Mr Hughes said increasing the membership number would help with succession planning. FED

Mrs Hampton said that she would email a calendar to the Chair, which includes timing of data drops and other areas where Governors could link in. FED

TH

Mrs Paxton also said that Governors were advised to attend a training session to hold leadership to account. FED

Mr Inglis said that the Curriculum & Standards Committee for Knights Enham Junior School have increased their meetings to one per month, where alternate meetings will be Curriculum & Standards/Rapid Improvement meetings and also said that it would be advantageous if more Governors joined the Committee.

Miss Orwin volunteered to join the Curriculum and Standards Committee of Knights Enham Junior School. KEJS

The Governors agreed to increase the membership of the Curriculum & Standards Committee of Knights Enham Junior School to 5 Governors and elected Miss Orwin to join the committee membership.

Mr Inglis said it would be valuable for more Governors to join the Curriculum & Standards Committee for Knights Enham Junior School prior to the next 2 day Ofsted visit in Spring Term 2018.

Mr Inglis distributed copies of a School Improvement Visit Report following a visit from the Learning & Leadership Partner.

Mr Hughes recommended that Governors read the report to enable them to monitor the progress of actions. KEJS

## 12. Policies

Copies of federated Child Protection Policy 2017-2018 had previously been distributed.

The Governors agreed to accept the Child Protection Policy 2017 – 2018.

## **12.Policies contd**

## **Action**

Copies of a federated Attendance Policy 2017-2018 had previously been distributed.

It was agreed to amend the closing time for Roman Way Primary School to 3.15pm.

Subject to the agreed amendment, the Governors agreed to accept the Attendance Policy 2017 – 2018.

Copies of federated E-Safety Policy had previously been distributed.

Mr Main enquired of protection from potential attacks from viruses.  
FED

Mr Inglis said that the SLA for the internet line will be continued with Hampshire IT using Hampshire's firewall. Furthermore Harrap IT will provide an IT technician for all three schools.

Mrs Hampton asked of the protection for USB devices brought into schools. FED

Mr Hughes said that devices should be encrypted if they are taken out of school and contain pupil data. FED

Mr Inglis said that he would investigate the safety of devices for storing data. **HI**

It was agreed that the E-Safety Policy would be an item for the next agenda.

Copies of federated Whole School Food Policy had previously been distributed.

The Governors agreed to accept the Whole School Food Policy.

## **13. Communication**

### Governing Body Communication

Mrs Hampton said that it has not always been possible to communicate easily with Governors between meetings. FED

Mr Main suggested a closed social media group for the Governing Body, which is less formal than emails. FED

Mr Murphy said that improved communication would be helpful especially if a meeting is missed. FED

Mr Hughes said that he would be happy for Mr Main to set up a closed social media group. FED

### **13.Communication contd**

### **Action**

#### Governors' Newsletter

The Governors agreed that a Governor' newsletter would no longer be sent out and that the Governing Body would communicate with parents via schools' newsletters.

### **14. Governor Elections**

It was agreed that the Clerk would contact all Governors inviting nominations for the posts of Chair and Vice Chair at the end of July, with a closing date for nominations of 15 September 2017. **GL**

### **15. Governors' Timetable**

Copies of a draft Governors timetable for 2017-2018 had previously been distributed

The Governors agreed to make no amendments to the Governors; timetable for 2017-18 and dates will be inserted into the Governors' online calendar. **GL**

### **16. Governors Training**

Mrs Hampton, Training & Development Governor, distributed copies of Governor training information which links training courses to the required competencies.

Mrs Hampton reported that from September 2017 the competency framework will be more in depth for core areas of skill and Governors will need to show development. **FED**

It was agreed that Mrs Hampton would book full governing body training for Holding School Leaders to Account, during Autumn Term 2. **TH**

Mr Hughes enquired how often Governors need to refresh training. **FED**

Mrs Hampton advised that training is refreshed when there are changes such as in Government policy.

Miss Orwin reported that she had attended Health & Safety training which was very useful. **RW**

## 17. Governor Visit Reports

## Action

Copies of the following Governor Reports had previously been distributed to the Governors:-

16/05/17 – Mrs Paxton – Forest School at Endeavour Primary School

27/06/17 – Mrs Orwin – Meeting with next year's Reception children at Roman Way Primary School

30/06/17 – Mrs Orwin – SEND Link Governor visit at Roman Way Primary School

03/07/17 – Mrs Hampton – Pupil Premium Link Governor visit at Roman Way Primary School.

05/07/2017 – Mrs Orwin – Forest School Impact at Roman Way Primary School

Mr Hampton noted that some reports were on old forms which did not have a section for safeguarding observations. FED

It was agreed that the Clerk would email updated forms to the Governors. GL

## 18. Correspondence

None

## 19. Impact of meeting

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

- Success of SATs results
- Positive impact of Curriculum & Standards Committees
- Governor training information

## 20. AOB/Items for the Next Agenda

### Any Other Business

1. Miss Orwin reported that Roman Way Primary School had held a successful school fete during July which had raised £727 profit.
2. A Clerk's overtime claim for 21.75 hours of extra work, since 3 May 2017 was agreed by the Governors.
3. Mr Hughes informed the Governors that Mrs Remnant would be leaving the Governing Body at the end of this academic year and thanked Mrs Remnant for her commitment to the ~Governing Body.

### Items for the Next Agenda

Staffing Restructure  
Induction for new Governors including Welcome Pack & Buddy System  
Sharing Information  
Nominations for Co-opted posts  
SEN Report for Roman Way Primary School  
E-Safety Policy

### **21. Date of Next Meeting**

29 September 2017 at 3.45pm to be held at Roman Way Primary School

### **Meeting closed at 7.10pm**

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

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