

**SPRING TERM March (3<sup>rd</sup> Meeting) 2017**

**BUCKINGHAMSHIRE LEARNING TRUST**

**MINUTES** of the meeting of the Governors of Carrington Junior School held at the School on 29 March 2017 at 7.00 p.m.

<b>PRESENT:</b>	Mrs A Sheddick	Chair
	Dr T Adnan	
	Mr M Bartlett	
	Mrs L Favager	
	Mr J Fischer	
	Mrs K Legg	
	Mrs A Majcher	Interim Headteacher
	Mrs D Martin	
	Mr P Weaver	
	Mrs J Wright	
<b>IN ATTENDANCE:</b>	Mrs M Peel	Clerk, BLT
	Mr P Simpson	Associate Member
<b>ABSENT:</b>	Ms R Bailey	Apologies received and accepted
	Ms K Legg	Apologies received and accepted
	Mr S Neale	Apologies received and accepted
	Mrs A Preston	Apologies received and accepted

NB. Governors' questions are highlighted in italics throughout these minutes.

**WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting. As noted above, apologies were received and accepted from Ms Bailey, Mrs Legg, Mr Neale and Mrs Preston.

**1 NOTIFICATION OF ANY OTHER BUSINESS**

No items were tabled for discussion under Any Other Business.

**2 DECLARATIONS OF INTEREST**

Mr Simpson declared that his company carried out work on Fire Safety for the School.

There were no other declarations of interest in items covered at this meeting.

**ACTION**

### 3 MINUTES AND MATTERS ARISING

#### 3.1 CONFIDENTIAL MINUTES OF MEETING HELD ON 18 JANUARY 2017

The Clerk had previously advised that the Confidential Minutes of the meeting held on 18 January 2017 had not been circulated with the main Minutes and required formal approval. Copies of the Confidential Minutes had since been circulated to all governors and were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair and handed to the Interim Headteacher for display in the School.

There were no matters arising from the Confidential Minutes.

#### 3.2 MINUTES OF MEETING HELD ON 28 FEBRUARY 2017

The Minutes of the meeting held on 28 February 2017, having been circulated, were confirmed and signed by the Chair as a correct record.

#### 3.3 MATTERS ARISING FROM MINUTES OF MEETING HELD ON 28 FEBRUARY 2017

##### 3.3.1 Minute 8.1: Nursery Rental Fees

It was reported that no rent increase could be made under the terms of the current contract. There was a ten-year contract in place until 2024, although a break clause would allow either party to give notice in 2019.

##### 3.3.2 Minute 5.1, Parent Survey: The Interim Headteacher was preparing a survey to be circulated after the Easter Holidays. Governors considered the best way of analysing the resulting data, agreeing that manual analysis was not an effective use of time. It was agreed that Mr Weaver would investigate free software for schools, before any software, such as Survey Monkey, was purchased.

The Interim Headteacher would arrange for a similar survey to be carried out with pupils and staff. Governor input would be welcomed. Mr Weaver would investigate software options for the pupil survey, possibly using emojis as response tools. Governors agreed that the survey should be carried out at school, to ensure

**Mr Weaver**

**All governors  
to note  
Mr Weaver**

that the pupils were able to give their own opinions freely, and so it was important to ensure that any survey could be easily accessed using the School's computers.

**3.3.3 Minute 5.1: Confirmation of any charge for additional support from Buckinghamshire Learning Trust ("BLT")**

Governors noted that the School had purchased a support package which included the services of Gwen Tong, a Teaching Excellence Practitioner. Support in Maths and English had been provided and two days of Maths support were allocated to the School for the remainder of the academic year. Ms Tong would leave the BLT the following day and the School awaited confirmation of arrangements for the summer term.

The cost of the support package had been included in the current year's budget and had been discussed and approved by governors in response to a need identified by staff. Governors noted the importance of whole staff Continuing Professional Development ("CPD") to ensure consistent teaching throughout the School.

The school also received visits from a Strategic Improvement Advisor. Invoices would be monitored to ensure that no additional charges were levied in respect of these services.

**3.3.4 Confidential Minute 3.2.3: Feedback from staff/governor meeting on 23 March**

The Chair thanked all governors who had attended the meeting and the staff governor, Mrs Martin, for her support. Thanks were also due to Mr Bartlett and Mr Weaver for their presentation.

The meeting had been well attended and given staff an opportunity to air their concerns with governors. Some positive feedback had been received and the meeting had been a helpful step in rebuilding the relationship between staff and governors following the restructure. Governors agreed that another meeting should be arranged at an early opportunity.

Governors would consider if any changes should be made to the format of the meeting, in particular, ways of ensuring that all members of staff were able to air their views. Governors acknowledged, however, that it would be important to ensure that the Interim Headteacher remained their primary channel to communicate information to staff and that they should ensure that meetings focussed on strategic and not operational matters.

### 3.3.5 Governor Co-operation with Carrington Infant School

*See Confidential Part 2 Minute*

7.23 pm: Dr Adnan joined the meeting

## 4 STRATEGIC MANAGEMENT

### 4.1 REPORT OF THE INTERIM HEADTEACHER

The Report of the Interim Headteacher, having been circulated, was received by governors. The Interim Headteacher had included the following documents for consideration with her report:

- School Improvement Contact Form completed by Lara Virgo of the BLT following her visit to the School on 7 March
- Chair's report to the Focus Group on 20 March
- Spring Term Data Analysis (drawn from Target Tracker) & Assessment Analysis Autumn 2016
- Teaching & Learning Review Report prepared by Heather Clements (Strategic Improvement Advisor)
- Draft Rapid Improvement Plan dated 31 January 2017, to replace the previous School Development Plan

Governors confirmed that they had received all documents and noted the significant amount of information contained therein.

The Interim Headteacher reported on the key actions that she had undertaken to begin the necessary improvement processes as identified within the Rapid Improvement Plan.

Key Issue 1: To ensure safeguarding policy and systems are in place and the school website is compliant

The School's Safeguarding provision had been prioritised by the Interim Headteacher on her arrival at the School and she had met Therese McAlorum, Head of BCC Safeguarding Children Board early in the Spring term. She continued to attend meetings with Ms McAlorum's colleague, Julia Goodes. The Chair attended these meetings in her dual capacity as Chair and as Safeguarding Governor.

The School's Safeguarding provision now complied with statutory requirements, and a new policy had been completed. The Interim Headteacher had drafted a revised Staff Code of Conduct which

## ACTION

Interim  
Headteacher

would be reviewed with staff at their next INSET day.

The school website had been updated but the following information was yet to be uploaded:

- PE Report
- 16/17 Pupil Premium Report
- Child Protection Policy

This would be considered later in the meeting.

### Key Issue 2: To increase attainment and accelerate progress in Maths, Reading and Writing

There had been progress in attainment in maths, reading and writing. The Interim Headteacher had carried out a review of Teaching & Learning at an early stage following her arrival at the School, supported by Heather Clements and assisted by the Deputy Headteacher. Regular staff meetings were being held to implement the recommendations of this review and improvements in pupil progress were already being recorded.

Reading: A new reading scheme had been introduced. Pupils and parents had received the scheme very positively, with parents visiting the School to assist in covering books.

Writing: The Interim Headteacher, with support from Ms Tong of the BLT had undertaken a work scrutiny and concluded that children were not writing sufficient amounts in their books. All teachers had been asked to focus on this area and the Headteacher was personally monitoring this work. The support of the BLT advisor had increased the awareness of the new curriculum and the role of English in the primary curriculum as a whole.

Maths: Ms Tong had supported the Interim Headteacher in introducing a new programme with a particular focus on Year 6 and also on Year 3. The impact of this had been very positive and staff had embraced the programme.

### Key Issue 3: To improve the Quality of Teaching and Learning

The Interim Headteacher considered that the quality of Teaching & Learning within the School was noticeably improving. She was spending as much of her time in classrooms as possible and pupils were comfortable with her presence during lessons. She was also trialling feedback books. She had prepared a bag of resources to support work with children who were eligible to receive Pupil Premium ("PP children") and would focus on hearing them read whilst in class. Staff had developed list of readers in every class

## ACTION

according to ability and divided them into PP and non-PP children so that volunteer adult readers could easily prioritise reading groups and work to diminish the difference in attainment.

*Governors asked if teachers were not already prioritising the readers in need of most support in their classes?* The Interim Headteacher considered that the new lists would enable this to be done more efficiently, so that teachers could focus on monitoring levels and raising progress throughout the class. *Governors asked if there were many reading volunteers, and if grandparents could assist as well as parents.* There was a real need for volunteers, especially for children in KS2, when many parents returned to work. It was important to ensure that volunteers could assist regularly, due to the cost of DBS checks.

Support for PP children: The Interim Headteacher had introduced a Premium Club, the impact of which had already been noted by teachers. The club was also open to non-PP children, although 99% of the participants were eligible to receive the premium. *Governors asked how the impact of the club was being monitored?* There was no formal recording process in place at this time as the Interim Headteacher focussed on increasing participation in the club. Improvements would be reflected in termly results data, and whilst this would not measure the impact of the club alone, it did amount to the largest single intervention put in place for this group of pupils and would therefore be the largest contributory factor in any improvement in attainment. *Governors suggested that staff be asked to document their observations of improvements arising from the club.*

**Interim  
Headteacher**

Key Issue 4: To develop middle and senior leaders to lead on learning driving a culture of high achievement

This was being addressed with the support of external advisors

Key Issue 5: Develop the partnership with parents to ensure all have confidence in all aspects of the school's work

The Interim Headteacher was investing significant time in this area. She had made herself available to parents whenever possible and had introduced regular newsletters to update parents on events in the School. These measures had been received positively. There had been no adverse feedback on her decision to lock the back gate to the School, to increase the security of pupils.

Governors noted that there had been positive feedback from parents about the School at the recent parents' evening. Parents

advised that they particularly appreciated the interim reports and subject crib sheets which were being circulated.

The Chair reported on measures which had been put in place, as reported in the Action Plan, drawing governors' attention to timescales and success criteria. She observed that her fortnightly meetings with the Interim Headteacher were working well and that they would now focus on managing and preparing for governing board meetings. She noted that the Governing Board's Strategic Plan would require revision following the reviews carried out by external advisors and that governors should consider if their meeting structures were effective.

Governors noted that the success criteria for evaluating the impact of actions carried out in the school related to the actions rather than their impact. Governors should focus on impact in monitoring the plan and evaluating outcomes. This would be assisted by the provision of additional data.

*Governors asked if the Interim Headteacher considered that a formal review of PP provision was necessary?* Informal meetings had taken place and a previously scheduled review carried out as detailed in the report of Lara Virgo from the BLT. It was noted that Ms Virgo would leave the Trust at the end of the term and the Interim Headteacher advised that she was unsure if a review at this stage would have sufficient impact. After considered discussion, governors agreed that they should monitor the provision and re-consider a review in the autumn term.

## Clerk – Agenda, Autumn 2017

This item had been covered in the Interim Headteacher's Report.

This item had been covered in the Interim Headteacher's Report.

## 5.1 REVIEW OF SPRING TERM ASSESSMENT WEEK DATA



## ACTION

The Spring Term Data Analysis had been circulated to governors prior to the meeting with the Assessment Analysis from the Autumn Term 2016 to provide a baseline to assess progress. Governors noted that the baseline data had been formulated using GL software purchased for this purpose and that the data for the Spring Term had been taken from Target Tracker ("TT"). It was important to note that the use of TT was still being embedded in the School and to ensure the validity of the data.

The Interim Headteacher provided a commentary to the results data. She had not yet received full training in TT and had arranged this. Staff were assessing pupils against statements provided by TT and the Interim Headteacher had some concerns about the consistency of these assessments. To address this, she had scheduled all-staff training with TT as a priority, and this would take place early in the summer term. Governors agreed that the cost of the training was fully justified by its importance.

*Governors asked if there was any further support that they could provide?* The Interim Headteacher considered all necessary steps were being taken. She noted the importance of ongoing CPD for the staff which was a key priority for her. Pupil Progress meetings were taking place during the final week of the Spring term between teachers and the Interim Headteacher to discuss action plans where a need had been identified.

*Governors noted that the results indicated that the focus on PP children was having a positive impact. What provision was being made for More Able children, particularly those who were eligible to receive PP?* This would be addressed during the summer term after the staff had received TT training. The Interim Headteacher would oversee the implementation of suitable action plans when she was satisfied that pupils had been correctly assessed.

### **5.2 UPDATE ON ACTION PLAN FOR DATA MONITORING AND IMPROVEMENT OF RESULTS**

Governors noted the Interim Headteacher's focus on ensuring the accuracy of results data and agreed that the Action Plan should be considered at a later date.

### **5.3 UPDATE ON CURRICULUM INITIATIVES, STANDARDS OF BEHAVIOUR AND THE IMPACT OF SPIRITUAL, MORAL, SOCIAL AND CULTURAL EDUCATION**

The Interim Headteacher acknowledged that much work was

Clerk – Agenda,  
FGB meeting 21  
Jun 2017



	ACTION
<p>required in this area. The curriculum required modernising and the Interim Headteacher had asked staff to assess if teaching practice reflected the information on the School website. She had asked staff to consider what they were teaching, how they were teaching it and how both were enriching pupils' experiences.</p>	
<p>Governors agreed that this should be a focus for their visits to the School the following term.</p>	<p><b>All governors to note</b></p>
<p>The Interim Headteacher was currently working on the Maths &amp; Literacy curricula, and aimed to incorporate greater flexibility.</p>	
<p>Governors noted the report on the Additional Resource Provision ("ARP") prepared by the Deputy Headteacher which had been circulated to governors before the meeting. The Deputy Headteacher was not present at the meeting but governors would contact her directly if they had any questions.</p>	<p><b>All governors to note</b></p>
<p><b>5.4 PARENTAL ENGAGEMENT STRATEGY (MINUTE 5.1 REFERS)</b></p>	
<p>This had been considered earlier in the meeting, as part of the Interim Headteacher's Report.</p>	
<p><b>5.5 REVIEW OF EDUCATIONAL VISITS</b></p>	
<p>The governor with responsibility for Educational Visits, Ms Bailey, had been unexpectedly unable to attend the meeting. The Interim Headteacher noted that a schedule of visits was being prepared. This would be discussed between the Interim Headteacher and the Chair at one of their regular meetings before being passed to Ms Bailey.</p>	<p><b>Headteacher</b></p>
<p><b>6 FINANCE</b></p>	
<p>Governors noted that Mrs Favager had handed over responsibility for Resources Committee matters to Mr Bartlett. The Chair, on behalf of all governors, thanked Mrs Favager for her work, particularly in the application to the Contingency Fund and thanked Mr Bartlett for taking on the role and his recent work on the School's Financial Plan.</p>	
<p><b>6.1 UPDATE ON FINANCIAL PLAN 2017-18</b></p>	
<p>Mr Bartlett commended the work of the Finance Officer, Ms Moore, in collating information to produce the next year's Financial Plan.</p>	

## ACTION

Governors received the draft Financial Plan which had been circulated for review before the meeting. Mr Bartlett highlighted the following points:

- It was expected that the School would carry-forward a deficit of £54,000 into the next financial year. This was less than had been predicted which was due in part to the award of £24,000 from the Local Authority ("LA") Contingency Fund.
- The draft Plan had been drawn up using provisional figures whilst final information was awaited from the LA.
- The draft Plan predicted an in-year surplus of £8,000. It was anticipated that there would be significant savings on agency & supply staff.
- The priority was to maximise the available budget for teaching staff. Careful monitoring would be required to ensure that this was achieved.
- The predicted expenditure factored in increases in insurance costs and the apprenticeship levy.
- Total funding was expected to increase by £6,000.
- The Chair had been provisionally advised that a payment would be made by BCC in respect of the recent data loss. The Chair would pursue this.

The draft Plan would be finalised on receipt of confirmed figures from the LA. The ARP accounts were also awaited and would be reviewed by the Finance Working Party.

The revised Plan would be circulated to governors before the next meeting of the governing board on 11 May 2017. A final draft would be agreed at the meeting for submission to the LA.

### 6.2 CONSIDERATION AND MONITORING OF CONTRACTS AND LEASES

The Finance Officer was compiling a schedule of all contracts and leases which would be reviewed with Mr Bartlett. Any recommendations arising from the review would be included in Mr Bartlett's report to governors.

### 6.3 REVIEW OF ANY EXTENDED SERVICES PROVISION

Governors confirmed that the School had no such provision which required review.

Chair

Agenda –  
Finance  
Working Party

Clerk – Agenda  
FGB 11 May  
All governors  
to note

Mr Bartlett

		ACTION
<b>PERSONNEL</b>		
<u>Governors agreed that Personnel Matters (items 6.4-6.6) should be deferred for discussion until the end of the meeting</u>		
<b>PREMISES HEALTH AND SAFETY</b>		
<b>6.7</b>	<b>PREMISES UPDATE AND CONSIDERATION OF ANY DEVELOPMENT WORKS</b>	
	As reported at the previous meeting of the full governing board, the Interim Headteacher and Mr Simpson continued to pursue the suppliers of the boiler and heating system but had no update to report at this time. A power cut the previous week had caused further issues which now required addressing.	
	The Chair would ask Mr Neale if he could provide additional support in this matter.	Chair/ Mr Neale
<b>6.8</b>	<b>TERMLY HEALTH AND SAFETY INSPECTION</b>	
	The inspection had been carried out and a report circulated to governors who noted its contents.	
	Mr Simpson noted that the annual review of the School's Risk Assessment folder was due. Staff would be asked for assistance in locating this.	Mr Simpson/ Headteacher
<b>6.9</b>	<b>FIRE RISK ASSESSMENT</b>	
	Governors confirmed that there was a current Fire Risk Assessment in place for the School contrary to discussions at the previous meeting (minute 8.9 refers). Mr Simpson had passed a copy to the Interim Headteacher and they would address any identified risks.	Mr Simpson Interim Headteacher
	Governors noted that there was an urgent requirement for emergency lighting when the school was in use out of school hours. An interim solution had been implemented, with the provision of workable torches, but a permanent solution should be considered for future budget planning.	Mr Simpson
<b>6.10</b>	<b>ACCIDENT LOG</b>	
	A pupil had been injured after hitting his head on a metal bench	

## ACTION

Mr Simpson

in the playground. This had been a genuine accident but the Interim Headteacher was concerned that there were metal benches in the playground. Mr Simpson was trying to obtain guidance from the Royal Society for the Prevention of Accidents about the use of metal benches in the playground and would report back to the governing board.

The School's medical room was no longer available following changes to the entrance area. The Interim Headteacher and Mr Simpson were considering suitable alternative locations, in the centre of the School, with access to hot and cold water and toilets, and where pupils were visible to adults. An area of the ARP might be suitable as it was not used during breaktime, when most incidents took place, and adjacent to the playground. Steve Fox, from BCC, had confirmed that this would be a suitable location.

The Interim Headteacher advised that she had requested and would receive specialist training on managing medicines.

### 7 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES

The Chair reported that committees had been convened for hearings as follows:

Employee Grievance Committee: The Committee, comprising Mr Simpson, Mrs Legg and Mr Neale, would hear an employee grievance on Thursday 30 March. The Committee had appointed Mr Simpson as Chair.

Staff Dismissal (Conduct and Disciplinary): The Committee, comprising Mrs Favager, Mrs Wright and Mr Weaver would meet on 22 May. This meeting had been rescheduled from the final week of the Spring Term. Mr Weaver would chair the Committee.

The outcome of these hearings would be only reported to governors as advised by the Local Authority. The Chair confirmed that Mr Bartlett, Ms Bailey and Dr Adnan would be prepared to form a Staff Dismissal Appeals Committee if this were necessary.

Governors approved the composition of the committees, noting in doing so that any Associate Member appointed to the committees would hold full voting rights and count towards the quorum.

		ACTION
<b>8</b>	<b>REPORTS OF WORKING PARTIES</b>	
<b>8.1</b>	<b>Estates Working Party</b>	
	The Working Party has not met and an update would be circulated to governors as necessary.	
<b>8.2</b>	<b>Finance Working Party</b>	
	The Finance Working Party had met to assist with the preparation of the School's Financial Plan as minuted above (minute 6.1 refers).	
<b>8.3</b>	<b>Website Working Party</b>	
	The Website Working Party had met and reported that the Equalities Statement had been completed and approved. The Interim Headteacher would arrange for this to be uploaded to the website.	<b>Interim Headteacher</b>
	The Sports Premium statement had been prepared and would be approved at the next meeting of the FGB in May, after which it would be uploaded to the website.	<b>Website Working Party</b>
<b>8.4</b>	<b>Academisation Working Party</b>	
	The Working Party continued to investigate potential sponsors for academy conversion. <i>See Confidential Part 2 Minute.</i>	
<b>8.5</b>	<b>Data Review Working Party</b>	
	The Working Party had not met. This group has not been convened and does not exist within FGB structure	
<b>9</b>	<b>DELEGATED REPORTS – GOVERNORS</b>	
<b>9.1</b>	<b>REPORT OF CHAIR</b>	
	The Chair reported on actions taken under emergency or delegated powers. Two complaints had been received and dealt with and a third subject access request had been received in relation to ongoing matters. The Chair expressed her thanks to those members of staff who had assisted in responding to these requests.	

<u>9.00pm: Mr Weaver left the meeting</u>	<b>ACTION</b>
<b>9.2 REPORT OF DEVELOPMENT GOVERNOR</b>	
<p>The Development Governor, Mr Fischer, circulated individual training reports to each governor highlighting suggested training to be undertaken. Governors should review the reports and advise which courses they were able to attend.</p> <p>Child Protection and Safeguarding Training had been arranged for all governors on 24 April from 7.00 – 9.00pm. The Development Governor emphasised the requirement for all governors to receive refresher training every two years and encouraged governors to attend.</p> <p>Governors agreed that a Skills Audit should be carried out at the next governing board meeting on 11 May to assist with forward planning.</p>	<p><b>All governors</b></p>
<b>9.3 SEND GOVERNOR</b>	
<p>The report of the SEND Governor, Mrs Wright, had been circulated prior to the meeting. There were no questions on the report</p>	<p><b>Clerk – Agenda, FGB 11 May</b></p>
<b>9.4 SAFEGUARDING GOVERNOR</b>	
<p>The report of the Safeguarding Governor had been discussed as part of the Interim Headteacher's Report (minute 4.1 refers). Governors noted that Mr Barlett and the Interim Headteacher had undertaken the required statutory training.</p> <p>It was confirmed that the Single Central Record was up-to-date.</p> <p>Governors expressed their thanks to the Interim Headteacher for her work to ensure that the School complied with all safeguarding requirements.</p>	
<b>9.5 EQUALITIES GOVERNOR</b>	
<p>The Equalities Statement and Objectives and would be uploaded onto the School's website (minute 8.3 refers). The Equalities Governor, Mrs Wright, would meet with the Deputy Headteacher in May to update the Equalities Policy.</p>	<p><b>Equalities Governor/ Deputy Headteacher</b></p>
<b>9.6 PUPIL PREMIUM GOVERNOR</b>	

<p>An update on the School's PP provision had been included within the report of the Interim Headteacher (minute 4.1 refers).</p>	<p><b>ACTION</b></p>
<p><b>9.7 GOVERNOR MONITORING VISITS</b></p> <p>Governors had completed and circulated reports following their visits to the School on 28 February 2017, the contents of which were noted.</p>	
<p><b>10 OTHER MATTERS</b></p>	
<p><b>10.1 POLICY REVIEW</b></p> <p>Governors noted that the Policy Schedule required updating and agreed that a rigorous plan of responsibilities for monitoring and updating policies was required. This would be discussed at the next meeting of the governing board when Mr Weaver, who had drawn up the Schedule, would be present.</p>	<p><b>Mr Weaver/ All governors to note</b></p>
<p><b>10.2 DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>The following dates and times of future meetings had previously been agreed:</p> <p><u>Summer Term 2017:</u></p> <p>11 May 7.00pm (budget approval) (rescheduled from 4 May)</p> <p>21 June 3.30pm with visits during the day</p> <p>19th July 7.00pm</p> <p>Mr Fischer requested dates of summer parents' evenings, the new parent induction day and any other relevant occasions in which governors could participate. The Interim Headteacher would email a copy of all relevant dates to Mr Fischer, who would circulate this to governors and arrange representation of the governing board.</p>	<p><b>All Governors to note</b></p> <p><b>Interim Headteacher/ Mr Fischer</b></p>
<p><b>10.3 IN-SERVICE TRAINING DAYS 2016/17</b></p> <p>Governors noted the following dates which had been specified by the Local Authority for in-service training for 2017/18:</p> <p>Monday 4 September 2017</p>	



## ACTION

Tuesday 5 September 2017  
Wednesday 3 January 2018

### 11 ANY OTHER BUSINESS

Governors agreed that this item should be taken at the end of the meeting.

### 12 EVALUATION OF MEETING

Governors reflected upon how the meeting had impacted on improved outcomes for children, noting that these had remained the main focus throughout the meeting.

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes with the exception of any Restricted Confidential Minutes.

9.08 pm – Mrs Martin left the meeting

Governors returned to items 6.4 – 6.6. See Restricted Confidential Part 3 Minutes.

The meeting closed at 9.55 pm.

Signed Aune Sheddick Date 17 May 2017  
CHAIR