



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on 6 October July 2016, at 6.00 pm.

Attendees

Name	Initials	Attendance
Governors		
Executive Headteacher (1)		
Melisha Trotman	EHT	Present
Staff (1)		
Craig Winnard (teaching staff)	CW	Absent
Co-opted (8)		
Michael Rose	MR	Present
Catherine Hillis (Vice Chair)	VC	Present
Frances Holloway	FH	Present
Sophie Stevens	SS	Absent
Tony Hartney	TH	Present
Rose Dowling	RD	Present
Patricia Daley (support staff)	PD	Present
Vacancy		
Parent (3)		
Thasiya Elliott	TE	Absent
Vacancy		
Vacancy		
LA (1)		
Roger Knight (Chair)	Chair	Present
Advisers		
Rachel Mardenborough, Deputy Headteacher	DHT	Present
Clerk		
Michael Thompson	Clerk	Present

Part one

Item	Who	When
1.	Welcome, introductions, apologies for absence, declarations of interest and notice of confidentiality	
1.1	Welcome - The Chair welcomed those in attendance.	
1.2	Introductions – For the benefit of the meeting the newly appointed Deputy Headteacher, Rachel Mardenborough was welcomed to her first full meeting of the Board. Those in attendance were asked to introduce themselves individually for her benefit. The Deputy Headteacher spoke about her skills, experience, expertise and previous positions held in schools in LAs in and around the London area.	
	Patricia Daley arrived during item 1.2 above	



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

1.3	Apologies for absence - Apologies for absence were received in advance from Thasiya Elliott and Craig Winnard. There were no further apologies received .Sophie Stevens was expected to attend.		
1.4	Declarations of interest and notice of confidentiality – There were none received.		
2.	Election of Chair		
2.1	The clerk invited nominations for the position of Chair. Nominations were received for Roger Knight. There were no further nominations received. Roger Knight AGREED to take the position of Chair unopposed.		
3.	Election of Vice Chair		
3.1	The Chair invited nominations for the position of Vice Chair. Nominations were received for Catherine Hillis in her absence. There were no further nominations received. It was AGREED that she would take up the position of Vice Chair unopposed subject to her approval (see item 5.2 below).		
4.	NGA (National Governors’ Association) Governors’ Code of Conduct		
4.1	Governors unanimously AGREED to adopt the NGA’s governors’ code of conduct despatched in advance with the agenda papers.		
5.	Register of business interest		
5.1	Governors were referred to the register of business interest pro forma despatched in advance with the agenda papers. Governors were reminded about the importance of ensuring that the pro forma was completed signed and dated detailing any declarations including memberships on other schools or Boards. In the case of a nil return governors were asked to clearly mark the pro forma with a “NIL RETURN”. Governors AGREED to ensure that there completed pro formas were handed in at tonight’s meeting to the Executive Headteacher for the attention of the School Business Manager.	Board	asap
	Catherine Hillis arrived at this stage		
5.2	Acceptance of the position of Vice Chair – Catherine Hillis AGREED to take the position of Vice Chair unopposed.		
6.	Governors’ Disclosure and Barring Service (DBS) checks		
6.1	Governors were reminded about the importance of ensuring that their DBS checks were up-to-date. It was noted that governors were required to have an enhanced DBS, which applies to all governors and associate members from 1 September 2016, especially if they do not already hold one. Governors AGREED where applicable to ensure that their DBS was up-to-date with the supporting documentation, which would need to be brought to the school for the School Business Manager’s attention. Governors were reminded that the DBS expires after a period of 3 years.	Board	asap
7.	Publication of Governors’ and Associate members’ Information and Attendance (academic year 2015/16) and DfE National database of		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	governors to now apply to maintained schools previously academies only)		
7.1	The clerk AGREED to ensure that the governors' information and attendance was updated for presentation to the Board and submission on the school's website at the next full meeting of the Board. Governors were reminded that their details would also need to be added to the DfE's database called Edubase. This was now a new requirement, which previously applied to academies only until recently.	Clerk	Next full meeting of the Board
8.	Membership		
8.1	Governors were referred to the membership list despatched in advance with the agenda papers. The membership list was <u>strictly private and confidential to the school and the Board</u> unless otherwise advised. Governors AGREED to ensure that any updates/amendments if any were forwarded to the clerk to ensure that the membership including the governors' contact details was up-to-date.	Board	asap
8.2	Membership, attendance and parent governor vacancies (2) – The Chair spoke about the importance of the Board's membership and attendance. The Chair also spoke about the importance of active parent governors. There were currently vacancies for two parent governors. It was AGREED that the Chair and Frances Holloway would make the necessary arrangements for encouraging prospective governors to come forward by writing a piece for the school's newsletter. In the event that more than two parents came forward a parent governor election would need to be organised by the school.	Chair/FH	asap
8.3	Governors' allowances, support and training – Governors commented on the importance of ensuring that all new and existing members of the Board were made aware that child care costs for attendance at governors' meetings could be met from the governors' allowance, as well as other reasonable expenses, which would need to be made explicit. Governors also commented on the importance of ensuring that new members were properly inducted and were in receipt of the necessary support and training opportunities on offer.		
8.4	Vacancies parent governors (2) and co-opted governor (1) – As well as the exiting two parent governor vacancies there remained a co-opted governor vacancy. Tony Hartney, Rose Dowling and the clerk AGREED to send the Chair a list of potential candidates. The Deputy Headteacher would also be considered. The Chair reminded the meeting about the importance of commitment and attendance by new and existing governors.	Chair/TH/ RD/Clerk	asap
9.	Public minutes of the previous meeting		
9.1	The public minutes of 14 July 2016, were AGREED as a true and accurate record. These were duly signed and dated by the Chair and handed to the Executive Headteacher for retention at the school.		
	Matters arising from the previous meeting		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

9.2	<p>Early Years Foundation Stage (EYFS) link governor – item 6.2 – It was noted that Thasiya Elliott was the EYFS link governor with a clear aim and objective for further raising the school’s EYFS profile in readiness for the autumn term and the new academic year.</p>		
9.3	<p>Her Majesty’s Inspectorate (HMI) visit and training for hard to reach groups – item 9.29 - The Executive Headteacher informed the meeting that she would be speaking to the LA next week to discuss Black Caribbean children’s teaching, learning and achievement and the delivery of training. Governors were reminded that the school was bucking the trend for this hard to reach group. The Executive Headteacher AGREED to provide a copy of the HMI report once received.</p>		
9.4	<p>Her Majesty’s Inspectorate (HMI) visit and training for hard to reach groups – Governors asked the Executive Headteacher about the percentage of Black Caribbean children in the school and was this percentage gender specific?</p> <p>The Executive Headteacher said that the percentage was 25%-30%, which was not gender specific. The underachievement of this hard to reach group was a national issue across the board. The issue in the LA area was that there were a large proportion of Black and White children where the gap was bigger in the LA area than anywhere else in the country. The Executive Headteacher would be presenting to the LA next Tuesday.</p>		
9.5	<p>Her Majesty’s Inspectorate (HMI) visit and training for hard to reach groups – Governors asked the Executive Headteacher why was the school so successful regarding the achievements made with the Black Caribbean children?</p> <p>The Executive Headteacher said that it was partly down to the expectation and aspirations for the children and the need to have role models amongst the staff, which reflects the whole school community. The teaching and learning was also key in terms of high expectations and standards without complacency.</p>		
9.6	<p>Executive Headship with Stroud Green Primary School – item 21.1 – The Executive Headteacher updated the meeting regarding the Stroud Green Primary School arrangements. The Executive Headteacher had undertaken to support the school one day a week in readiness for their expected Ofsted inspection. The Executive Headteacher would continue to support the school in a coaching role for one day a week until December 2016. The Executive Headteacher would be working with the newly appointed Headteacher.</p>		
9.7	<p>Executive Headship with Stroud Green Primary School – Governors asked the Executive Headteacher was she still in a position to support the school under this new arrangement and would the title of Executive Headteacher remain?</p> <p>The Executive Headteacher said that she could continue to support the</p>		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	school under this new arrangement in a coaching role one day a week until December 2016. The Executive Headteacher would continue to keep the Executive Headteacher title.		
9.8	There were no further matters arising from the previous meeting.		
	<u>Main Business:</u>		
10.	Staff presentation		
10.1	There was no staff presentation planned for tonight's meeting.		
11.	Chair's report		
11.1	Anonymous complaint regarding the SATs – The Chair advised the meeting that on the last day of the summer term an anonymous complaint was sent to the National College for Teaching and Leadership via email. It was believed that it was likely that the anonymous complaint was made by an existing or ex- member of staff who alleged that there was an issue regarding the administering of the SATs at the school. The Chair raised the matter with the LA's Director, which was raised with the government's STA (Standards and Testing Agency) who were aware of the situation. Nothing further had been said or received to date regarding the matter, which was refuted by the school without reservation and considered malicious.		
11.2	Governors expressed serious concerns about the allegation and its negative intent without substance. Given the situation governors commented on the importance of ensuring that the allegation and any future allegations are logged with the police. The Executive Headteacher AGREED to do so as advised by the Board.	EHT	asap
11.3	Anonymous complaint regarding the SATs – Governors asked the Executive Headteacher was there any cost implications or fiscal impact to the school as a result of the allegation made in terms of staff time and resources to address the matter? The Executive Headteacher said that there was none on this occasion.		
11.4	Anonymous complaint regarding the SATs – Given the fact that no update was given from the LA regarding the allegation the Chair AGREED to make contact with the LA regarding the outcome. The Chair AGREED to keep the Board informed.	Chair	asap
11.5	MATs (multi academy trusts) – The Chair gave a brief update about the school, becoming a potential supporting school for a primary school in the LA area in challenging circumstances. The Chair asked governors to consider whether or not to meet with the DfE regarding the matter who had asked the school and the Board to assist. The DfE had offered provisional dates (14, 19-21 and 24 October) and times in which to meet to discuss the options. The Executive Headteacher and the Chair would meet with the DfE officials. Other members of the Board were invited to attend. The preferred dates were 19 and 20 October during the day. The Vice Chair, Tony Hartney and Frances Holloway were		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	available in the afternoon if needed.		
11.6	Questions from the staff regarding the MAT proposal - Patricia Daley on behalf of the staff handed over a list of questions to the Chair regarding any decisions made pertaining to the school becoming a lead school in a MAT.		
11.7	Option for supporting another school in challenging circumstances – Governors were asked to carefully consider the options going forward given the demands and resource implications relayed by the Chair. It was noted that no final decision was made to date. The Chair AGREED to speak to the official at the DfE and would report back accordingly. It was understood that the officers from the LA would also be in attendance at the meeting.	Chair	asap
11.8	The Chair had nothing further to add at this stage.		
12.	The Executive Headteacher’s Report		
12.1	The Executive Headteacher’s report was tabled and circulated. She spoke to the report adding extra comments and additional information. Governors were encouraged to ask challenging questions in line with the current Ofsted key areas where the school was judged to be outstanding (1) by Ofsted (July 2014) across the board : <ul style="list-style-type: none"> • Pupil Outcomes • Quality of Teaching • Behaviour and Safety • Leadership and Management. 		
	Pupil Outcomes (1)		
12.2	Year End Assessments 2015/16 – The Executive Headteacher referred the meeting to the school’s year end assessments 2015/16 against the national average (NA), which was detailed as follows (and was colour coded “blue” National Average, “green” above and “red” below): <ul style="list-style-type: none"> ➤ EYFS GLD (good level of development) <ul style="list-style-type: none"> • EYFS GLD) 75.4% • NA GLD 69.3% ➤ Phonics <ul style="list-style-type: none"> • Year 1 Phonics 92.9% • NA phonics 80.6% • Year 2 retake 100% ➤ KS1 teacher assessment (TA) <ul style="list-style-type: none"> • EXS+ (equivalent to a 2B+) Reading 81.4%, Writing 83.1%, 		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	<p>Maths 79.7% and combined 74.6%</p> <ul style="list-style-type: none"> • NA EXS+ Reading 74%, Writing 66%, Maths 73% and combined 60% • GDS (greater depth score) Reading 24%, Writing 24%, Maths 25.4% and combined 22% • NA GDS+ Reading 24%, Writing 13%, Maths 18% and combined 9% <p>➤ KS2</p> <ul style="list-style-type: none"> • EXS+ SPaG 82%, Reading 74%, Writing (TA) 88%, Maths 72% and combined 56% • NA EXS+ SPaG 72%, Reading 66%, Writing (TA) 74%, Maths 70% and combined 53% • GDS SPaG 26%, Reading 18%, Writing (TA) 28%, Maths 8% and combined 2% • NA GDS+ SPaG 23%, Reading 10%, Writing (TA) 15%, Maths 17% and combined 5% <p>➤ KS2</p> <ul style="list-style-type: none"> • Progress score Reading 7.3, Writing (TA) 8.8 and Maths 4.3 <p>➤ Whole school ARE (age related expectations) 2016</p> <ul style="list-style-type: none"> • Year 1 (current Year 2) 35.7% combined • Year 2 (current Year 3) 72.4% combined • Year 3 (current Year 4) 60% combined • Year 4 (current Year 5) 47.4% combined • Year 5 (current Year 6) 59.6% combined. 		
12.3	<p>EYFS GLD – The Executive Headteacher commented positively on the percentage shown, which was 75.4% for the school. The NA was 69.3%. It was noted that the school’s percentage was high as shown and was not moderated. The Executive Headteacher advised the meeting that the Deputy Headteacher would take the lead on the EYFS to assist as an identified priority with the necessary support and guidance.</p>		
12.4	<p>Reception Open Days – Governors were informed that two Reception Open Days were scheduled. Governors were invited to attend the events on 8 November and 29 November at 9.30 am and 4.30 pm. The Chair AGREED to attend to talk to the perspective parents.</p>	<p>Chair/ Board</p>	<p>8 & 29 November at 9.30 am & 4.30 pm</p>
12.5	<p>School election for a Prime Minister and Deputy Prime Minister – Governors were informed that an election amongst the children for</p>		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	Prime Minister and Deputy Prime Minister was scheduled to take place as part of the school's commitment to British Values and the democratic process. Further information would be made available in due course.		
12.6	Nursery Provision – Governors were reminded that the school currently offers 15 hours a week part time places. 30 hours a week full time places and its viability would need to be considered for the future. EYFS remained a key priority for the school and was expected to be an outstanding offer to include two-year-olds.		
12.7	Year 1 Phonics – Governors noted the contents of the school's year end assessments 2015/16, especially in relation to the phonics. Year 1 phonics was 92.9%. The NA was 80.6% and the Year 2 retake was 100%.		
12.8	Phonics – Governors asked the Executive Headteacher why had the children done so well in the phonics and were the results exceptionally high? The Executive Headteacher said that the use of the Read Write Inc. teaching and learning programme had proved beneficial in assisting the children with the teaching and learning of the phonics. The Executive Headteacher added that the results were considered high, but the school had taught the children to the test. The delivery was also externally moderated.		
12.9	KS1 Results EXS+ - Governors congratulated the school on its KS1 results and asked the Executive Headteacher what does EXS+ equate to as shown, were the TA moderated and were the results secure? The Executive Headteacher said that EXS+ was equivalent to the previous 2B+. The Headteacher added that the results were moderated by the LA. She took the opportunity to express her thanks to the class teacher. Governors were reassured that the results shown at KS1 were considered more secure.		
12.10	KS2 National Expectations – It was noted that the school had surpassed the KS2 NA (national average). The Executive Headteacher advised the meeting that the greater depth (GDS (greater depth score)) and the most able was a key issue for the school. The school was shown to be below NA for the higher achievers in maths, reading and combined. Last year's results were much higher under the previous National Curriculum.		
12.11	KS2 National Expectations -- Governors asked the Executive Headteacher why was the school below the NA for the high achievers in maths, reading and combined? The Executive Headteacher said that a contributory factor was the New National Curriculum and the fact that the SATS under this change were sat by the children for the first time. This year's SATs were considered demanding and challenging with much higher expectations. The Executive Headteacher reassured the meeting that the school was now in a much better position to prepare for next year's SATs having now		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	gone through the process and the expectations. The situation was also experienced by other schools up and down the country for more or less the same reasons. Although this year's results were a true picture regarding the current situation the Executive Headteacher said that meeting the needs of the most able was still a concern. The Executive Headteacher AGREED to keep the governors informed.	EHT	ongoing
12.12	<p>KS2 National Expectations –Governors asked the Executive Headteacher was there any other factors that the school needed to consider regarding the results pertaining to the high achievers and the rest of the class for that cohort, especially in relation to maths?</p> <p>The Executive Headteacher said that this cohort of children was not as strong as the previous year, which unfortunately coincided with the year of the New National Curriculum and the SATs. The Executive Headteacher added that the Singapore Maths Mastery programme would be considered, but the approach would need to be built in from Year 1 to see the true benefits in maths teaching and learning over time. The Executive Headteacher acknowledged that the more able children had not done so well but they were given the very best at the time. Governors were reassured that the school would do more in line with the school's priorities.</p>		
12.13	<p>Expectations for the current year groups – Governors asked the Executive Headteacher what were the expectations for the current year groups and what strategies were in place to meet their needs?</p> <p>The Executive Headteacher said that accurate assessments of the children would be given to the staff next week. The Executive Headteacher reminded the meeting that one of the school's 4 identified priorities as detailed in her report shown as priority 1 and priority 2 was detailed as follows:</p> <ol style="list-style-type: none"> 1. To improve pupil attainment and achievement for all groups with a focus on challenge for the most able. 2. To develop children's reasoning skills in maths and across the curriculum. <p>The Executive Headteacher added that the current Year 6 teacher was last year's Year 5 teacher and had moved up to the Year 6 class given the staff's member's knowledge of that class.</p>		
	The Vice Chair gave her apologies and left the meeting at this stage		
12.14	<p>The Executive Headteacher encouraged the governors to read her report's contents, especially in relation to the identified school priorities number 1-2 above and the remaining priorities:</p> <ol style="list-style-type: none"> 3. To develop the EYFS provision 		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	4. To improve attendance.		
	Leadership and Management (1)		
12.15	Review of office staff structure following resignation received and sickness absence – The Executive Headteacher informed the meeting that the LA’s Human Resources (HR) service provider advised that that the Board and the school considered a review of the current office staff structure to ensure that it was fit for purpose. The school’s Finance Officer had recently resigned. The other admin staff member was on uncertified sick leave. The Executive Headteacher was currently chasing the matter up in line with the school’s responsibility for duty of care. The Executive Headteacher was currently awaiting a response from the LA’s new HR adviser in order to proceed with the suggested review subject to further information regarding the process.		
12.16	Current admin staff office cover arrangements – Governors asked the Executive Headteacher what was the current cover arrangements in the school office? The Executive Headteacher said that the school was receiving admin support from Stroud Green Primary School, which was making a difference. Governors AGREED to review the school’s admin office structure to ensure that it was fit for purpose subject to further information received from the Executive Headteacher regarding the process via the LA’s HR service provider. The Executive Headteacher AGREED to provide a shadow structure for the attention of the next meeting of the Resources Committee (RC).	EHT/RC	Next meeting of the RC
	Link Governor positions (Chairs of the committees) and the governors commitment to attend the meetings		
12.17	The Chair took the opportunity to comment on the importance of link governor positions on the Board. The Chairs of the committees were AGREED as follows: <ul style="list-style-type: none"> • Michael Rose Chair of the Resources Committee • Frances Holloway Chair of the Teaching and Learning Committee (re-established) <p>Michael Rose and Frances Holloway AGREED to take up the respective positions as Chairs of the committees. Frances Holloway commented on the importance of the committees working well within their remits. It was important that the meetings are attended and that the members of the committees are committed in keeping with their governors’ roles and responsibilities.</p>		
	Patricia Daley gave her apologies and left the meeting at this stage		
	Month End Accounts and Year End sign off		
12.18	The month end accounts were tabled and circulated by the Executive		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	Headteacher on behalf of the School Business Manager. It was AGREED to sign off the year end for submission to the LA. Governors AGREED to send the Chair of the Resources Committee, Michael Rose, and the School Business Manger any questions pertaining to the tabled and circulated fiscal information. A further fiscal update would be given at the next meeting of the Resources Committee.	Board	asap/RC
13.	Resources Committee Report		
13.1	Governors were referred to the draft minutes arising from the last meeting of the Resources Committee held on 14 July 2016, despatched in advance with the agenda papers. There were no serious concerns raised regarding the school's fiscal position. The minutes would be officially signed off at the next meeting of the committee.		
14.	Consideration to be given to the re-establishment of the Teaching and Learning Committee		
14.1	Governors had formally AGREED to the re-establishment of the Teaching and Learning Committee. The Chair of the committee was Frances Holloway.		
15.	Review:		
15.1	Terms of reference for the committees – It was AGREED that they would be reviewed at the respective meetings of the committees. The approved terms of reference would be brought to the next full meeting of the Board.	RC/T&LC	Next meetings
15.2	Delegation of functions, financial procedures and regulations - It was AGREED that they would be reviewed at the respective meetings of the committees reporting back to the Board.	RC/T&LC	Next meetings
15.3	SFVS (Schools Financial Value Standard) - It was AGREED that the SFVS would be raised and addressed at the next meeting of the Resources Committee. An update would then be given to the reviewed at the respective meetings of the committees reporting back to the Board.	RC	Next meetings
16.	Review SDP/SIP (School Development Plan/School Improvement Plan		
16.1	The Executive Headteacher AGREED to provide an update at the next meeting of the Teaching and Learning Committee and the Board.	EHT	asap
17.	Governors' Development Plan (GDP) and working group to be considered		
17.1	Governors AGREED to revisit this item at the next full meeting of the Board.	Board	Next meeting
18.	Review of Policies including Safeguarding and Safer Recruitment		
18.1	Governors were reminded about the importance of ensuring that all the school's polices were reviewed, which need to be reviewed at the respective meeting s of the committees in the first instance where applicable. Governors were especially reminded about the importance of ensuring that the school's safeguarding and safer recruitment policies were up-to-date.		
19.	Publication of Statutory Information on the School's Website		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

19.1	Governors were advised that the school's website was currently up-to-date in line with statutory requirements. The clerk AGREED to ensure that the most up-to-date governors' information and attendance was submitted to the school for publication on the website.	Clerk	Next meeting
20.	Confirm arrangements for the Teaching Staff Performance Management Review (31 October 2016 deadline) – Pay Review Panel		
20.1	Governors were advised that a panel of governors met before tonight's meeting at 5.30 pm. The panel formally AGREED the Executive Headteacher's recommendations. The meeting was minuted by the clerk as a confidential item.		
21.	Confirm arrangements for the [Executive] Headteacher's Performance Management Review (31 December 2016 deadline) – [Executive] Headteacher's Performance Management Review Committee		
21.1	Governors were advised that the necessary arrangements would be made in readiness for the meeting with the external adviser. New targets would be set at that meeting.	Chair/VC	asap
22.	LA Governors' Termly Newsletter and CPD		
22.1	Governors noted the contents of the information despatched in advance with the agenda papers. Governors were encouraged to read the newsletter and take up the offer of governors' CPD from the LA.		
23.	Governors' Yearly Planner		
23.1	Governors noted the contents of the suggested yearly planner from "The Key" to assist with their planning throughout the year. Governors AGREED to revisit the item at their next meeting.	Board	Next meeting
24.	Matters arising from the previous meeting		
24.1	There were no further matters arising from the previous meeting.		
25.	Any other urgent business items		
25.1	There were none.		
26.	NGA School Governance Publications		
26.1	The publications were despatched in advance with the agenda papers. Governors noted their contents as presented.		
27.	Ofsted Publications		
27.1	Governors were referred to the most up-to-date Ofsted publications despatched in advance with the agenda papers. Governors noted their contents as presented.		
28.	School Governors' Handbook		
28.1	Governors were referred to the most up-to-date DfE school governors' handbook despatched in advance with the agenda papers. Governors were asked to familiarise themselves with the contents.		
29.	Date and Time of Next Meetings for the academic year 2016/17		
29.1	The date and times of the next full meetings of the Board were AGREED as follows:		



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on **6 October July 2016**, at **6.00 pm**.

	<ul style="list-style-type: none"> • 1 December 2016 • 19 January 2017 • 27 April • 22 June <p>All meetings commencing at 6.00 pm unless otherwise advised. The clerk was asked and AGREED to ensure that the meeting dates for the year were circulated in advance.</p>	Clerk	asap
29.3	It was AGREED that the respective committees would make the necessary arrangements for arranging their next meetings.	Chairs RC/T&LC	asap
	Part two		
30.	Any Other Confidential Business Items		
30.1	There were none.		
20.	Confidential matters arising		
20.1	There were none.		

There being no further business items the meeting finished at 8.15 pm.

APPROVAL OF MINUTES BY CHAIR OF THE BOARD OF GOVERNORS	
I, Chair of the Board of Governor, approve these minutes as an accurate representation of the Meeting, which took place on 6 October July 2016 at Crowland Primary School at 6.00 pm.	
Signed: _____	Date: _____
Roger Knight, Chair of the Board of Governors, Crowland Primary School	