

Avenue Junior School

Minutes of a Full Governing Body meeting held 7th December 2015

Present: Ben Binns, Wendy Cleary, Debbie Dismore (HT), Beverley Ellis, Mike Grimble, Mike Hooper, Jason Menezes, Nania Poulson, Nikki Teasdale, Jo Thompson (from 4j), Clive Turner, Toby Whalen (from Item 4g).

In attendance: Catriona Milne (clerk)

	<u>Action</u>
1. <u>Apologies for Absence:</u> Apologies had been received from Mark Ashurst, Giorgia Bottinelli and Sian Jones.	
2. <u>Minutes of meeting on 12th October 2015:</u> These were agreed to be a true record and signed by WC. CM to post minutes on website.	Clerk
3. <u>Matters Arising from the previous meeting (not on agenda):</u>	
a. Amendment of AJS Governing Body Standing Orders (WC – item 3a): Item completed.	
b. Compilation of Register of Business Interest Forms for website publication (Clerk – Item 3e): Item ongoing.	Clerk
c. Clarification as to how Norfolk Governing Profile is used (MG – Item 5d): MG reported that he had attended a Norfolk Governors' Network Liaison Meeting with Norfolk Governor Services recently where it had been explained that only 100 profiles had been returned, an insufficient number to enable their use in determining the quality of governance. WC reported that feedback to governors on the Norfolk Governor Profile is being provided via a daily Advent Calendar format on GovernorHub.	
d. Shared training with RRIS re "working together" (WC – Item 5f): Item discussed separately.	
e. PTA meeting attendance (NP – Item 6b): NP has made contact with the PTA Chair and reported that the PTA Christmas Fair will be on the 11 th December. DD reported that there had been a low turnout at the recent PTA AGM and that there are some recruitment issues.	
f. Sharing of example Herts For Learning Grids with Governors (DD – Item 6e): DD had posted the example grids on GovernorHub and these had been discussed at the Governors' all day visit.	
g. Previously absent governors to confirm reading of "Keeping Children Safe in Education" (Clerk – Item 7a): Item ongoing.	Clerk
h. Whole GB training on "Preparing for Ofsted" (WC – Item 10): Item ongoing. Given a possible revision of the Ofsted framework and the need to time training appropriately in line with the Year Plan, it was felt that September training might be more appropriate than the Summer term. It was noted that the Governors are generally well prepared for an Ofsted inspection.	WC
4. <u>Headteacher's report and questions:</u> This had been circulated via GovernorHub and questions were invited. DD was thanked for the quality of the report and the amount of information given. The new format was received positively.	
a. Clarification was sought regarding the exclusion data provided on Page 6. DD clarified that there had been 2 fixed term exclusions involving PP pupils since September, and that these had applied to 1 PP child. There had been 1 permanent exclusion. WC thanked governors for their support; all eligible governors had offered to assist in the recent Exclusion Panel.	
b. DD reported that the Year 6 trip to PGL in Lincolnshire had been well-received. The staff felt that the instructors provided were of a higher quality and that the activities had felt less rushed than at a previous provider. WC noted that while other schools present did not have staff involved in the activities, AJS staff had been involved throughout. There had been outstanding support from TAs in both the PGL and Year 4 Horstead trip.	

- c. NT reported that there had been positive feedback from the school's involvement in the FANN 15 Norfolk and Norwich Architecture Festival, and that the book to which AJS pupils had contributed is on sale at Jarrolds.
 - d. DD reported that the Health and Safety audit had been a positive experience and that she is awaiting the report.
 - e. DD reported on sporting and cultural activities: the Year 4 Korfball team had been joint 1st place in the Autumn tournament while the Year 5s and 6s had both been 2nd. Some players have been selected for Norfolk. AJS are 3rd in the Cross Country league. The Chamber Choir have planned performances at Whitehall Lodge and the N&N Hospital.
 - f. It was suggested that an Executive Summary at the end of the report might be useful but agreed that summaries within the report sections would be considered if appropriate.
 - g. Action Plans on raising achievement in Maths and Literacy had been included with the report. Maths and Literacy governors are to meet with their respective subject leaders, and the PP Governor to meet with DD. TW, GB, MG
 - h. The end of KS2 predicted results were discussed and DD confirmed that she had not made comparisons with FFT data at this stage. AJS is not setting unrealistic targets and it was confirmed that the expectations are based on where each child will be at the end of KS2. AJS staff have looked at the descriptors to establish targets. It was noted that girls expected results are lower than boys in reading and writing, which has not been the pattern in previous years.
 - i. A correction was made to the Governor training listed in the report: NP has attended training on Holding Leaders to Account rather than Safer Recruitment. NT has attended Safer Recruitment training.
 - j. There had been insufficient time for the delivery of the Prevent Training, but the training notes have been posted on GovernorHub. All Governors to read these before the next meeting for discussion then. All
 - k. Governors to let DD know if they will be attending the school carol concerts. All governors are invited to DD's house 13th December between 2 and 5pm. All
5. Report on Whole Day Governors' Visit (4th December 2015):
- a. Monitoring with David Turner – feedback was sought. It was felt that while good quality advice had been given along with the provision of a skillset to monitor effectively, governors had missed having time in classes. WC reported that she has a copy of David Turner's resources to help with the next whole day visit; there will be a more targeted approach with pupils from selected groups and the provision of seating plans in classrooms. There was some discussion around the level of disruption caused by governors entering and leaving classrooms, and whether it would be preferable for governors to attend the whole lesson. Different options were considered and governors should feedback their preferences to DD ahead of the next whole day visit (10th June). DD will also seek feedback from staff. It was noted that the governor's role is to monitor the SEF and Development Plan, and that they should be mindful that their feedback reports do not imply any judgement of the teaching.
 - b. Data Analysis session – WC reminded governors that they should send their questions to her for collation. The session will be reviewed more fully at the next TLP meeting. All
6. Committee action points and recommendations inc policy reviews:
- a. Resources:
 - i. The minutes had been circulated and questions were invited. MG summarised what had been discussed and recorded.
 - ii. Budget Revision 2 showed a surplus of just over 9% which will be addressed in Revision 3 when more is known about the impact of the Living Wage. The adoption of the Budget Revision was proposed by MG, seconded by JM and agreed unanimously.
 - iii. The Resources Committee had recommended the Charging Policy for adoption –

- Clerk
- this was proposed by MG, seconded by BB and agreed. CM to post policy on website.
- iv. The Resources Committee had discussed the leasing of a minibus and requested a cost comparison which DD supplied. The school had spent £7,390 on transport in the last year while the minibus costs for the first year would be £5,377 (this figure includes necessary training and insurance, although not fuel costs). Years 2 to 5 of the lease would cost the school £4,700 per annum. Three quotes had been sought by the school and the preferred supplier was Busseys, who have an appropriate vehicle which can be wrapped in school colours at no extra charge. It was confirmed that a parking site had been considered and that any maintenance could take place in the school holidays. Alison Randall of the LA has confirmed that the leasing agreement meets NCC standards. The undertaking of the lease was proposed by BB and seconded by NP.
7. Norfolk Admission Arrangements: WC brought the contents of MI Sheet 226/15 to the governors' attention. This refers to a consultation as to whether there should be an inclusion of priority for the children of school staff within the oversubscription rules for out of catchment applicants; it was thought that this would aid the recruitment and retention of staff in Norfolk. The options were considered and it was agreed that AJS should respond to the consultation with the preferred proposal 5b, whereby children of staff are a lower priority than children from feeder schools. DD
8. Governor training and involvement in school form: A form was tabled for completion by governors.
9. Dates for events/ involvement this term: These had been detailed in the HT Report.
10. Correspondence: There was none.
11. Any Other Business:
- It was asked whether meeting dates could be sent to governors' Outlook calendars, and confirmed that this was not possible.
12. Date of next meeting and calendar of FGB meetings for the year:
 Thursday 14th January 5pm TLP Committee
 Friday 22nd January 8am Resources Committee
 Monday 1st February 7pm FGB.
- There was a confidential item.
- Abbreviations:
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| AJS - Avenue Junior School | RAG - Red Amber Green |
| CNS - City of Norwich School | RRIS - Recreation Road Infant School |
| CDP - Cluster Development Plan | SA - School Action |
| DfE - Department for Education | SA+ - School Action plus |
| HT - Head teacher | SATs - Statutory Assessment Tests |
| IP - Improvement Partner | SC - School Council |
| LA - Local Authority | SEF - Self Evaluation Form |
| LAC - Looked After Children | SEND - Special Educational Needs and Disability |
| NGA - National Governors' Association | SENDCo - Special Educational Needs and Disability Co-ordinator |
| NGLS - Norfolk Governance and Leadership Service | SIDP - School Improvement and Development Plan |
| NGN - Norfolk Governors' Network | SFVS - Schools' Financial Value Standards |
| NPQH - National Professional Qualification for Headship | SNITT - Initial Teacher Training |
| NQT - Newly Qualified Teacher | SMSC - Spiritual, Moral, Social and Cultural Development. |
| NSSP - Norwich School Sports Partnership | SPAG - Spelling, Punctuation & Grammar |
| PA - Persistent Absence | SRE - Sex and Relationship Education |
| PAN - Pupil Admission Number | TA - Teacher Assessed |
| PSA - Parent Support Advisor | VA - Value Added |
| PATHS - Promoting Alternative Thinking Strategies | VLE - Virtual Learning Environment |
| | W/E Well being and Environment |

