

## Avenue Junior School

### Minutes of a Full Governing Body meeting held 1<sup>st</sup> February 2016

Present: Mark Ashurst, Ben Binns, Wendy Cleary, Debbie Dismore (HT), Beverley Ellis, Mike Grimble, Mike Hooper, Sian Jones, Nikki Teasdale, Clive Turner, Toby Whalen.

In attendance: Catriona Milne (clerk)

There were no declarations of pecuniary interests.

#### Action

1. Apologies for Absence: Apologies had been received from Giorgia Bottinelli, Jason Menezes, Nania Poulson and Jo Thompson.
2. Minutes of meeting on 7<sup>th</sup> December 2015: These were agreed to be a true record and signed by WC. CM to post minutes on website. Suggestions were invited for the acronym list shown at the end of minutes, and it was suggested that SA and SA+ be removed, and replaced with SS (School Support). Clerk
3. Matters Arising from the previous meeting (not on agenda):
  - a. Compilation of Register of Business Interest Forms for website publication (Clerk – Item 3b). Item completed. WC explained that there had subsequently been some debate regarding what constituted a business interest, and suggested that AJS follow the model of another school where all details are listed in order to allow complete transparency. CM/DD to populate the form with additional information. CM/DD
  - b. Previously absent governors to confirm reading of “Keeping Children Safe in Education” (Clerk – Item 3g): item completed.
  - c. Maths and Literacy governors to meet with respective subject leaders/PP Governor to meet with DD (TW, GB, MG – Item 4g) – item ongoing. TW/GB/ MG
  - d. Submission and collation of questions re Data Analysis session (All – Item 5b): GB had sent through a question, and BB will email WC. BB
  - e. Response to consultation on admission (WC – Item 7): response submitted.
4. Headteacher’s report and questions: This had been circulated via GovernorHub and questions were invited.
  - a. It was asked whether DD could provide some indication of the likely evolution of the targets set, given that the data for Norfolk schools shows an aggregated target submitted in November of 76% of pupils reaching the expected standard (roughly 4b) when in 2015 only 64% achieved 4b in Norfolk (National 69%). DD explained that schools had been asked to target without the provision of any exemplification from the DfE and that historically Norfolk have asked schools to resubmit targets where they appear too low. Writing targets are of a particular concern given the limiting judgements on writing and spelling, but AJS targets in previous years have been fairly accurate.
  - b. Clarification was sought and given on the “Ethnic Group Refused” category under School Basic Characteristics – this is down to parental choice.
  - c. It was explained that the reference to the Living Wage related to the upgrading of other staff, and that AJS is in a strong position to accommodate these changes.
  - d. An abbreviated version of the SDIP had been circulated for governors to retain and use in monitoring.
  - e. The SEF had been updated to include the Autumn term and governors were advised to retain their copies.
  - f. It was asked how SEN children are distributed amongst EAL children; DD reported that the overlap is not especially high and that the school are careful to ascertain that where an EAL child does have SEN, the barrier to learning is not language.
  - g. The HT Report included a summary of maths teaching and learning observations and

there was a discussion around the provision for children at mastery level and how the depth of learning differs.

- h. It was noted that there will be open afternoons for Years 3 and 6 on the 11<sup>th</sup> February, between 2 and 3pm and 3.30 to 4pm, to which governors are invited. Governors are also invited to support the Year 5 camping trip to Whitwell Hall during the week commencing 9<sup>th</sup> May.

5. Committee action points and recommendations inc policy reviews:

- a. Resources: the minutes had been circulated and questions were invited. MG summarised what had been discussed and recorded.

- i. Staffing structure changes: the appointment of a cover supervisor had been recommended, and DD explained that the role would not involve cover for PPA or long-term sickness. This decision was ratified. The addition of an SLT role for the Music Leader was still under discussion pending a clear job description and the development of a pastoral role. The new staffing structure had been fully costed and is subject to regular review.
- ii. Budget Revision 3 had been approved. The revision showed a surplus of 7.9%, and some effective spending had taken place since including the installation of new whiteboards and the ordering of library furnishings. Quotes for CCTV are imminent.
- iii. Broadband Contract: MG explained that the LA had procured new provision for schools through Updata, and that schools had limited time to consider their options. The quote included an up-front installation fee which seemed expensive. Another supplier was recommended; TW to email details to DD, and CT to support DD with the due diligence process and the seeking of alternative quotes.
- iv. A revised Finance Policy had been circulated and its adoption was proposed by MG, seconded by WC and agreed unanimously. Clerk to post on website.
- v. DD reported that an online payment company, ParentMail, had been selected and that she had signed a contract with them. There is a 1.42% cost per transaction which will be passed to parents, in line with the administrative costs incurred for cash payments.
- vi. MG reported that the local deadline for submission of the completed SFVS form is the 28<sup>th</sup> February, earlier than in previous years. He sought and was given approval that WC can sign the form once completed. The form will be circulated via GovernorHub.
- vii. The staff well-being survey was discussed, and DD confirmed that the forms were anonymous and not time-consuming, and so were not the cause of the low take-up.
- viii. (MH withdrew for this item) The change to the DHT pay-range was explained and WC sought and was given ratification of the Resources Committee's recommendation to provide additional scope to progress.

TW/DD/  
CT

Clerk

WC/MG

- b. TLP Committee:

- i. The Assessment Policy was recommended for adoption; this was proposed by NT, seconded by BB and agreed unanimously. Clerk to post on website.
- ii. DD explained that while the Equalities Objectives are due for renewal, this will be revisited by the TLP Committee once an imminent Equalities Audit is complete.

Clerk

6. Prevent Training: Training documents had been provided via GovernorHub and questions were invited. All present governors confirmed that they had read the information, and Clerk to confirm with absent governors. It had been asked whether there was anything in the context of AJS that governors should be aware of, and DD explained that the school ensures the curriculum provides opportunities to discuss equality and beliefs, with debate encouraged. Teachers are confident to challenge extreme views. It was noted that the current Safeguarding Form needs to

Clerk

be adapted to include a reference to Prevent duties.

DD

7. Governing Body Self-Evaluation: WC had circulated the 2015 evaluation and outcomes and had invited governors to consider whether they felt the responses to the 2015 questions remained the best fit.

- Q1 Statutory Duties: 2015 answer A1a, 2016 answer A1a.
- Q2 Promotion of Tolerance and Respect: 2015 answer A1a, 2016 answer A1a.
- Q3 Strategic Directions: 2015 answer A1b, 2016 answer A1a.
- Q4 School Self-Evaluation: 2015 answer A1a, 2016 answer A1a.
- Q5 Pupil Data: 2015 answer A1a, 2016 answer A1a.
- Q6 Assessment Process: 2015 answer A1a, 2016 answer A1a. There was a general discussion around assessment processes and how the pupil progress meetings allow tracking of both groups of children and individual children. Work is moderated both within school and externally.
- Q7 Impact of teaching on learning and progress: 2015 answer A1a, 2016 answer A1a.
- Q8 Holding HT and SLT to account: 2015 answer A1a, 2016 answer A1a.
- Q9 Use of Pupil Premium: 2015 answer A1a, 2016 answer A1a.
- Q10 Effective financial management: 2015 answer A1a, 2016 answer A1a.
- Q11 Support for effective headteacher: 2015 answer A1a, 2016 answer A1a.
- Q12 Monitoring of Performance Management: 2015 answer A1a, 2016 answer A1a.
- Q13 Engagement with Stakeholders: 2015 answer A1b, 2016 answer A1b. It was felt that there have been a number of good initiatives but that there is scope for improvement.
- Q14 Accountability/Transparency of GB: 2015 answer A1b, 2016 answer A1a. Most pen portraits are complete and minutes of meetings are published online.
- MG to establish how to submit GBSE outcomes to the LA.

MG

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. Confidential Items: See confidential minutes.

12. Any Other Business:

- a. WC reported that Norfolk had published their proposed Pupil Admission Numbers for next year, and that the AJS figure remains at 120. WC to respond giving the GB's approval of this PAN.
- b. It had been observed that TW's term of office as Parent Governor would expire on the 2<sup>nd</sup> February, and it was agreed that the FGB wished to appoint him as a Co-Opted Governor from immediate effect (proposed CT, seconded BB, agreed unanimously). It was noted that TW will be a parent at the school for a small proportion of the next term of office.

WC

13. Date of next meeting: 25<sup>th</sup> April 2016.

#### Abbreviations:

AJS - Avenue Junior School  
 CNS - City of Norwich School  
 CDP - Cluster Development Plan  
 DfE - Department for Education

HT - Head teacher  
 IP - Improvement Partner  
 LA - Local Authority  
 LAC - Looked After Children  
 NGA - National Governors' Association  
 NGLS - Norfolk Governance and Leadership Service  
 NGN - Norfolk Governors' Network

RAG - Red Amber Green  
 RRIS - Recreation Road Infant School  
 SATs - Statutory Assessment Tests  
 SC - School Council  
 SEF - Self Evaluation Form  
 SEND - Special Educational Needs and Disability  
 SENDCo - Special Educational Needs and Disability Co-ordinator  
 SIDP - School Improvement and Development Plan  
 SFVS - Schools' Financial Value Standards  
 SNITT - Initial Teacher Training  
 SMSC - Spiritual, Moral, Social and Cultural Development.  
 SPAG - Spelling, Punctuation & Grammar

NPQH - National Professional Qualification for Headship  
NQT - Newly Qualified Teacher

PA - Persistent Absence  
PAN - Pupil Admission Number  
PSA - Parent Support Advisor  
PATHS - Promoting Alternative Thinking Strategies  
PTA - Parent Teacher Association

SRE - Sex and Relationship Education  
SS - School Support  
TA - Teacher Assessed  
VA - Value Added  
VLE - Virtual Learning Environment  
W/E Well being and Environment