

Avenue Junior School

Minutes of a Full Governing Body meeting held 25th April 2016

Present: Ben Binns, Giorgia Bottinelli, Wendy Cleary, Debbie Dismore (HT), Beverley Ellis, Mike Grimble, Mike Hooper, Sian Jones, Nania Poulson, Nikki Teasdale, Jo Thompson, 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 Mark Ashurst.
2. Minutes of meeting on 1st February 2016: These were accepted as a true record and signed by WC.
3. Matters Arising from the previous meeting (not on agenda):
 - a. Alterations to acronym list (Item 2: Clerk) – Item complete.
 - b. Compilation of more detailed Register of Business Interests (Item 3a: Clerk) – Item complete. Governors should ensure information published on website is correct. All
 - c. Maths and Literacy governors to meet with respective subject leaders/PP Governor to meet with DD (Item 3c: TW, GB, MG). DD and MG had met on the 12/4/16 to discuss PP, SJ had met with Carrie Miller, SENDCo, on 17/3/16, and GB and NT had met 18/4/16 to discuss Literacy. MG reported that the PP session had been very informative and useful. TW will meet Claire Conway on the 5/5/16 to discuss Maths provision. TW
 - d. Submission and collation of questions re Data Analysis session (Item 3d: BB) – it was observed that questions had not been recorded adequately and that improvement was needed.
 - e. Submission of the completed SFVS form (Item 5.a.iv: MG/WC) – Item complete.
 - f. Confirmation that absent governors have read Prevent documentation (Item 6: Clerk) – item partially complete. JM and JT to read information. JM/JT
 - g. Adaptation of current safeguarding form to include a reference to Prevent (Item 6: DD) – item deferred pending a policy review. Clerk
 - h. Confirmation of acceptance of PAN (Item 12a: WC) - Item complete.
4. Headteacher's report and questions: This had been circulated via GovernorHub and questions were invited.
 - a. Governors were pleased that a local bowling club had visited the school and noted how well the session had been received.
 - b. Transition from Year 6 was discussed. DD reported that the processes of liaison with High Schools had been established prior to Debbie Ridgeon's departure and that Claire Conway has taken over this remit and will be discussing any pastoral concerns imminently. SENDCo liaison is ongoing. Y6 pupils going to CNS will spend one week there in July, and AJS will continue to work with the other High Schools involved.
 - c. Transition to Year 3 was discussed. DD reported that 111 new pupils will come from RRIS and 9 from elsewhere. Pastoral teams are meeting and there will be some mutual class observations. Y2 pupils will have one morning and one afternoon visit to AJS this term. Y6 pupils have been working on a film project to help in Y2 transition and there has been a Skype meeting between the groups.
 - d. DD confirmed that in-year transfers normally have insufficient notice for a transition process and that this forms part of Steve Chamber's remit.
 - e. The connections that AJS is making with the local community were noted.
 - f. DD's attendance of a Child Mental Health conference was discussed; DD reported that there had been a focus on boys' mental health and self-esteem. NT reported that she had attended useful training on attachment.
 - g. There was a discussion about the charts showing quality of teaching, learning and

assessment: while 14% showed Required Improvement in Autumn 2015, this had reduced to 10% by Spring 2016. The 10% relates to two members of staff who are being supported by SLT, and MH outlined the process by which support is provided. A quality of teaching report was provided to the Resources Committee in the Autumn Term. The improvement (from 29% to 38%) in Outstanding was noted and it was asked what strategies were in place to continue to improve. DD explained that peer-learning has been started this year, whereby staff observe outstanding teaching and are helped with planning. Some staff have had training through the Outstanding Teaching Programme and have disseminated that training to other staff. The creation of the Assistant Heads has allowed release time to enable the sharing of good practice.

- h. Staff well-being was discussed and it was explained that this was considered at SLT meetings, with colleagues mindful of the need to support each other's mental health.
- i. Arrangements for the replacement of support staff was raised – staff will be replaced where the budget allows, and it was noted that some support staff are pupil-specific, which will allow cut-backs when the pupil leaves.
- j. A correction was noted on P9, SATs – the "Other Cohort" total should be 89.
- k. It was noted that higher expected standards in English and Writing are anticipated from boys than from girls, a reversal of the usual trend; DD explained that the cohort had a very different starting position and that there are more girls in the cohort with SEN.
- l. Stress levels amongst both staff and pupils as the SATs approach were discussed; it was not felt that pupils felt any more pressure than had been the case in previous years.
- m. The refurbished library will be officially opened on the 25th May with a local writer attending. Governors are invited.
- n. Thanks were given to DD for her report and for the quality of governors' questions. It was noted that there are many opportunities for Governors to be involved in school activities.

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. 2016/17 Budget: MG explained that the budget was cautious given a large number of unknowns over the next few years. The Schools Forum had responded to the first level of the Fair Funding Consultation and the next stage was expected in the Summer. The impact of the Living Wage was felt to be significant. Growth funding had been incorporated into the budget and no additional grants were expected. MG proposed the adoption of the Budget; this was seconded by JM and agreed unanimously.
- b. TLP Committee: the minutes had been circulated and questions were invited. An error regarding BB's attendance was noted and will be corrected before approval.
 - i. Off-Site Visits Policy: the adoption of the policy was proposed by NP, seconded by GB and agreed unanimously. Clerk to post on website. Clerk
 - ii. Anti-Bullying Policy: this is a new policy, approved by staff and with input from Stonewall. Parents had been invited to participate in consultation via the school newsletter. The adoption of the policy was proposed by NP, seconded by SJ and agreed unanimously. Clerk to post on website. Clerk
 - iii. DD will circulate details of the SRE scheme of work, and reported that staff are waiting for additional guidance on FGM. DD

6. Governor training and involvement in school form: A form was tabled for completion by governors.

7. Dates for events/ involvement this term: These had largely been detailed in the HT Report and will be removed as a future standing agenda item. The next Dance Show performance at Open will be on the 8th June.

8. Correspondence: A request from some parents regarding the flexi-schooling of their child was considered. It was noted that current guidance is misleading in that an early DfE document

allowed flexi-schooling at the HT's discretion, but that this was removed in subsequent revisions. The impact on school attendance data was discussed, and DD explained that the "B" code (education off site) could only be used if the school has spoken to the provider of the alternative education, established that it is a worthwhile activity and that there will be adequate safeguarding. The school would remain responsible for safeguarding and for the quality of the education provision. An authorised absence code ("C") for the one day a week of flexi-schooling would result in an attendance level of 80% for that child, which would have a significant impact on the school data although would not affect school funding. There were concerns that the approval of this request would set an unwelcome precedent, would impact on teaching and the whole class. Timetabling constraints might mean that the school would be unable to meet its statutory duties of full time education, and the quality of learning while the child was offsite would be hard to evaluate. It was observed that some of the opportunities that the parents sought to provide through flexi-schooling are provided through current Forest School provision. It was agreed that the request should be declined, and following the advice of the LA, DD will draft a policy on flexi-schooling. DD will write to the parents.

DD

9. Confidential Items: See confidential minutes.

10. Any Other Business:

- a. It was reported that term dates for 2017/18 and 2018/19 have been published. Cluster Heads will consider the scheduling of inset days.
- b. MG reported that the PTA's accounts had been audited recently and an Action Plan had been generated as a result. MG has reviewed the Action Plan and is happy that remedial steps are being taken.
- c. The "Let Our Kids Be Kids" campaign to keep children off school on the 3rd May in protest against testing was discussed. DD confirmed that absent children would be recorded under the Unauthorised Absence code.
- d. WC reported that there had been no nominations for the Parent Governor vacancy. The Instruments of Governance determine the number of Parent Governors on the GB. Nominations will be sought again after half-term.

11. Date of next meeting: 27th June 2016.

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 | SATs - Statutory Assessment Tests |
| DfE - Department for Education | SC - School Council |
| HT - Head teacher | SEF – Self Evaluation Form |
| IP - Improvement Partner | SEND - Special Educational Needs and Disability |
| LA – Local Authority | SENDCo - Special Educational Needs and Disability Co-ordinator |
| LAC - Looked After Children | SIDP - School Improvement and Development Plan |
| NGA - National Governors' Association | SFVS - Schools' Financial Value Standards |
| NGLS – Norfolk Governance and Leadership Service | SNITT – Initial Teacher Training |
| NGN - Norfolk Governors' Network | SMSC – Spiritual, Moral, Social and Cultural Development. |
| NPQH - National Professional Qualification for Headship | SPAG – Spelling, Punctuation & Grammar |
| NQT - Newly Qualified Teacher | SRE - Sex and Relationship Education |
| | SS – School Support |
| | TA - Teacher Assessed |
| | VA - Value Added |
| PA - Persistent Absence | VLE - Virtual Learning Environment |
| PAN– Pupil Admission Number | W/E Well being and Environment |
| PSA - Parent Support Advisor | |
| PATHS - Promoting Alternative Thinking Strategies | |
| PTA - Parent Teacher Association | |