

Avenue Junior School

Minutes of a Full Governing Body meeting held 3rd July 2017

Present: Margaret Bird, Wendy Cleary, Debbie Dismore (HT), Mike Grimble, Mike Hooper, Sian Jones (from Item 4d), Rob Machin, Jason Menezes, Nania Poulson, Nicki Teasdale, and Jo Thompson.

In attendance: Giorgia Bottinelli (until Item 9), Catriona Milne (clerk)

There were no declarations of pecuniary interests.

Action

1. Apologies for Absence: WC reported that Ben Binns had emailed her giving his resignation as a Parent Governor due to work commitments in London. WC will reply to his email thanking him for his valuable contributions to meetings.
2. Minutes of meeting on 24th April 2017: These are approved as a true record.
3. Matters Arising from the previous meeting (not on agenda):
 - a. BE and TW to sign sheet confirming receipt and reading of Keeping Children Safe and Safeguarding Policy (Item 3c) – Item complete.
 - b. Parent Carer Survey outcomes – comparison with 2015/16 (DD Item 4ii) - DD explained that the questionnaire was not completed in the same period in 2015/16 and so direct comparisons cannot be made. At the time of the next survey, consideration will be given as to whether a pattern can be detected in the views of Y4 parents.
4. Headteacher's report and questions: This had been circulated via GovernorHub and questions were invited.
 - a. In addition to the reports detailed below, an Education Today magazine article detailing AJS's involvement with the Plantation Gardens had been circulated.
 - b. The forthcoming performances of Come Yew In, in which AJS pupils were involved as part of the Schools of Sanctuary project, were recommended.
 - c. DD will circulate a link to the House of Commons report about children's mental health with reference to the pressures that the SATs place on Y6 pupils. There was some discussion as to why AJS pupils seem to feel less stressed this year; there is less anxiety from teachers and parents than had been the case in 2016 given greater levels of familiarity with the exam. Governors had previously discussed a year plan for Y6 pupils to be given at the start of the year and this will be pursued. DD
 - d. Mental health was discussed and it asked how levels of mental health issues within the pupil population can be measured. While individual children are monitored, there is no facility to measure the whole school although Dawn Jones is developing a model to score different aspects of mental health for those children having intervention. MB reported that evaluated scales do exist but are difficult to implement.
 - e. A Leadership and Management Action Plan had been circulated and RAG Rated, showing nothing below Amber. The Action Plan had highlighted that PP pupil progress meetings should be more timely.
 - f. It was asked whether the changes in the staffing structure had been made with enough time to support creativity in the curriculum; DD confirmed that this was possible and would be facilitated by Steve Chambers. An AHT Curriculum Update for governors had been circulated.
 - g. Outcomes of the TLP Monitoring Day had been included in a separate report.
 - h. DD will post on GovernorHub the slides from an Ofsted briefing she had recently attended. WC summarised the key roles of governors and the likely questions and areas of knowledge that would be expected in an Ofsted inspection. DD
 - i. The process of writing the SDIP was outlined and DD explained that there is input from various staff members. It was felt that governors should be more involved in this process and agreed that they should be invited to join the relevant staff meeting where the SDIP

will be discussed – date to be confirmed.

- j. Thanks were given to NT and the other year leaders for the curriculum highlights included in the report.
- k. The headteacher's report showed that there were low numbers (116) in the new intake Y3, and this was discussed; it was felt that there is a perception that AJS has a long waiting list and this has been exacerbated by a low birth year. There are usually requests for places during the course of the year.
- l. A Website Review report by Geof Timms had been circulated, and DD confirmed that all the suggestions in the report have been incorporated into the school website.
- m. Personal Development, Behaviour and Welfare:
 - i. It was noted that PP attendance levels are below those of non-PP pupils. DD reported that the PP strategy report addresses attendance and that PSA intervention is in place. Case Studies have been recommended for specific pupils, and attendance continues to be monitored closely. There are often links between attendance and mental well-being, and incentives to come to school continue to be created. Some parents remain very resistant to improvements in their child's attendance. Persistent Absence is measured as anything below 90%; the national figure for this is 8% compared to AJS's rate of 3.8%. DD explained that the poor attendance figure of SEN Y6 pupils was skewed by one specific pupil.
 - ii. There will be a full report on Behaviour Incidents at the September meeting, but DD confirmed that racist and homophobic figures are low. There were a high number of incidents among Y6 boys; this continues to be a difficult cohort which had been impacted by the behaviour of a child who had been excluded last year.
 - iii. DD confirmed that the Norfolk Safeguarding Audit would take place in the Autumn term.
- n. A Teacher Assessment summary had been circulated and was reviewed. It was asked whether strategies are in place for improvement in Maths given that 12% are not at Expected Standard and DD confirmed that this is the case. More pupils were shown as having reached Greater Depth in writing compared to reading; Reading and Maths cannot be teacher assessed at Greater Depth, but only at Expected or below. SATS results are expected on the 4th July.

5. Committee action points and recommendations inc policy reviews:

- a. Resources: The minutes had been circulated and questions were invited.
 - i. Budget Revision 1 had been approved and, while on track, showed the impact in real terms of factors such as the Living Wage and the Apprenticeship Levy. The 3 year projection showed that the surplus would be used up by the end of that period.
 - ii. The School Fund had been audited and thanks were given to DD and Jennie Woodhead for their work on this.
 - iii. The Health and Safety Policy had been circulated via GovernorHub. MG proposed its adoption; this was seconded by WC and agreed unanimously.
 - iv. Work on the kitchen is ongoing and the capacity issues of the electricity supply were summarised. UK Power have confirmed that the site is safe with regard to fire risk.
- b. TLP: The minutes had been circulated and questions were invited.
 - i. NP proposed the adoption of the Supervision Policy; this was seconded by MB and agreed unanimously.
 - ii. NP proposed the adoption of the Attendance Policy; this was seconded by SJ and agreed unanimously.
 - iii. NP proposed the adoption of the Positive Handling Policy; this was seconded by JS and agreed unanimously.

- iv. The Homework Statement had been circulated and was discussed. It was explained that there was a lack of research to show any value in homework at primary level and that it was proposed that rather than set homework weekly, there should instead be an emphasis on reading at home and developing core maths skills such as times-tables. Optional activities will also be set. Y6 preparation for High School was discussed and it was explained that extended projects would be set in Y6. It was suggested that homework provides a valuable link to school and creates an opener to conversations about school, but it was also felt that a number of parents struggle with facilitating homework and that reading at home would bridge the gap between school and home. The completion of homework has little impact on the scores of the pupils at school and the current homework strategy was not felt to be working. The impact of homework on the teachers' workload was also noted. Parental views will continue to be monitored via the Parent/Carer Survey. NP proposed the adoption of the Homework Statement; this was seconded by MB and agreed by a majority vote.
6. Governing Body Self Evaluation: WC reported that an audit had been circulated to governors and that the results had been tabled. The scores were reviewed and showed a need for additional finance training; MG to provide JT with details of the Educator Solutions Finance Training Programme. The process was felt to have been useful. MG
7. Governor training and involvement in school form: A sheet on which to record training and activity was circulated. No training had been completed. JT will be representing governors at a forthcoming PE and Healthy Activity conference.
8. Correspondence: There was none.
9. Confidential items: See confidential minutes.
10. Any Other Business:
- WC explained that while she was willing to continue to chair the Governing Body over a period of another term, hopefully with two Vice-Chairs to enable a smooth handover, she does intend to step down as governor. Thanks were given for her superb work as Chair and sorrow was expressed at losing someone who understands the principles of governance so thoroughly.
 - BE's forthcoming retirement was marked and thanks for her 15 years as a governor were given. There will be a celebration on the 19th July.
11. Date of next meeting: To be confirmed.

AJS - Avenue Junior School

B2B – Better To Best

CNS - City of Norwich School

CDP - Cluster Development Plan

DfE - Department for Education

ECP – Education Challenge Partner

EHCP – Education and Healthcare Plan

ES – Educator Solutions

LA – Local Authority

LAC - Looked After Children

NGA - National Governors' Association

NGN - Norfolk Governors' Network

NPQH - National Professional Qualification for Headship

PA - Persistent Absence

PAN– Pupil Admission Number

PTA - Parent Teacher Association

RAG - Red Amber Green

RRIS - Recreation Road Infant School

SATs - Statutory Assessment Tests

SC - School Council

SEF – Self Evaluation Form

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

SRE - Sex and Relationship Education

TA - Teacher Assessed

VA - Value Added

PSA - Parent Support Advisor
PATHS - Promoting Alternative Thinking
Strategies