



**Minutes of the Avenue Junior School  
Full Governing Body Meeting**

held at Avenue Road, Norwich Norfolk  
**on Monday, 26<sup>th</sup> February 2018, 6pm**

**GOVERNORS PRESENT:** Nania Poulson (Chair) (NP), Mike Hooper (Acting HT) (MH), Jason Menezes (JM), Nicola Teasdale (NT), Sian Jones (SJ), Mike Grimble (Vice-Chair) (MG), Toby Whalen (TW), Wendy Cleary (WC), Ally Ireson (AI), Sam Rowbury (SR), Baiba Zivtins (BZ)

**Clerk: Jutta Wright**

*Governors are reminded that they should declare at the beginning of the meeting any pecuniary interest in any item on the Agenda or in any item likely to come under discussion*

Item No	Description	Action
1.	<b>Welcome/Apologies</b>	
	Apologies were received from Jo Thompson, Margaret Bird and Rob Machin. The Governing Body consented to these apologies. The meeting was quorate.	
2.	<b>Declaration of Business Interests/Conflicts of Interests</b>	
	None. New Governors AI, SR and BZ completed the Register of Business Interest form.	
3.	<b>Minutes of previous meeting 4<sup>th</sup> December 2017 including confidential minutes</b>	
	The minutes of the previous meeting 4 <sup>th</sup> December 2017 were agreed and signed as a true and accurate record of the meeting. (These need to be put on noticeboard in reception and uploaded to website.)  The confidential minutes will need to be signed at the next FGB.  The Governing Body agreed that they would like to continue with the list of acronyms and WC will check if the list is up to date.	<b>NP to action  Confidential minutes 4/12/17 to be signed at FGB 23/4/18</b>

		<b>WC to check if list of acronyms is up to date and e-mail to clerk</b>
<b>4.</b>	<b>Matters Arising</b>	
	<ul style="list-style-type: none"> <li>- <b>Update on Sportshall situation (MG/JT)</b> The Management Committee met on 25<sup>th</sup> January and MG explained that currently three schools are involved in the Joint user agreement concerning Recreation Road Sports Centre (Avenue Junior, Recreation Road Infant and Parkside School) with Parkside School having the responsibility of the day to day running. There have been some recent changes in Leadership at Parkside School and with staffing at the sportshall, which have made resourcing the running of it problematic. A meeting with Active Norfolk took place with Bob Holderness (Head of School at Parkside School), MG and JT to discuss particular issues and what could be done differently and it was agreed that an audit was required. Different options for the management of the Sport Centre were looked at and a model similar to the UEA Sportspark may be a good option. The Sports Centre Committee AGM will be held on 1<sup>st</sup> March at Parkside School and the Management Committee will discuss a way forward. Active Norfolk will conduct the audit and will make recommendations. Community use is important and to get it right for the future. NP thanked on behalf of the Governing Body MG for all his work with the Sports Centre.</li> <li>- <b>Attendance Target, plus update on PP children (MH)</b> MH advised that this item is contained within the HT report.</li> </ul>	
<b>5.</b>	<b>Committees</b>	
	<p><b>TLP / Resources Committee</b></p> <p><b>TLP</b></p> <ul style="list-style-type: none"> <li>- <b>PE and Sports Premium</b> MH advised that Sam Barwick (PE lead) gathered information about children participating in sports.</li> </ul> <p>The data identified that - 73 children were not taking part in any sports outside the curriculum. 35 out of 73 children are not in any other vulnerable group. 8 out of 73 children are Pupil Premium children and are not taking part in any sports. 11 out of 73 children are SEND and Pupil Premium and are not taking part in any sports. 19 out of 73 children have SEND and are not taking part in any sports.</p> <p>A relatively high proportion of SEND children in school participate in sports, but physical disabilities may have an impact. However, non participation of SEND children in sports is not due to physical disabilities in most cases. AI asked if this involves clubs after school. MH advised that this was the case. A Sports Premium Action Plan is in place. NP highlighted that whilst 73 children did not participate in any sports outside the curriculum, it was</p>	

very positive that 400 pupils at the school including a high proportion of SEND children do actually participate in sports. Sam Barwick will transfer the data onto a spreadsheet. TW asked if AJS is involved with the School Sports Partnership and Special Olympics. MH advised that the school works with Premier Sports. WC asked if children were asked about what type of out of school sports they access. NT advised that the children were asked which clubs they access and what they would like to do. SJ asked how SEN children will be targeted. MH advised that Sam Barwick will take the lead on this.

MH recommended for Governors to familiarise themselves with the "PE & Sport Premium: A Guide for Governors" which he will make available. AI commented that sometimes children do not self-select if asked when if they would like to participate in a club.

AI advised that she has booked onto the Sports Premium for Governors course, March 6th.

#### Resources

- **Annual Approval of SFVS**

The SFVS will need to be submitted by 28<sup>th</sup> February. MG explained that this is a standard form which is vetted by the Schools Finance Support Officer. Part A 1 - NP asked if Governors feel that they have sufficient finance skills and that succession planning will need to be looked at. MG recommended for all Resource Committee Governors to attend Finance Training and Budget Revision meetings. NP recommended for a Governor to shadow MG. SR agreed to shadow MG and will liaise with him.

MG proposed the approval of the SFVS, NP seconded. The Governing Body agreed the SFVS.

- **Budget Revision 3**

Budget Revision 3 took place on 12<sup>th</sup> January 2018 and has been delegated to the Resources Committee. MG advised that the school is currently financially in a good position and has a surplus, but this will erode over the next few years as less funding is received.

#### 2018/19 Budget Plan

MG advised that budget shares have now been published and he will send information to Governors. Due to the National Funding formula there will not be as much money for Norfolk available as originally anticipated. If the school is at full capacity it will result in £24,000 more funding.

There is a non-confirmed 50% cut in Cluster Funding due to the deficit in the High Needs Funding Block. An MI sheet on this subject can be expected this week. SJ asked how the cut will affect the school. MG advised that there is less money available, but this Cluster is dealing very well with it and looks at the need of relevant children. MH advised that schools in the Cluster share resources i.e. Cluster SENDCO, Educational Psychologist. SJ asked if the SENDCO provision could suffer. MH advised that whilst this is not clear yet, it could have an effect on EPSS services.

SR to liaise with MG regarding shadowing

MG to send budget share information to Governors

	<p>Budget setting will take place on 13<sup>th</sup> March.</p> <ul style="list-style-type: none"> <li> <b>Financial Benchmarking</b>            MG prepared a financial benchmarking report which was available for Governors prior to the meeting.  <a href="https://app.governorhub.com/document/5a89c0396816fc0001d9423d/view">https://app.governorhub.com/document/5a89c0396816fc0001d9423d/view</a> </li> </ul> <p>MG explained that AJS was compared to similar local schools, but some have converted to academies or federations and have therefore different accounting procedures and timescales. AJS has fewer disadvantaged children as the schools in the benchmark group.</p> <p>A schools DFE performance website is available. AJS is in line with the schools in the benchmark group.</p>	
6.	<p><b>Headteacher's Report</b></p>	
	<p>The Headteacher Report was available for Governors to read prior to the meeting.</p> <p><a href="https://app.governorhub.com/document/5a8950656816fc0001d94116/view">https://app.governorhub.com/document/5a8950656816fc0001d94116/view</a></p> <ul style="list-style-type: none"> <li>NP congratulated on the achievement of the Gold Artsmark Award and the Equalities award asked to thank Jake and Nikki for their work with this.</li> <li>NP asked if there are any actions required with the Equality Award application and MH advised that no amendments are required which is very positive and happens rarely.</li> <li>NP asked if there are any future plans to participate in an opera project again. MH advised that taking part in the King's Ransom opera was a very positive experience and he was glad that the school was involved with this. The performance was amazing and feedback received from children was positive. There will be an evaluation with children and staff. However, creativity was limited and it was logistically difficult and if the school was to take part in a similar project again it would need to be in a different format.</li> <li>Whole School Attendance is 97.1% and Pupil Premium children's attendance is 95.33%.</li> <li>MG asked if the breakfast club was still effective and MH advised that one child's attendance has significantly improved since joining the breakfast club. TW asked if any grants have been applied for the breakfast club. MH advised that Pupil Premium has been used for this purpose and that the breakfast club is targeted to parents via letter. Pupil Premium children's attendance shows an improving picture due to the breakfast club.</li> <li>JM asked regarding the gender gap in Year 3 and if there is there is a downward trend in maths. MH advised that whilst achievement is relatively even at present he will continue to monitor this.</li> <li>SJ asked about SEN attendance – MH advised that the difference compared to non- relates to one Y6 SEN child's holiday who also has a medical condition.</li> <li>SATS predictions for End of Y6. MH advised that the spring data is an adjustment to the autumn data. There were discrepancies with predicted numbers for high, middle and low attainers due to unsatisfactory FFT data MH had contacted FFT to establish their methodology for setting out numbers in each group of prior attainment as it differed from current in</li> </ul>	<p><b>Governors to look at</b></p>



	<p>MH has discussed this policy with Michael Bunting (HT at Recreation Road Infant School) and separate appendices may be required. To be discussed at the next TLP Committee meeting.</p> <ul style="list-style-type: none"> <li>- <b>Administration of medicines</b> This policy has been amended and MH advised about the issue of inhalers in children’s bags and in the medical room. The advice is that children should take growing responsibility for their inhalers when they are mature enough. It is important to let parents know that children can be entrusted to have inhalers in their bags. Asthma letter to be amended. NP proposed this policy, NT seconded. The Governing Body agreed the Administration of medicines policy.</li> <li>- <b>Equalities</b> NP proposed this policy, NT seconded. The Governing Body agreed the Equalities Policy.</li> </ul> <p><b>Resources –</b></p> <ul style="list-style-type: none"> <li>- <b>Finance policy</b> MG proposed this policy, NP seconded. The Governing Body agreed the Finance Policy.</li> <li>- <b>Charging policy</b> MG proposed this policy, NT seconded. The Governing Body agreed the Charging Policy.</li> <li>- <b>Governor Expenses Policy</b> For purpose of inclusion, should people who are caring for other people in the families be put back in the policy? NP advised that there should be a Governor Expenses Policy in terms of Equality and to attract new governors. MG advised that the amounts to be paid should be authorised by the Headteacher. Chair of Finance Committee and School Support Manager to be deleted. NP proposed the above policy, JM seconded. The Governing Body apart from MG and JM who abstained agreed the Governor Expenses Policy.</li> </ul>	<p><b>Safe use of images policy to be discussed at TLP Committee 17/4/18</b></p> <p><b>Asthma letter to be amended</b></p> <p><b>NP to amend and upload to Gov Hub</b></p>
8.	<b>PAN 2019/20 – MI Sheet 160/17</b>	
	The proposed PAN for Avenue Junior School is 120 for 2018/2019 and 2019/2020. The Governing Body already agreed the PAN of 120 via e-mail to comply with the feedback deadline of 26 <sup>th</sup> January 2018.	
9.	<b>GDPR Update</b>	
	MH attended training and a briefing with MG. Issues facing schools is the requirement of a Data Protection officer. This person can be a member of staff, but cannot be someone working at the school who has a conflict of interest. The Governing Body is exploring the options including outsourcing with VNET. GDPR features also as an agenda item for staff meetings.	
10.	<b>Governor Monitoring, Development and Training</b>	

	There were no Governor monitoring reports available, but JM took part in a H&S learning walk.	
10.1	<p><b>Governor Training Feedback</b></p> <ul style="list-style-type: none"> <li>• MG attends school forums and Budget Revision meetings which has an impact on the RAG rating.</li> <li>• SR, BZ and AI attended Governance Now training.</li> <li>• NP attended Roles and Responsibilities of Chair training</li> <li>• AI has booked onto the Sports Premium for Governors training</li> <li>• NP and NT have booked onto Finance Training</li> </ul>	
10.2	<p><b>Governor Issues</b></p> <p>RM is currently unable to attend Governing Body meeting due to personal reasons and has offered to step down from his Governor role, but NP has written to him and suggested that he takes a six month break and then review his situation. This will mean that Maths monitoring will need to be temporarily covered by another Governor and NP asked if TW would be willing to take on this responsibility and meet with Gemma and Lewis. TW agreed to take on maths monitoring and NP will contact Gemma and Lewis to inform them.</p>	NP to inform Gemma and Lewis that TW is now Maths link governor
11.	<p><b>Membership of Governing Body</b></p> <ul style="list-style-type: none"> <li>• <b>Vacancies</b> There are currently two vacancies for Parent Governors and the Governing Body discussed the maximum number/proportion of parent Governors. NP and the Clerk will check if there are any regulations.</li> </ul>	NP/Clerk to check maximum number/ Proportion of parent governors
12.	<p><b>Keeping Children Safe in Education Guidance</b></p> <p>AI and BZ signed the Keeping Children Safe in Education Guidance. NP to check with SR that he has read and signed it.</p>	NP to check with SR that he has read/signed Keeping Children Safe Guidance
13.	<p><b>Cluster Update</b></p> <p>MG is now the Cluster Representative and there were no further updates. WC will pass her file to MG.</p>	WC to pass Cluster file to MG
14.	<p><b>Clerk's Updates</b></p> <ul style="list-style-type: none"> <li>• MI Sheet 4/18 advised about the Keeping Children Safe in Education consultation about proposed changes, closing date is 22<sup>nd</sup> February and further updates are expected.</li> <li>• MI Sheet 18/18 advised that upgrade version 2.07 will be available for the Local Authority Budget Planner Software on Friday 23<sup>rd</sup> February 2018. This upgrade contains the functions necessary to move the software from 2017-18 to 2018-19 ready for the new budget setting process.</li> <li>• All Governors should subscribe to E-Courier (via the Norfolk Schools website) to receive the weekly updates.</li> </ul>	All Governors to subscribe to E-Courier
15.	<p><b>Any Other Business</b></p>	

	<ul style="list-style-type: none"> <li>- MH to update Governor Hub with latest policies.</li> <li>- NP met with DD who hopes to return to the school in September, but will do consultative work with MH until then, e.g. GDPR (privacy notices).</li> </ul>	<b>MH to update Governor Hub with latest policies</b>
16.	<b>Confidential Items</b>	
	This item has been recorded as confidential under separate cover.	
	<b>Dates of next meetings:</b> Full Governing Body Meeting: 23 <sup>rd</sup> April 2018, 6pm Resources Committee Meeting: 15 <sup>th</sup> March 2018, 4.30pm TLP Committee Meeting: 17 <sup>th</sup> April 2018, 4.30pm	

AIS - Avenue Junior School  
BCR – Budget Control Report  
CNS - City of Norwich School  
CDP - Cluster Development Plan  
DfE - Department for Education  
EHCP – Education and Healthcare Plan

ES – Educator Solutions  
LA – Local Authority  
LAC - Looked After Children  
NGA - National Governance Association  
NGN - Norfolk Governance Network  
NPQH - National Professional Qualification for Headship  
PA - Persistent Absence  
PAN– Pupil Admission Number  
PSA - Parent Support Advisor  
PATHS - Promoting Alternative Thinking Strategies

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

SLT – Senior Leadership Team  
SRE - Sex and Relationship Education  
TA - Teacher Assessed  
VA - Value Added

VNET – Viscount Nelson Education Network