



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

held at Avenue Road, Norwich Norfolk  
**on Monday, 25<sup>th</sup> June 2018, 6pm**

**GOVERNORS PRESENT:** Nania Poulson (Chair), Mike Hooper (Acting HT), Nicola Teasdale, Sian Jones, Mike Grimble, Toby Whalen (arriving late), Jo Thompson Wendy Cleary, Ally Ireson, Sam Rowbury, Baiba Zivtins, Jason Menezes

**Clerk: Jutta Wright**

Item No	Description	Action
<i><u>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</u></i>		
<b>1.</b>	<b>Welcome/Apologies</b>	
	Apologies were received from Margaret Bird. The Governing Body consented to this apology. The meeting was quorate (12 out of 14 filled positions attended)	
<b>2.</b>	<b>Declaration of Business Interests/Conflicts of Interests</b>	
	<i>WC declared that a member of her family is employed at Premier Education Group.</i>	
<b>3.</b>	<b>Minutes of previous 23<sup>rd</sup> April 2018</b>	
	The minutes of the previous meeting 23 <sup>rd</sup> April 2018 were agreed and signed as a true and accurate record of the meeting.	
<b>4.</b>	<b>Matters Arising</b>	

	<p>Item 6.2 – NP confirmed that there is no cost associated for Governors who have a DBS checks older than 5 years. Sarah Tiddy will contact Governors before their certificate expires.</p> <p>Item 9.3 – NP has uploaded the Governor Skills Matrix Summary on Governor Hub.</p>	
<b>5.</b>	<b>Progress Board Update</b>	
	<p>The minutes of the Progress Board are uploaded in the Post Ofsted folder on Governor Hub and the last meeting was held on 24<sup>th</sup> May 2018.</p> <p>Following the meeting with the LA on 18.06.18 MH has received an e-mail from the LA advising that the school should continue with their current work and that they were satisfied that the school has a strong Headteacher.</p> <p>NP recommended for a Data Governor to be appointed.</p> <p>TW arrived to the meeting 18:07</p> <p>MH advised that there had been a discussion about continuing the work of the progress board to provide a focus on progress and data and has a clear understanding of it. <b>SJ asked about the impact on the TLP agenda.</b></p> <p>The Governing Body agreed that there should be a Progress Board Update at the FGB's. MH recommended that this group should have the steer from the SATS results. It is planned to use the new NFER testing system. MH commented that test data will need to be looked at in a robust way.</p> <p>The Progress Board also discussed at their last meeting –</p> <ul style="list-style-type: none"> <li>• Progress measures</li> <li>• Persistent absence (SR's has e-mailed questions to MH which will be discussed as part of the HT Report in item 7).</li> <li>• Recruitment – Five teachers have been recruited and have the relevant skills, particularly in maths.</li> </ul>	<p><b>Progress Board Update to be added to autumn term 1 FGB agenda</b></p>
<b>6.</b>	<b>Committees</b>	
<b>6.1</b>	<p><b>TLP / Resources Committee</b></p> <p><b>TLP</b></p> <p>The TLP Committee met on 12<sup>th</sup> June and the minutes were available for Governors to read prior to the meeting.</p> <p>NP provided a summary of the main discussion points –</p> <ul style="list-style-type: none"> <li>• The spelling scheme had a very positive impact across the school, particularly Y3 and Y4 and Claire Baber will provide test</li> </ul>	<p>MH to bring test data to TLP in</p>

	<p>data.</p> <ul style="list-style-type: none"> <li>• Regular Maths CPD has had a good impact for teaching and support staff.</li> <li>• Wellbeing – SATS – MH advised that the children were settled and there were no tears or upsets (this was the first year he noted that)</li> <li>• As part of the monitoring day NP monitored if children are happy and active on the playground and it appears to be difficult to implement girls’ football. From the playground observation, it appeared that boys are more active than girls.</li> <li>• Steve Chambers has led assessment of non-core subjects and this will be reported at the autumn term 1 TLP Committee meeting.</li> <li>• Governors were impressed with the clarity of Jake Brown’s Equal Opportunities Action Plan.</li> <li>• AJS has signed up to the NOA Inclusion Charter.</li> </ul> <p><b>Resources</b></p> <p>The Resources Committee met on 14<sup>th</sup> June and the minutes were available for Governors to read on Governor Hub prior to the meeting.</p> <ul style="list-style-type: none"> <li>• <b>Approval of Budget Revision 1</b></li> </ul> <p>Savings have been achieved through the appointment of the new staff. JT asked where the Sports Premium expenditure is shown. MH advised that it is included on various lines due to third parties involved.</p> <p>SJ asked about the impact of the changes in SEND funding. MG advised that the LA has removed funding from the Cluster, so the £3000 is the remains of the year funding. As of 2018 any SEND funding will have to be applied for and in the budget it shows £0. MH advised that the logistics and practicalities of the new system are very challenging. Governors asked how the SENDCOs are being supported for funding. MH advised that it is a long and tricky process which is undertaken by Dawn Jones (SENDCO). It has been done for 2017/18. Dawn is supported by school and info from MI sheets.</p> <p>MG advised that whilst the budget is looking healthy at present with a surplus, there are some issues due to DD’s position and any unknown staffing changes.</p> <p>MG proposed the approval of Budget Revision 1 and NP seconded. The FGB unanimously agreed the sign off of Budget</p>	<p>OCT</p> <p>MH to raise with Sports provider</p>
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	Revision 1.	
<b>7.</b>	<b>Headteacher's Report, Progress, Safeguarding, Attendance</b>	
	<p>The Headteacher Report was available for Governors to read prior to the meeting.</p> <p>SR had e-mailed questions to MH.</p> <p>Am I right that Persistence Absence for pupil premium children has increased from 12% at the time of the Ofsted inspection to 13.5% because of the arrival of the 3 new children? Can you explain this a bit more and set out what action the school is taking to address?</p> <p>MH advised that the arrival of three children very recently affected the data sample as relatively small absences show as a greater percentage of available attendance. One child was home schooled for two years and was not school ready, this has been addressed, the child is now much more settled and attendance has improved.</p> <p>The other two children had issues with attendance in previous schools and MH flagged this up with parents.</p> <p>2. Can you give us some context for the 13.75% average gain in attainment for Y5 in Maths between March and May - is that high, normal, etc over that period? What does it indicate for the forecast for Y5's end of year results?</p> <p>MH explained that average gain means progress from where the children started. Comparative data is not available until the autumn term. Term on term progress can be measured. 13 or 14% of the test gain related to what the children were not able to do previously. This data was used to put intervention in place.</p> <p>JM asked what was the feedback from maths SATS. MH advised that the tests were fair. Teacher assessments are lower as predicted in the SEF because AJS lost two children lost who were certain to get expected and AJS gained three children on lower than expected.</p> <p>Writing – Expected was 89.2%, Greater Depth was 29.1%.</p> <p>Maths is lower 81.7% however given margin of error.</p> <p>Claire Baber is a writing moderator and was applying this to Y6 to ensure a good portfolio of evidence.</p> <p>SATS result will come out on 10<sup>th</sup> July.</p> <p>MH advised that in Writing it is now more difficult to achieve greater depth. MH was concerned that this might have had a negative effect on progress measures and this needs to be broken down into groups (PP and non PP etc). However, using previous methodology, progress is looking like being a small positive. This will be confirmed in the Autumn</p>	

	term.	
<b>7.1</b>	<p><b>SIDP Update</b></p> <p>MH advised that the SIDP is embedded in the Progress Report and everything else is already costed. Action plans are in place. <b>NP asked if MH could report in his HT Report on elements of the SIDP.</b></p> <p>The Governing Body discussed if the HT Report format is sufficient and if any additional items should be included.</p> <p>Behaviour is discussed in TLP Committee meetings, but needs to be recorded in FGB meetings. Behaviour to be added to FGB agenda – autumn term 1 (e.g. girls, boys, bullying incidents, prejudice incidents and progress).</p>	<p><b>Behaviour to be added to FGB agenda 15<sup>th</sup> October 2018</b></p>
<b>7.2</b>	<p><b>Safeguarding</b></p> <p>MH has received and has dealt with a FOI request from Norfolk Constabulary who are conducting a survey about various levels of child protection issues.</p> <p>Section 47 and 17 have increased and there are no MASHH referrals The PSA now has to deal with higher profile cases as they are used to.</p> <p>Governors asked if there is more time and money in the budget for Lauren Sherwood. MH advised that he would like to have more time with Lauren but she currently works across 2 schools over 3 days and there is not capacity for anything else. <b>NP asked to add as an action if there are enough resources for the level of intervention required.</b></p>	
<b>8.</b>	<b>Review of Policies</b>	
	<p>TLP –</p> <ul style="list-style-type: none"> <li>• Intimate Care Policy</li> <li>• Touch Policy</li> <li>• E-Safety Policy</li> </ul> <p>The above policies are all model LA policies. NP proposed the above policies and SJ seconded. The Governing Body agreed the Intimate Care Policy, Touch Policy and E-Safety Policy. MH to amend the date on the Intimate care policy.</p> <p>TW contacted Kelly Waters from Children Services regarding the new Keeping Children Safe in Education Guidance and was informed that there will be a generic Safeguarding Policy to reflect the changes.</p> <p>Resources –</p> <ul style="list-style-type: none"> <li>• GDPR Policy</li> </ul> <p>This is a bought in Service, but tweaks are required to make it</p>	<p><b>MH to amend date on Intimate Care Policy</b></p> <p><b>TW to send info for</b></p>

	<p>school specific. TW recommended to add a Privacy note footer on all school e-mails and he will send info to MH.</p> <ul style="list-style-type: none"> <li>• Staff Wellbeing Policy</li> </ul> <p>This policy not ready to be signed off yet.</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy (tbc)</li> </ul> <p>This policy will be approved in the autumn term. Governors to familiarise themselves with the new Keeping Children Safe in Education Guidance which comes into effect on 3<sup>rd</sup> September 2018</p>	<p><b>Privacy note footer on e-mails to MH</b></p> <p><b>Staff Wellbeing Policy to be added Resources committee agenda autumn term 1 27/9/18</b></p> <p><b>Safeguarding policy to be added to FGB agenda 15/10/18</b></p> <p><b>Governors to read new Guidance</b></p>
<b>9.</b>	<p><b>GDPR Update</b></p> <p>There is now a DPO in place and he will visit AJS for a walk around and the findings will form the action plan.</p>	
<b>9.1</b>	<p><b>Governors e-mail addresses</b></p> <p>NP advised that in terms of GDPR there is no legal requirement to use nsix e-mail addresses, but for safeguarding reasons it is recommended to use them as they can be monitored by the school. JT still requires access. Governors to ensure that they update their profile on Governor Hub with their new nsix address.</p> <p>As Governors can see each other's personal details on Governor Hub they can remove them if they wish. The Clerk commented that some of the information was entered to extract the Edubase report.</p>	
<b>10.</b>	<p><b>Governor Monitoring, Development and Training</b></p>	
<b>10.1</b>	<p><b>Governor Monitoring Reports</b></p> <p>TW is still to meet with maths leads. MH will liaise with TW to arrange a date.</p>	<p><b>MY to liaise with TW regarding date for meeting with maths leads</b></p>
<b>10.2</b>	<p><b>Governor Training Feedback</b></p> <p>NP has carried out a cost analysis around Educator Solutions training courses and concluded that they are not good value. NP proposed for all Governors to attend a training course in the autumn term. Safer Recruitment, Understanding Data and Holding School Leaders to Account course are recommended.</p>	<p><b>All governors to book on to training for Autumn term</b></p>
<b>10.3</b>	<p><b>Governors Skills Matrix</b></p> <p>The Skills Matrix summary highlighted areas to recruit around change management, data, HR and compliance.</p> <p>NP has received some interest from parents with very good skills. Three nominations have been received to fill the three parent governor</p>	

	<p>vacancies.</p> <p>As WC's term of office will end on 30<sup>th</sup> August 2018 this will leave a vacancy for an LA Governor. NP has registered with Governors in Schools and also with LEP. AI has contacted a number of solicitors. The Clerk advised that Suzanne Walker from Educator Solutions may also have some contacts.</p>	
<b>11.</b>	<p><b>Governor Issues</b></p> <p>NP has been looking at sustainability of the Governor roles and succession planning and proposed to have a Co-Chair role which would be more effective. Each Co-Chair would then be the Vice Chair of the two Committees. A Cluster Governor role will also need to be appointed. WC advised that this role would be more about the pod and not about distribution of SEND funding. NP also recommended for a Data Governor to be appointed. The Governing Body agreed with NP's proposal.</p> <p>The ToR will need to be amended in the autumn term to reflect the changes. A Staffing lead is required after WC leaves the Governing Body NP is happy to do that role which she is taking over from Wendy.</p>	<p><b>ToR to be added to autumn term 1 FGB agenda 15/10/18</b></p>
<b>11.1</b>	<p><b>Membership of Governing Body</b></p> <ul style="list-style-type: none"> <li>• <b>Vacancies</b></li> </ul> <p>This item was discussed in item 11.</p>	
<b>12.</b>	<p><b>Cluster Update</b></p>	
	<p>A Cluster Heads meeting took place. The Cluster SENDCO has been made redundant and WC advised that she was a very good asset and her expertise was very valued.</p>	<p>WC to email cluster SENDCO thanking her for her work.</p>
<b>13.</b>	<p><b>Approval of Annual Governance Statement</b></p>	
	<p>NP has drafted the Annual Governance statement and WC agreed to update the missing attendance records. The Clerk inputs Governors attendance on the calendar tab on Governor Hub, but this was not done by the previous Clerk.</p> <p>NP will ask to put the last FGB minutes and also the Annual Governance Statement on the school's website.</p> <p>Staff Safeguarding Training – MH to advise the format and to put a message on the Governor Hub Noticeboard.</p>	<p><b>NP to arrange publishing of FGB minutes and Annual Governance Statement on school website</b></p> <p><b>Staff Safeguarding Training – MH to advise format and put message on Governor Hub</b></p>
<b>14.</b>	<p><b>Clerk's Updates</b></p>	

	<ul style="list-style-type: none"> <li>• Clerking Seminar 4<sup>th</sup> June 2018 The Clerk attended a data session on as part of the seminar and it was recommended that Governors should have access to ASP. MH to look into Access for Governors for data.</li> <li>• MI Sheet 81/18 Keeping Children Safe in Education Update</li> <li>• MI Sheet 84/18 Supported Designated Safeguarding Leads to deliver Safeguarding Training</li> <li>• Nsix addresses This item was already discussed in item 9.1</li> </ul>	<b>MH to check ASP access for Governors</b>
<b>15.</b>	<b>Confidential Items</b>	
	This item was recorded as confidential under separate cover.	
<b>16.</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• MH has received a Sports Premium letter from the LA advising that 20% of Y6 children at AJS are overweight which compares favourably with the national average of 30%. <b>JT asked if there is a comparison of the same children when they started at the school at KS2 and will check if any data is available.</b></li> <li>• WC attended the Norwich School of Sanctuary Showcase which was organised by Jake Brown and was very well attended and held in conjunction with Refugee week. A significant amount of money was raised.</li> <li>• Update on DD's position – DD would like to return to work part-time from September. DD would be working mornings and MH afternoons. Roles and responsibilities in conjunction with HR will need to be established and a meeting is taking place to discuss this. The Governing Body is pleased that DD is able to return.</li> <li>• As this was WC's last meeting before the end of her term of office, MH advised that he was very impressed with her Governance and thanked her for all her support on behalf of the Governing Body. WC advised that she will leave the school with confidence for the future and that there is a cohesive group working together. The Governing Body will be celebrating with WC on 23<sup>rd</sup> July at 2.30pm.</li> </ul>	JT to check available data
<b>15.</b>	<b>Dates of next meetings:</b> Full Governing Body Meeting: 15 <sup>th</sup> October 2018, 6pm	



	Resources Committee Meeting: 27 <sup>th</sup> September 2018, 4pm	
	TLP Committee Meeting: 24 <sup>th</sup> September 2018, 4.30pm	