



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

held at Avenue Road, Norwich Norfolk

**on Monday 2<sup>nd</sup> December 2019 at 6pm**

**GOVERNORS PRESENT: Mike Grimble (Chair),** Nania Poulson, Debbie Dismore (EHT) Lisa Crossman, Ally Ireson, Sam Rowbury, Margaret Bird, Rachel Paley, Mike Hooper (H of S), Jason Menezes, Jo Thompson, Graham Moss, Abby Hoffmann, Sian Jones.

**Clerk: Sheila Lewis-Smith**

Action Log			
Date / Item	Details	By Whom	When
14/10/19 5d	Clerk to add Skills Matrix to Spring 1 Agenda.	Clerk	24/2/20
02/12/19 4	AP 1: DD and MH to check they are happy with their allocation of responsibilities on the Terms of Reference.	DD / MH	24/02/20
4	AP 2: AH and GM to sign the Code of Conduct at next meeting. (TLPW) on 13th January 2020.	Clerk / GM/ AH	13/1/20
6	AP 3: Clerk to set up "Completed Governor Monitoring Reports" folder in Monitoring and Strategy folder, as suggested by MH.	Clerk	Completed
10	AP 4: Clerk to add Governor Strategy Document – Review to agenda for FGB 24 <sup>th</sup> February 2020	Clerk	24/02/20
12	AP 5: NP to upload guide to setting up new email and transferring emails over.	NP	End of Aut Term
12	AP 6: MG asked to have access the school's Cloud.	DD	24/02/20

No	Item
1	<b>Welcome and Apologies / Consent for Absences</b>
	Graham Moss and Abby Hoffman were welcomed onto the Governing Body and introductions were made. Apologies were received and accepted from Baiba Zivtins, Nicola Teasdale and Peter Hundleby.

	The meeting was quorate.
<b>2</b>	<b>Declaration of Business/Pecuniary Interests or Conflict of Interests – to confirm all governors have completed their declaration on Governor Hub</b>
	The clerk confirmed that all governors have now completed their annual declaration of Business/ Pecuniary Interests on Governor Hub. Debbie Dismore confirmed that this had now been published on the website. There were no further declarations for this meeting.
<b>3</b>	<b>Minutes of the meeting on 14<sup>th</sup> October 2019</b>
	The Minutes were approved as a true and accurate record of the meeting and signed by Nania Poulson, as Chair of that meeting.
<b>4</b>	<b>a) Matters arising from the Minutes of 14<sup>th</sup> October 2019 not appearing on this agenda.</b>
	The following Action Points were agreed as completed:  2       Governors to complete Declarations for Business/Pecuniary Interests and Safeguarding on Governor Hub. 3       Clerk to update and amend Terms of Reference for GB and Committees. <b>AP 1: DD and MH to check they are happy with their allocation of responsibilities on the Terms of Reference.</b> 5a       NP to add a Monitoring Template report form to the Monitoring Matrix, 5b       SJ to sign Code of Conduct sheet. Completed at the meeting <b>AP 2: AH and GM to sign the Code of Conduct at next meeting. (TLPW) on 13th January 2020.</b> 5d       MG agreed to check latest version on NGA Skills audit. Uploaded to Governor Hub. 8       NP to advise HR regarding permanent contracts for Senior Leadership Team. 9       Clerk to check issues of governance with Governor Services. 11       DD to action update of SEF. DD has added a paragraph to reflect the new Ofsted Framework. 14       NP to liaise with Chair of Governors at RRIS
<b>5</b>	<b>Executive Headteacher's Report – questions to EHT before the meeting</b>
	Governors thanked DD for a clear and informative report. It was noted that the Norwich Opportunity Fund Plan was available on Governor Hub under the folder for the Headteacher's Report. This funding is to support deprived areas and DD advised that time is needed to assess the full value of some of the initiatives.  The following questions were raised: <b>1. Is the increase in EAL children who are bilingual or who have English as a second language at a lower level?</b> A: The majority of the EAL pupils are bi-lingual with some being given extra support. Historically, the EAL pupils have performed well but there is an impact on the Year 6 Grammar test. Prior to the census, the school made a thorough check to identify all eligible pupils .which resulted in an increase in the number of EAL recorded <b>Q: Have the pupils with English as an Additional Language been identified in the October census as they attract additional funding?</b> A: Yes, they will be funded at £535 per pupil. <b>Q: Does the funding have to be tracked as with Pupil Premium funding?</b>

A: No but it should be focussed on support and governors should monitor the results for EAL pupils.

**2. What impact has Distance Marking (DM) and No More Marking (NMM) had on teacher workload?**

MH explained that NNM is a comparative judgement tool, where the children are given a cold writing task which is then uploaded to a national database. Teachers then have the opportunity to judge two randomly presented pieces of work at a time to judge which is better. It is then possible to see what is ranked nationally as at expected and above levels. It tells teachers how securely aligned to a band the piece of work is. Year 3's work has been uploaded and scrutinised and Year 5 work has been uploaded and the school are now awaiting the results. MH advised that it is too early to tell the true value of NNM but the school intends to talk to Colman School to compare the impact and use of NNM. A staff meeting on 9<sup>th</sup> December is planned regarding the consistency of assessing writing.

**Q: Is NNM of benefit in reducing workload?**

A: Not directly but it has the effect of developing skills which in turn reduces stress levels. The DM sheets have reduced workload.

**Q: Is there any insight to share with the run from Year 3 or is it too early?**

A: The sample looked at so far is only one piece of work per child, so this is not a secure guide for a child being on track with their writing.

**3. What is causing Persistent Absence in year 3?**

A: Across the school, there are 37 children who are Persistent Absentees (PA). One Year 3 pupil had a holiday at the beginning of term which immediately put them in the PA category. Some pupils have a "story" to the absenteeism that the school is aware of. The school often sees a dip in attendance in Year 3 which improves as the children progress up the school. The school promotes attendance at the New Parents' Meeting but acknowledged that being heavy handed with the message was not always the best course of action to engage parents. The school tries to have balanced approach with assemblies and certificate awards. DD said that there are tensions around the giving of rewards, as attendance at this age is to do with parental choice and does not lie with the child, who has no influence. MH pointed out the 4 or 5 of the children had very recently met the PA criteria and that measures were in place to address attendance, including liaison with Recreation Road Infant School and "fast-track" procedures.

Some PA pupils have just taken up the Breakfast Club, so this should help improve attendance. Governors noted that from this week, all pupils will attend the Set Your Sights Club and not now separated.

**4. There are two year groups where the gender balance is markedly different from the norm. Year 3 with 62% boys and Year 5 with 64% girls. Is this likely to affect outcomes when these cohorts get to Year 6 and if so what measures is the school putting place?**

The biggest difference in attainment is seen in writing, which is the focus for development this term. Staff have been advised not to recycle planning but look to meet the needs of the pupils in their current class. The use of drama, such as the Putting on a Pageant approach, motivates children. The classes concerned will be closely monitored. Reading and mathematics results are not usually so different between the genders.

**5. The Camouflaged Learning sounds like a success - what's the plan for next term?**

A: It has been successful and well attended. The school felt that it included a variety of parents who showed a real appetite to come into school and work with their children. It had been good for relationship building with some families. Further sessions are being planned

	<p>along with developing ideas around the scope of the sessions. The next step is to develop how staff can work the parents to develop their children's learning. A letter had been sent to the parents where attention had been paid to the tone and style, which had been well received by parents.</p> <p><b>Q: What has been the cost of this project?</b> A: There has been no cost to the school as this is funded by NOA.</p> <p><b>6. How did the Open Evening go?</b> The evening was well attended, had a good atmosphere and the feedback was positive. Questions asked by prospective parents ranged from behaviour, pastoral care arrangements and budgetary issues. Some parents requested a second visit during the school day. The school encouraged parents to apply for the school even if they were out of catchment. Governors discussed how the school could advertise when places were available and the difficulty when places are not taken up, with no notice. Parents are reminded to inform the school if they do not intend to take up a place, but this does not always happen. MH said that the school had received very positive comments about the pupils who had helped run the Open Evening and said that they were an asset to the evening.</p>
<b>6</b>	<b>Governors' Monitoring Matrix</b>
	<p>NP requested that governors are proactive and look at the Matrix and arrange to undertake the monitoring assigned to them. Governors checked where to upload reports to – it was suggested that it goes into a Committee folder on Governor Hub and also into Monitoring and Strategy folder.</p> <p><b>AP 3: Clerk to set up "Completed Governor Monitoring Reports" folder in Monitoring and Strategy folder, as suggested by MH.</b></p>
<b>7</b>	<b>Safeguarding Update</b>
	<p>A full report had been received and discussed by TLP&amp;W Committee. MH observed that there seemed to be an increase in incidents. Notifications from the police of interventions at children's homes/outside of school were increasing and MH had created a column on the CPOMS system to reflect this.</p> <p>The issue of County Lines was raised, as it had been one of the topics under discussion at the recent Norfolk Governance Network's Conference. All parents need to be vigilant. JT said that the concept of vulnerable children being targeted needed rethinking, as it was the children with electronic gadgets that were now the vulnerable group to be targeted.</p> <p><b>Q: How does the school communicate this to parents?</b> A: This is something that needs further discussion between DD and MH. It was suggested that whole families can be vulnerable if they do not understand the danger signs.</p>
<b>8</b>	<b>Staffing – PMR Update</b>
	<p>The Resources Committee had received the Appraisal Data Capture Form and this had been made available on Governor Hub for this meeting. No staff had been subject to formal capability during the previous year.</p> <p><b>Q: Does the school look at this alongside previous year's data?</b> A: Yes. This year showed that more staff met their targets and nearly all met the maths target.</p> <p><b>Q: Are the targets all numerical?</b> A: No.</p> <p><b>Q: Do you have enough CPD to support staff?</b></p>

	<p>A: Yes, the school used cover staff to allow for staff development. Governors discussed whether more detail could be provided but DD advised that a summary was all that was required.</p> <p><b>Governors agreed that the PMR for staff had been appropriately conducted and reported.</b></p>
<b>9</b>	<b>Attendance Targets for 2019-2020</b>
	<p><b>The attendance target for 2019-2020 was approved as 97%.</b>          Current figures nearing the end of term are 96.79%.          There is an overall rising trend in attendance across all year groups.  <b>Q: Has the school ever reached 97%?</b>          A: Yes.  <b>Q: Why not have the target at 96%?</b>          A: The school needs to have an element of aspiration in the target.</p>
<b>10</b>	<b>Governor Strategy Document – Review</b>
	<p>NP tabled the Governor Strategy Document and asked governors to consider whether the aims were still relevant. It was agreed that this document would ideally have been reviewed at the first FGB meeting of the academic year. One aspect governors felt should feature was that of inclusion. It was agreed that it would be good to consider what inclusion meant across the whole school community.          After some discussion, it was agreed to return to this document at the next FGB meeting in the Spring Term.</p> <p><b>AP 4: Clerk to add Governor Strategy Document – Review to agenda for FGB 24<sup>th</sup> February 2020</b></p>
<b>11</b>	<b>Update on collaboration with Recreation Road Infant School (RRIS)</b>
	<p>NP has been invited to attend RRIS FGB meeting on 4<sup>th</sup> December to represent AJS and voice their general views.          The discussions are being held against the backdrop of the information received at the recent Norfolk Governance Network's Conference. The LA representative, Seb Gasse, produced a document entitled "Developing Norfolk's Education Landscape". This provided information about promoting strong groups of schools working together. There is a notion that primary school sizes of 450 pupils are the preferred model. All-through primary phased schools are also preferred.          As this is the case, it makes sense for AJS and RRIS to consider the benefits of working more closely, in all likelihood as a federation, although this has to be established and agreed.          The general opinion across the governing body was that closer working arrangements could be beneficial in raising outcomes for children, be financially beneficial and allow the schools to determine their own futures.          A further meeting between the Headteachers and Chairs of Governors from both schools is scheduled for 11<sup>th</sup> December 2020, to be held at AJS.          Confidential Minutes were also provided for this item.</p>
<b>12</b>	<b>GDPR Audit Report November 2019 and response / approval</b>
	<p>Pete Hundleby has a meeting arranged to go through this report on 4<sup>th</sup> December.          NP advised governors that from April, the nsix email addresses and any individual email</p>

	<p>addresses will no longer be used. Governors were issued with individual details of the new email system and asked to move over any emails they wished to keep.</p> <p>Governors were reminded that they should not store files related to the school or governance anywhere other than on One Drive.</p> <p>AP 5: NP to upload guide to setting up new email and transferring emails over.</p> <p>AP 6: MG asked to have access the school's Cloud.</p>
<b>13</b>	<b>Audit Report November 2019 and response / approval</b>
	<p>The audit had been positive. A few actions were required;-</p> <ol style="list-style-type: none"> <li>i. Purchase orders needed to be raised for everything including contracts such as HR services.</li> <li>ii. Issues around the Purchase card have been addressed. DD is now the Approver and the Administrative Officer is the Purchaser.</li> <li>iii. The Asset register requires updating.</li> <li>iv. HRMC checks have been carried out for self-employed persons.</li> </ol> <p><b>Governors approved the Audit Report and response with NP proposing and MG seconding the item.</b></p>
<b>14</b>	<b>Committee action points and recommendations</b>
	<ol style="list-style-type: none"> <li>a. <b>Resources: Budget Revision 2 and funding issues</b> The BR 2 had been discussed and approved at Resources Committee meeting. The High Needs Block had been awarded 0.5% funding from Norfolk Schools Block but this had had little impact on AJS's funding.</li> <li>b. <b>TLPW Committee</b> This committee welcomed two new members – GM and AH. The focus of discussions had been on English, Putting on a Pageant and NMM. RP had presented a comprehensive monitoring report regarding English.</li> </ol>
<b>15</b>	<b>Policy Reviews</b>
	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>- Data Protection Policy – FGB Approval required <b>Approved</b></li> <li>- Performance Management Review Policy <b>Approved</b></li> <li>- Pay Policy – FGB Approval required <b>Approved</b></li> <li>- Finance Policy <b>Approved</b></li> </ul> <p><b>TLPW</b></p> <ul style="list-style-type: none"> <li>-SEN Policy / Information Report – FGB Approval required <b>Approved</b></li> <li>- Accessibility Plan – FGB Approval required <b>Approved</b></li> <li>- Educational Visits Policy <b>Approved</b></li> <li>- Respect Policy <b>Approved</b></li> </ul>
<b>16</b>	<b>Governor Training / Monitoring visits</b>
	<ul style="list-style-type: none"> <li>- NP reminded governors to note their training onto Governor Hub.</li> <li>- NP had attended a 2-day course of Effective Confrontation</li> <li>- MG had undertaken SFVS training</li> </ul>

	<ul style="list-style-type: none"> <li>- NP had undertaken a webinar training session on Governors for Schools. This gave a guide as to how to interpret the document "Inspection Data Summary report".</li> <li>- JT had attended a course on the New Ofsted Framework.</li> <li>- MG had attended Benchmarking in Schools training.</li> <li>- SLS (Clerk) had attended Fighting Financial Fraud training.</li> </ul>
<b>17</b>	<b>Disability / Equality Issues</b>
	DD advised there are a few improvements needed to improve access. John Atkins has agreed to pay 50% of costs. Some of the school's contribution will come from Capital funds.
<b>18</b>	<b>Correspondence</b>
	For information - DD said that a former governor's folder had been returned to the school but there had been no covering letter attached.
<b>19</b>	<b>Notification of Any Other Business – to be sent to the Chair 24 hours before the meeting.</b>
	<ul style="list-style-type: none"> <li>- <b>To agree whether to discuss any items raised at this meeting</b></li> </ul>
	<ul style="list-style-type: none"> <li>i. DD invited governors to attend the Christmas Concert, Christmas Fayre and Carols at the end term.</li> <li>ii. Governors asked how the information had been circulated to potential sponsors. SR said that it had been a PDF attachment to an email sent to the companies.</li> <li>iii.</li> </ul>
<b>20</b>	<b>Dates of future meetings</b>
	<b>Monday 24th February 6.00pm</b> <b>Monday 20th April 6.00pm</b> <b>Monday 13th July 6.00pm</b>
<b>21</b>	<b>Confidential Item</b>
	None presented.

Meeting closed at 20.10

<b>Signed as a true and accurate record.</b>		<b>Date</b>