



## Minutes of the Avenue Junior School

### Full Governing Body Virtual Meeting on Monday 12<sup>th</sup> October 2020 at 6pm

**GOVERNORS PRESENT:** Nania Poulson, Mike Grimble, (Chair), Debbie Dismore (EHT) Lisa Crossman, Ally Ireson, Margaret Bird, Rachel Paley, Mike Hooper (H of S) - Associate Governor, Baiba Zivtins, Jo Thompson, Nicola Teasdale, Sian Jones, Sam Rowbury, Graham Moss.

**Clerk: Sheila Lewis-Smith**

Action Log			
Date / Item	Details	By Whom	When
12/10/20 3a	Action Point 1: Clerk to check all amendments correctly made to Standing Orders and Terms of Reference.	Clerk	15/10/20
3b	Action Point 2: DD to consider the position of co-opting another member of staff to the governing board.	DD	7/12/20
5b	Action Point 3: Governors to confirm they will abide by the Code of Conduct on Governor Hub.	All govs	ASAP
5d	Action Point 4: All governors to complete Skills Audit and return to NP by 1st November.	All govs	1/11/20
6	Action Point 5: Clerk to post Minutes 30th July on Governor Hub for approval.	Clerk	15/10/20
13	Action Point 6: MG to investigate Governance & Leadership package to meet immediate training needs	MG	ASAP

No	Item
1	<b>Welcome and Apologies / Consent for Absences</b>
	<ul style="list-style-type: none"> <li>Apologies were received and accepted from Jason Menezes who could not attend due to work commitments.</li> <li>It was noted that this was the last meeting that NT would attend, as she was stepping down from her role as a co-opted governor at the end of this meeting.</li> <li>The meeting was quorate.</li> </ul>
2	<b>Declaration of Business/Pecuniary Interests or Conflict of Interest – to confirm that all governors have completed their declaration on Governor Hub prior to the meeting.</b>
	None declared.

<p><b>3</b></p>	<p><b>Terms of Reference and standing orders for GB and Committees. Approval.</b>  <b>3a Terms of Reference and standing orders.</b>  <b>3b Consideration/ review of Instrument of Government</b></p>
	<p>3a The Terms of Reference and Standing orders for the GB and committees were discussed. It was noted that under point 9 of the Standing Orders, it was not permitted to chair a meeting remotely. This line to be deleted.  <b>Action Point 1: Clerk to check all amendments correctly made to Standing Orders and Terms of Reference.</b></p> <p>3b The clerk had confirmed that only one staff member could be elected to the Governing Board, in line with “The Constitution of governing bodies of maintained schools”, DfE statutory guidance 2017. However, other members of staff could be co-opted, providing staff numbers did not exceed one third of the membership.  Governors noted that skills / additional governors were required on the Resources Committee.  <b>Action Point 2: DD to consider the position of co-opting another member of staff to the governing board.</b></p>
<p><b>4</b></p>	<p><b>Election of Officers:</b></p> <p>a. <b>Co-Chairs (conducted by Clerk)</b>  b. <b>Vice-Chair (conducted by new Chairs)</b>  c. <b>Appointment of clerk</b></p>
	<p>a. Co-Chairs - NP and MG were proposed as Co-Chair of Governors.  <b>All members approved.</b></p> <p>b. Vice Chair – JT was proposed by NP and seconded by MG. <b>All members approved.</b></p> <p>c. Sheila Lewis-Smith was appointed as Clerk to the Governing Board.</p>
<p><b>5</b></p>	<p><b>GB Organisation:</b></p> <p>a. <b>Report on appointment of Governors with specific responsibilities: Mathematics, English, Looked after children, Pupil Premium, HT Performance Management, Safeguarding, SEN, Cluster, Pay Committee</b>  b. <b>Approve GB Code of Practice 2020 and sign on Governor Hub.</b>  c. <b>Governor vacancies and approval of appointments; consideration of the recruitment of Co-opted governor from staff members.</b>  d. <b>Skills Matrix</b></p>
	<p>a. The following governor responsibilities were confirmed and approved:  Mathematics – GM  English -RP  Pupil Premium – MG and LC  LAC – MG and LC  Headteacher Performance Management / Pay Committee – MG, SJ, JM and SR.  Safeguarding – NP  SEND – MB  Sports Premium – JT  Wellbeing – AI  RSE – MB  Commercial sponsorship – SR</p>

	<p>Inclusion / Equality and Diversity – JT</p> <p>b. MG informed governors that this NGA model had been revised and now included a fourth strategic function – to ensure the voices of stakeholders are heard. <b>Approved and adopted.</b></p> <p><b>Action Point 3: Governors to confirm they will abide by the Code of Conduct on Governor Hub.</b></p> <p>c. Previously discussed in item 3b.</p> <p>d. The Skills Matrix can be found as a Word document in the folder Information and Resources on Governor Hub. NP requested governors completed this and emailed it back to her by the end of half term. This will allow any gaps to be identified and raised at the next FGB meeting.</p> <p><b>Action Point 4: All governors to complete Skills Audit and return to NP by 1<sup>st</sup> November.</b></p>
<b>6</b>	<b>Minutes of meeting on 13<sup>th</sup> July 2020 – approval</b>
	<p><b>The Minutes of the meeting on 13<sup>th</sup> July 2020 were approved as a true and accurate record.</b> To be signed off by MG.</p> <p>The clerk apologised as the Minutes of the meeting on 30<sup>th</sup> July had not been made available for this meeting. It was agreed that they should be approved via Governor Hub.</p> <p><b>Action Point 5: Clerk to post Minutes 30<sup>th</sup> July on Governor Hub for approval.</b></p>
<b>7</b>	<b>Matters Arising from the previous meeting (not on agenda)</b>
	Single Central Record – NP had conducted a check at the end of July. DD confirmed she had checked the record for all new appointments in September.
<b>8</b>	<b>Confirmation of Executive Headteacher and Head of School Performance Management process.</b>
	The panel confirmed that they had met and that the process had been carried out for DD. DD will conduct a Performance Management review for MH week beginning 12/10/20.
<b>9</b>	<b>SEF, SDIP. Outline of key objectives.</b> <b>9a. AJS Strategy – review.</b>
	The SDIP had been circulated at committee level and approved. Strategy review – much of the focus last year was on healthy lifestyles and Key Stage 2 data. Gaining anything meaningful from this was difficult due to Covid. It was agreed to follow the six key areas and the maintain focus. It was suggested that Wellbeing of staff should be added, given the current situation.
<b>10</b>	<b>Headteacher's report and questions.</b>
	<ul style="list-style-type: none"> <li>• <b>Report on remote learning</b></li> <li>• <b>Addressing Covid learning gaps</b></li> <li>• <b>Covid Health and safety round up.</b></li> <li>• <b>Any updates relevant to us with regard to Risk Assessment</b></li> </ul>
	<p>Governors thanked DD for a full report.</p> <p><b>Q: Does the Remote Learning Policy need to be published on the website?</b> A: MH will communicate it to parents. Non statutory.</p> <p><b>Q: How are you managing if some children are in school and some out of school?</b> A: Even if no one is off school, the DoJo pages are available. Resources are available all of the time, with staff sharing the workload.</p>

<p><b>Q: Do you have concerns about delivering the new curriculum in this way?</b></p> <p>A: Some of the activities are not possible and it is harder to achieve the interactive parts. The vehicle of delivery may have changed but the learning intention has not. The constraints have been evident and being addressed to maintain the breadth of the curriculum.</p> <p>DD said that by the summer term the curriculum will be broad and balanced; staff are keen to get it up and running.</p> <p>NT has been speaking to the children who are off school and working on Zoom with them.</p> <p><b>Q: Are we confident we know the disadvantage is?</b></p> <p>A: The school has been contacting families to check their situation but there are still a few hard to reach families.</p> <p><b>Q: What proportion of children do not have access to on-line learning and how does this compare to other schools?</b></p> <p>A: We do not have comparative information. MH commented that not all schools have the capacity to deliver as AJS. Planned lessons are added to the DoJo and Oak Academy material suggested if appropriate. Governors pointed out that children and families also need to be able to use the equipment they have to be able to access the remote learning offer.</p> <p>NP advised that VNET were intending to showcase what schools are doing. Regarding remote learning.</p> <p><b>Q: What percentage have access to IT equipment at home?</b></p> <p>A: Some only have iphones. DD feels confident the school can support families and if they do not have access to wifi, material resources will be provided. Most lessons are via a video, so access is quite easy.</p> <p>Governors noted that the school did not receive any additional funding from the government to recoup the losses suffered in the summer term. MG advised that more money should be coming through; the DfE were not checking for in-year surpluses. Cleaning costs could only be recouped if there was a confirmed case of covid rather than just preventative measures being taken.</p> <p><b>Safeguarding</b></p> <p><b>Q: There is no information for previous years?</b></p> <p>A: This is the LA template. The way the school reports on CPOMS is a different level of reporting.</p> <p><b>Q: As the figures only relate to half of the year, do the school think the incidences would actually have been more?</b></p> <p>A: Probably not as the few individuals involved were in Year 6 and in school for the year. Most incidents were around racist and homophobic language, often through a lack of awareness.</p> <p>Governors said that the work the school is doing around these issues will hopefully keep incidents low. DD said that the children were also exposed to things on-line outside school, so it was difficult for the school to completely control it. It was hoped that more children would be seen to challenge these behaviours.</p> <p><b>Attendance Targets</b></p> <p>This was set at 97%, however due to the COVID situation this cannot be measured. There are a few children whose parents are reluctant to return them to school. As isolating and covid are not supposed to show as absences it was felt it was still relevant to set a target this year and in particular to look at the difference in attendance of disadvantaged and non disadvantaged pupils. Current attendance stands at 95% for all pupils. Mental health issues have meant some children have needed easing back into school.</p>
--

	<p><b>Targets – 96% overall, Pupil Premium pupils – 95%</b>          Persistent Absence target whole school 2% and for Pupil Premium rates – 6%. This is down from 11% in 2018-19.</p>
<b>11</b>	<p><b>Confidential Item</b>          Confidential minutes were produced for this item.</p>
<b>12</b>	<p><b>Committee action points and recommendations including policy reviews</b></p> <p><b>a. Resources:</b></p> <p><b>b. Teaching, Learning and Pupil Well-being:</b></p> <p><b>c. Policies</b></p> <ul style="list-style-type: none"> <li>- Attendance.</li> <li>- Whistleblowing. Statutory policy</li> <li>- Behaviour.</li> <li>- Exclusion Policy.</li> <li>- Positive Handling.</li> <li>- Home-School Agreement</li> </ul>
	<p><b>a. Resources.</b>          MG informed the board that a tree had fallen on the Sports centre roof, causing significant damage. The Sports Centre is intending to be open for school use but not for community use, as it is not financially viable given the additional costs relating to COVID-19. Management meetings continue to try to resolve the issues around the Sports Centre.          Fair Funding Consultation – the High Needs block budget is in deficit, so monies will be taken from the Early Years Block and Schools Block monies. DD and MG to look at the consultation in detail and respond by 26/10/20.</p> <p><b>b. TLP.</b>          SJ said that the committee had been impressed with the on-line learning provision and that all permutations have been thought about.          The curriculum delivery is delivered via questions, with learning progression carefully mapped out and linked. BZ provided governors with an example.          Catch-up funding – low at £80 per pupil. DD confirmed that children needing catch-up support will be identified by 1/11/20. Support will need to be prioritised, with the disadvantaged being the highest priority.</p> <p>DD advised that there is a group of headteachers and schools boycotting the SATs next summer. The unions keep lobbying the government but DD has not had any indication that the NAHT are in support of the boycott at present.</p> <p><b>Q: How can we ensure the children are ready for secondary school regardless of the SATs?</b></p> <p>A: AJS wants to keep the transition project going but there has been resistance from City of Norwich School. Governors questioned if they could take this up with CNS; DD agreed to email the Head of CNS, particularly as a third of their Year 7 intake are from AJS.</p> <p><b>c. Policies</b></p> <ul style="list-style-type: none"> <li>- Attendance. Targets to be added.</li> <li>- Whistleblowing. Statutory policy</li> </ul>

	<ul style="list-style-type: none"> <li>- Behaviour.</li> <li>- Exclusion Policy.</li> <li>- Positive Handling.</li> <li>- Home-School Agreement</li> </ul> <p>All six policies were proposed by SJ and approved by all governors.</p>
<b>13</b>	<p><b>Governor monitoring, Development and Training</b></p> <ul style="list-style-type: none"> <li>- <b>Governor Monitoring Matrix</b></li> <li>- <b>Plans for whole governing body training – Safeguarding / Vision and Values discussion</b></li> </ul>
	<p><b>Monitoring Matrix</b> – This can be found in the folder on Governor Hub. Governors were asked to look at this document to check what and when they were monitoring. There is also guidance for remote monitoring. DD has emailed staff with the key governors who will be monitoring their subjects. JT pointed out that monitoring is a requirement of governance and not to add extra work onto teachers.</p> <p><b>Training</b> – Safeguarding training for non-staff governors has been arranged for Monday 2<sup>nd</sup> November at 6 p.m. via Teams. Estimated time is 2 hours.</p> <p>MG informed governors that the NFER had carried out a survey and found the governors in maintained schools did not do as much training as was needed. MG emphasised the need to maintain training and that there are a number of options on-line. Governors are welcome to attend any VNET training but it is not specific for governance. The options of NGA and Educator Solutions training was discussed. DD said that one-off courses could be bought if the need arose. New governors will require induction training.</p> <p>Action Point 6: MG to investigate Governance &amp; Leadership package to meet immediate training needs.</p>
<b>14</b>	<b>Correspondence</b>
	None presented.
<b>15</b>	<b>Any Other Business</b>
	NP thanked NT for her contribution as a governor for more than 12 years. She had shown a huge commitment to the school and made significant contribution to the work of the board.
<b>16</b>	<b>Date of next meeting: 6.00pm 7th December 2020 via Microsoft Teams.</b>

Meeting closed at 20:00

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

