



Minutes of the Avenue Junior School

Full Governing Body Virtual Meeting

on Monday 13th July 2020 at 4pm

GOVERNORS PRESENT: Mike Grimble, (Chair), Nania Poulson, 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.

In attendance: Gemma Griffiths

Clerk: Sheila Lewis-Smith

Action Log			
Date / Item	Details	By Whom	When
6b	Action Point 1: Clerk to add Single Central Record check to FGB agenda 12th October 2020	Clerk	12/10/20
13	Action Point 2: Clerk to add confirmation of reading Safeguarding Policy to Governor Hub.	Clerk	25/7/20

No	Item
1	Welcome and Apologies / Consent for Absences
	<ul style="list-style-type: none"> Apologies were received and accepted from Sam Rowbury, Jason Menezes and Graham Moss who were not able to attend due to a late change in the meeting time. The meeting was quorate.
2	Declaration of Business Interests / Conflict of Interest <i>To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting.</i>
	None declared.
3	Extra Item – Curriculum Development Update
	Gemma Griffiths (teacher) had been invited to address the governors to provide a curriculum update. The purpose of the curriculum review was to create a rich curriculum with clarity, fit for purpose and in line with the new Ofsted expectations of a broad and balanced curriculum. A session had been held with teachers where they had been vocal about their frustrations and wishes for the curriculum. It needed to be clear about pupils' prior experiences and build

more about the locality into the curriculum. In addition to meeting the statutory requirements, the school wants to build in breadth and high-quality learning experiences; to be as creative as they can be across all subjects. It will be organised concentrically and skills and knowledge revisited in each subsequent year.

The school wants to reflect how inclusive it is – celebrate School of Sanctuary status and weave this through the subjects. Maths and English will be taught across the curriculum. Staff were said to be very enthusiastic and keen to keep the momentum.

Ofsted have a focus of every teacher being a curriculum / subject leader and some support will be put in; GG will be supporting staff throughout the year.

GG has been working closely with BZ and looking at research that shows children who do not experience a rich vocabulary in early life become poor readers. Poor readers cannot access the curriculum. There is therefore a real focus on reading as the curriculum design is based on research as to how to close the gap.

The Avenues Junior Reading Spine was shown to governors. Different types of text and stories/texts have been allocated to specific year groups. This document sits under the curriculum offering. Vocabulary has also been identified for specific subjects and this is planned into topics.

Governors raised concerns that the curriculum was literacy weighted, as maths still needs to form a main focus. GG said that the key aspect is vocabulary, as verbal reasoning and problem solving cannot be done without it in place.

Q: Is it possible to track how skills are built on from Year 3 to Year 6?

A: The Skills Progression map shows both knowledge and skills. These have been broken down year by year by the subject leaders. It should also be seen in the books. There are also some thematic links, such as those that link with the Schools of Sanctuary work.

DD said that this work was a re-write of the whole curriculum and also meets the expectations of home learning. The key aspects are the building on and revisiting of skills and knowledge, the focus on vocabulary and a cross curricular approach.

Governors commented that the content looked ambitious and liked the approach of looking at analytical skills; it looked refreshing and inspiring.

Q: Can we be sure this is robust and should it be externally validated, to meet Ofsted expectations?

A: Yes, at some point. GG is employed by an external curriculum consultant company. We would want to ensure the validation comes from a reliable source.

Q: How flexible will the school be in September, given the different experiences children have had over the months since lockdown?

A: We will need to be very flexible and find out children's starting points. We realise some key skills will be missing – hence the tutoring and intervention programmes. The reality is that the school needs to settle the children and conduct some gentle analytical assessments.

Q: Will this curriculum be introduced from September?

A: We have to offer a broad and balanced curriculum, not just Maths and English. The introduction might be gradual, depending on the Risk Assessment. NT commented that the introduction and order of the units had been considered to make it accessible, taking account

	<p>to the current situation. The challenge will be to launch the curriculum so it can be disseminated in a variety of ways.</p> <p>Governors thanked Gemma Griffiths for the update and for her time attending the meeting. <i>GG left the meeting.</i></p>
4	<p>Minutes of previous meeting held on 27.04.20</p> <p>4.1 Approval – any corrections to the clerk prior to the meeting.</p> <p>4.2 Urgent Matters arising- not covered elsewhere in the agenda</p> <p>Confidential Minutes of previous meeting held on 27.04.20</p> <p>4.3 Approval – any corrections to the clerk prior to the meeting.</p> <p>4.4 Urgent Matters arising- not covered elsewhere in the agenda</p>
	<p>4.1 The Minutes of 27th April 2020 were approved as a true and accurate record of the meeting and signed by Nania Poulson, as Chair of that meeting.</p> <p>4.2 No matters arising.</p> <p>4.3 The Confidential Minutes of 27th April 2020 were approved as a true and accurate record of the meeting and signed by Nania Poulson, as Chair of that meeting.</p> <p>4.4 No matters arising.</p>
5	<p>Minutes of previous Extraordinary Meeting held on 26.05.20</p> <p>5.1 Approval – any corrections to the clerk prior to the meeting.</p> <p>5.2 Urgent Matters arising- not covered elsewhere in the agenda</p>
	<p>5.1 The Minutes of the Extraordinary meeting held on 26th May 2020 were approved as a true and accurate record of the meeting and signed off by Nania Poulson.</p> <p>5.2 None arising</p>
6	<p>Headteacher's Update</p> <p>To update governors on aspects of the following as required:</p> <p>a) Risk Assessment – notification of any amendments / reviews.</p> <p>b) Safeguarding including vulnerable pupils and families, those with EHCPs and Social Worker input.</p> <p>c) To consider the continued use of Class Dojo and homework / learning, including a review of the Homework Policy.</p> <p>d) Health and Safety – strategies being taken to limit spread of Covid -19</p> <p>e) Staff Well Being and Workload</p> <p>f) Plans for wider opening in September.</p> <p>g) On-line provision if a Bubble is sent home.</p>
	<p>DD advised that the Risk Assessment proforma had not been received from the LA but was expected imminently. There is a lot of work to do in getting 500 children back to school in September. The school has a plan but inevitably issues will arise.</p> <p>The school is due to issue a letter this week to parents, with some details such as drop-off and collection arrangements.</p> <p>DD requested governors approve these principles: -</p> <p>That the school intends to open to all year groups on Monday 7th September. This term's experience has provided a blueprint and there are fewer requirements from September.</p>

It is also planned that the Year 2 children will visit on Friday 4th September in the morning to get the orientation of the school.

There will be two staggered start times over a 15-minute period using different entrances. Class bubbles will be kept intact as far as possible or within year groups as needed/allowed. The school has been liaising with Recreation Road Infant School over arrangements where siblings attend across the schools.

Teaching time remains the same at 5.5 hours per day. Lunchtimes will be reduced to 45 minutes from an hour and an afternoon break of 15 minutes has been added.

A logistics plan is being devised for lunchtimes ensuring very little cross-over. To provide a hot meal, it will be necessary to invest in another service unit for a second base in the small hall.

P.E. – slots have been created for 7 hours per week, with 2.5 hours being spent on the field.

Q: Will after-school sports be possible?

A: Set Your Sights is due to open a week after the school opens, as they want a chance to see how things are working and what is in place. Pupils will have to stay in year group bubbles. The Recreation Road Sports Hall is not open yet.

MH advised that more guidance is coming out for individual sports but that Risk Assessments will have to be in place before starting. JT advised that the advice is still not to run many sports and to maintain social distancing. At present, the school does not want bubbles mixing, although as local provision opens up and pupils mix, there will be a balanced risk. Teachers will have staggered start and finish times – the same as the pupils.

The Risk Assessment will be similar to before – no parents in school and no cash payments.

Behaviour Policy

Additional guidance will be in place for pupils; although the 2m distancing has gone between pupils, there is still a need to have 2m distancing between pupils and staff.

If children deliberately break the rules, they will be sent home. The Behaviour Policy has been updated to give specific guidance to staff as to how to respond to certain incidents. If behaviour is deemed dangerous, it will warrant an immediate fixed term exclusion. Some SEND children are having individual risk assessments put in place, in consultation with parents.

Q: Will there be a crossing of bubbles if siblings are in different year groups?

A: We will not be mixing year groups. It is not clear yet whether year group bubbles will be allowed to mix.

Q: How will you communicate this information to parents and in what form?

A: A multimedia video would be well received, as well as in paper form. The updated policy will be sent home as well as discussed with staff. Governors suggested videoing Year 6 pupils as models but MH advised that the school does not currently look like it will when children return in September. Some pieces to camera could be done by Year 6 pupils.

Q: Are there adequate handwashing facilities for classes of 30 children?

A: This was being done before lockdown in a way to avoid queuing. Every class has a sink. Governors pointed out that it is worth celebrating with parents things that are going well to reinforce successes.

17:15 SJ left the meeting.

MH acknowledged that reassurance will be needed. BZ said that in the new parents' meetings, the positive experiences of the Year 6 pupils were being shared.

The class Dojo will be the primary form of communication over the summer holidays.

Q: How easy are cashless payments for all families?

A: A few parents may not access this but they will be advised to contact the school in the case of difficulties. It is only relevant to school meals at present and it may be that those who cannot access on-line payments are in receipt of free school meals.

Q: Will it be made clear to parents that the enhanced discipline policy will still be in place in September? It's important that this is made very clear somehow (in a positive manner of course!), both for staff safety and to avoid friction with parents over decisions about what is now 'send home' behaviour.

A: It is too unsafe to have the identified behaviours in school. Children are and have to be aware of the risks involved.

Q: The DfE guidance talks about the aim being to return to running a normal curriculum by summer 2021. Is there any notion of what this means for next year's SATS? How easy it will be to consolidate learning in preparation for (demanding) exams in early May when for many children much of that learning will not have happened due to a truncated Year 5? What are the SLT's thoughts on this in relation to child wellbeing?

A: The unions are concerned about performance tables. A rounded curriculum is needed to engage the children and the school will not be heavily influenced by SATs.

Q: Has there been any focused communication (emails or targeted contact) with parents about mandatory attendance in September? Governors are aware that a return to the 'must be in full time' rule may be quite hard for a percentage of parents to accept (particularly in households where someone is clinically vulnerable). Also conscious that parents have been under a lot of pressure generally, very worried about Covid, and a few not happy with provision in the last few months (you mention 'very unpleasant emails' in your report), so a willingness to be fully compliant on attendance may be in shorter supply than in a normal autumn.

A: Parents will receive a letter in which we will avoid a punitive tone. School has to carry out statutory policy. We will make expectations clear but will speak to parents on an individual basis if concerns are raised. The only pupils exempt from attendance are those with medical needs.

Q: Is there any news on catch-up funding and funding for support from tutors?

A: No further information at present. School raised concerns that they would be held accountable for the work and success of unknown tutors.

Q: Assuming that the scheme for holiday food vouchers will involve the school, is everything in place to help all families likely to be in need over the summer?

A: The FSM vouchers have been ordered. The school will check with Soul Church regarding the food donations over the holidays.

Q: What are the current rules if someone at school tests positive - and would the whole bubble be tested?

The school is working with Public England guidance. If an individual test is positive, the whole bubble will need to isolate for 14 days. It is not clear if whole bubble would be tested.

In the new guidance and the test and trace process, people must be ready to book a test and self isolate. Some home testing kits are due to be sent to schools to distribute if needed. The

guidance is still to isolate for 7 days if symptoms are present and continue for 14 days if temperature remains.

Governors commented that the guidance was confusing. MH said that a flow chart would be created. The school has to be ready to deliver on-line curriculum in the event of 14 day isolation being put in place.

The school needs to look at how PPA for teachers is provided to restrict adult movement between bubbles. This may mean building capacity into year group bubbles.

Q: Are you in contact with secondary schools to pass on information on important topics that may have been missed in Y6, for example RSE?

A: NT Year 6 Lead provided the following response:

"I spoke at length with Jean Tillyard, the Assistant Head and transition lead at CNS, about the different topics we had been unable to cover at the end of Year 6. I also sent her a detailed 2 page report about what topics had been missed (including specific components of the RSE curriculum), as well as the aspects of Maths and English which had been covered earlier in the year, but which we felt the children hadn't yet grasped and we would have liked to spend more time on. She told me that CNS are now teaching RSE within form groups rather than as guidance days and that they would make sure they covered the aspects which we would have taught.

In addition to this, NOA organised a "Transition Curriculum Audit" spreadsheet with contributions from 17 junior schools in Norwich. In this document I was asked to provide details of what had been covered in English, Maths and Science up until the point of school closures, what we had taught during home learning, and the level of engagement with home learning. I also gave detailed information about the Maths topics which we had not yet taught and those that we would have aimed to revisit. There was also room on this spreadsheet to add any other concerns about gaps in knowledge, and I used this space to give a full description of the RSE curriculum, with the exact specifics of what we would have taught. This document was shared with high schools all over Norwich at the end of May, with the aim that they can use this information to inform their planning for our Year 7s in September".

Q: Are you confident in plans to catch-up children in current Y2,3,4,5 that may have had no or very little home schooling, especially disadvantaged and PP?

We will assess when the children return and identify the gaps. The children identified will be offered catch-up sessions. The words "Mastery" and "Moving On" will be used to avoid the children feeling they have fallen behind.

Parents will be issued with the password to the new reading scheme so they can access it during the summer holidays.

Q: Do you have adequate contact with social workers?

A: Yes, it has been very good. The lower tier of early help is not so active but they are working with families.

Staff Wellbeing and Workload - all staff are busy. BZ said that the day-to-day teaching was very enjoyable. The additional work due to Covid was being balanced by cancelled events such as end of year performances.

It was noted that there had been additional pressures on governors due to extra meetings. The Co-Chairs of the GB had kept in close liaison with the school. Governors said that the virtual meetings meant they felt removed from the school and offered support – possibly delivering foodbank parcels, if required.

	Governors approved the progress, measures and plans as described and await further updates.
7	Safeguarding – a) Confirmation via Governor Hub that Governors have read “Keeping Children Safe in Education” 2020. b) Confirmation of Governor Monitoring of Single Central Record
	a) Governor Hub is set up for governors to confirm they have read KCSiE. b) Due to technical issues, the monitoring of the SCR is set for 14 th July 2020 by NP. Action Point 1: Clerk to add Single Central Record check to FGB agenda 12th October 2020
8	Communications to and from parents – to include consideration of Parental Complaints Procedure.
	DD reported that whilst no major complaints or concerns had been received, there had been several “niggles”, often concerning arrangements for September. DD had raised this with her union, as dealing with multiple albeit small complaints, would be time consuming and distracting for the Senior Leadership team. The union had suggested that a letter of response is put together to respond to issues arising during the lockdown. It was noted that complaints should be raised with the school within 3 months. Each complaint will be judged on its merit. MG observed that the complaints regarding lockdown arrangements could not be classed as vexatious and would need managing in some way. The school had consulted parents regarding Years 3,4 and 5 returning to school and had still received complaints. It was agreed an early response helps diffuse issues. DD and MH said they had done their very best in tackling each of the challenges during lockdown although complaints were about things that the school could have done differently; governors supported the school’s actions. Governors agreed to support the school in this approach and individual complaints will continue to be dealt with according to policy, should it warrant that attention.
9	Committee Updates - Verbal a) Resources Committee b) TLP Committee
	a) <u>Resources Committee</u> Budget Revision 1 had been approved, which had included some changes to staffing. The school was set to break even on the 3-Year plan. It was noted that from September, no additional funding would be provided to support the additional expenses due to Covid-19. b) <u>TLP Committee</u> This committee had proposed the Collective Worship Policy for FGB approval.
10	Sports Centre – to approve the creation of a Charitable Incorporated Organisation to run the Sports Centre
	MG informed the board that the long-term plan for the Sports Centre was to have an independent organisation run it on a day-to-day basis rather than Parkside School. The Charitable Incorporated Organisation was proposed as the strategic body; this would allow for funding to be sought from external bodies. Formation of CIO for the Sports Centre approved.
11	Governance / Administration

	<p>a) To agree on Virtual Platform for future meetings Approved.</p> <p>b) To approve virtual attendance by governors at physical meetings Approved</p> <p>c) To approve the amendment of Terms of Reference to reflect use of virtual platform and to streamline the quoracy of the two committees. Approved.</p>
	It was noted that there are currently two governor vacancies – one LA governor and one parent governor.
12	Urgent Business / Matters Arising <i>To consider any urgent matters not addressed elsewhere in this agenda</i>
	<ul style="list-style-type: none"> Governors were invited to attend the virtual Leavers' Assembly via Zoom on Monday 20th July at 1.40 p.m. Governors thanked DD, MH and the staff for pulling together marvellously during the past months, during a period where it seemed that the school had needed re-organisation on an almost daily basis.
13	<p>Policy Approval / Ratification</p> <ul style="list-style-type: none"> Collective worship. Policy approved. Safeguarding Policy. Policy approved. <p>It was agreed that governors should be asked to confirm that they had read the policy.</p> <p>Action Point 2: Clerk to add confirmation of reading Safeguarding Policy to Governor Hub.</p>
14	<p>Dates of next meetings 2020 -2021</p> <ul style="list-style-type: none"> To consider holding an Extraordinary meeting in August to support the school in re-opening in September.
	An Extraordinary meeting will be held at some point during August or early September to review to updated Risk Assessment for re-opening to all pupils in September. The date is on hold, as the LA Risk Assessment had not been received at the date of this meeting.

Dates for the next academic year confirmed as:

Resources Committee	TLP Committee	FGB Meetings
AUTUMN		
Monday 28 th September 9.30 am	Monday 21 st September 4 pm	Monday 12 th October 6 pm
Monday 16 th November 9.30 am	Monday 9 th November 4 pm	Monday 7 th December 6 pm
SPRING		
Monday 8 th February 9.30 am	Monday 18 th January 4 pm	Monday 22 nd February 6 pm
Monday 22 nd March 9.30am	Monday 19 th April 4 pm	
SUMMER		
		Monday 26 th April 6 pm Budget
Monday 5 th July 9.30 am	Monday 21 st June 4 pm	Monday 12 th July 6 pm

Meeting closed at 18:10

Signed as a true and accurate record.		Date
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