



Minutes of the Avenue Junior School

Full Governing Board Virtual Meeting

on Monday 26th April 2021 at 6pm

GOVERNORS PRESENT: Nania Poulson, Mike Grimble, Debbie Dismore (EHT), Ally Ireson, Sam Rowbury, Rachel Paley, Mike Hooper (H of S) - Associate Member, Baiba Zivtins, Jo Thompson, Sian Jones, Farah Rehman and Graham Moss.

Clerk: Sheila Lewis-Smith

In attendance: Dr Matthew Hartley, Co-Chair of Governors, Recreation Road Infant School.

Action Log				
Date / Item	Item	Details	By Whom	When
22/2/21		Action Point 3: Margaret Bird's initials need replacing with AI in the Matrix.	JT	ASAP
26/4/21	4	Action Point 1: Anti-Racism Policy. Clerk to add to FGB agenda 12 th July 2021.	DD Clerk	12/7/21
	8	Action Point 2: Clerk to add Equalities Objectives to the TLPW Committee agenda for 21/6/21.	Clerk	21/6/21
	11	Action Point 3: Monitoring reports to be added to the agendas for the next committee meetings.	Clerk Govs	21/6/21 5/7/21
	12	Action Point 4: DD to send SJ link to the VNET Headteacher Performance Management training.	DD	ASAP
	13	Action Point 5: DD to advise AI where to find SEND Action Plan on Governor Hub.	DD	ASAP

No	Item
1	Welcome and Apologies / Consent for Absences
	<ul style="list-style-type: none"> • Apologies were received and accepted from Lisa Crossman. • Dr Matthew Hartley was welcomed as an observer to the meeting. • MG was Chair. • The meeting was quorate.
2	Declaration of Business/Pecuniary Interests or Conflict of Interest
	2a. Any new declarations

	2b. For items on this agenda.
	2a. None declared. 2b. None declared.
3	Minutes of meeting on 22nd February 2021– approval a. Approval of Minutes from 22nd February 2021 b. Approval of Confidential Minutes from 22nd February 2021
	a. Approval of Minutes from 22 nd February 2021. Approved by FGB. To be signed off by MG. b. Approval of Confidential Minutes from 22 nd February 2021. These minutes had not been made available prior to the meeting. They were circulated and confirmed by email on 27/4/2021. Approved by FGB. To be signed off by MG.
4	Matters Arising from the previous meeting (not on agenda)
	Action Point 1: To discuss the format of GB meetings from September 2021 – Summer 2 FGB meeting agenda item. <i>Action removed due to federation process.</i> NP advised the board that there was a move away from the committee structure for governing boards, describing it as a “collapsed” model. It is based on different terms of reference, governor job descriptions and the monitoring schedule. The model prevents duplication of discussions and allows all governors to have an oversight of the work of the board. Action Point 2: Anti-Racism Policy to be amended as suggested. <i>The policy has been amended and is out for consultation; it will be represented for approval at the next meeting.</i> Action Point 1: Anti-Racism Policy. Clerk to add to FGB agenda 12th July 2021. Action Point 3: Margaret Bird’s initials need replacing with AI in the Matrix. <i>Outstanding action.</i>
5	Headteacher’s Report To discuss the report and raise any issues or questions, particularly around the following areas: <ul style="list-style-type: none">• Assessment• Covid update• Stats – incoming numbers• Staffing update• Attendance• Catch up• Keeping children active
	DD and MH had provided governors with a detailed written report, uploaded to Governor Hub. MG questioned where the Post LAC children appeared in the tables. MH said this was due to the way he had set up the new system Bromcom, which was proving easier than SIMS. Governors noted that the applications for places in Year 3 for September (110) was lower than the PAN of 120. Q: Attendance seems amazing – why is it so good?

A: This is data for the period 8/3/21 to 16/4/21. The school has worked on non-attendance. Some of the absences were due to exceptional circumstances, as detailed in the report.

Q: Is there an issue in Year 6 having lower attendance?

A: The issue is only around one child and any absence has a significant impact on the figures, given such a short period. DD advised that 96% in Year 6 was good.

Governors said that they were pleased that DD had managed to visit the school on a few occasions. DD said that it was for short periods of time and that she was not able to visit classes under the present bubble restrictions. DD works for 2 days a week, most of which can be done from home.

Governors considered the parental perception of how the Leadership Team worked. DD and MH said that most parents understood the roles, with MH dealing with operational matters. Letters are signed by both DD and MH and new parents saw both DD and MH at the meeting. Governors acknowledged that this was a good role model of a job share.

Q: How much space do the temporary units take up?

A: They do not take much space and have not significantly impacted on the amount of playground space available.

Q: How is the delivery of the new curriculum going?

A: We have continued in the best way we could. It has been repackaged to be able to be delivered in parallel at home and at school. We have gone ahead as planned but there is less time in the school day, as time is eroded with hand washing, interventions and identifying gaps in learning.

Q: How is teacher workload with both physical teaching and recorded learning?

A: We will stop the recorded work at the end of this week. It is too much work and the school is ready to make a bespoke response should the need arise. Teachers now need time to write reports.

Q: What plans do you have to open up bubbles, hold assemblies together etc?

A: As a Local Authority school, we will await updates to the Risk Assessment and reflect on them when they come.

Q: What are the plans for transition?

A: Year 3 pupils have received a welcome letter and we have planned to hold a virtual parents' session in June. It is still hoped that we can meet face to face with the pupils later on in the year however if we have to do virtual transition we have a good model from last year to use.

There are no details yet from secondary schools; MH to contact the schools shortly.

Q: How are the sports clubs and music tuition going?

A: Netball, volleyball and multi- sports have started. The Sports Coach Assistant is to run additional clubs to meet demand. Year 3 have virtual clubs set up but these now need to be physical clubs. MH will look into what Sports Factory can offer.

Q: It seems that the provision of Catch-Up tutoring is more successful than the school anticipated?

A: There are tutors for Years 6, 5 and 3. There are no Year 4 tutors and time is getting tight to deliver the sessions. It appears to work better with the older children in Years 5 and 6.

6	Budget Approval for 2021 / 2022 <ul style="list-style-type: none"> To approve the original budget for 2021/22
	<p>Governors viewed the Summary Budget.</p> <p>There is a large surplus to carry forward which DD will work on with the school's Finance Support Officer, Sue Harrison, to account for the carry forward.</p> <p>Some funding such as Pupil Premium and Sports Premium have been difficult to spend as planned due to the lockdowns. The key issue in the budget is to maintain staffing levels over the years, in anticipation that pupil numbers will increase. An Exceptional Circumstances arrangement to carry some of the surplus to maintain staffing levels has already been approved.</p> <p>Year 3 of the budget is always harder to predict as there are some unknowns such as SEN finding. A deficit in Year 3 is often seen but the situation invariably resolves itself. Dr Hartley commented that this scenario was also seen in the RRIS budget. MG added that the Year 3 national funding formula is not known, so this might have an impact.</p> <p>Governors noted that the 10 spare places in Year 3 was a loss of £44K in income, which would continue to have an impact in future years if numbers did not pick up. DD stressed the need to try and fill the spaces; Dr Matthew Hartley said that RRIS Reception class was full at a 120 for September, which was reassuring.</p> <p>Q: Can the school use the surpluses in Pupil Premium elsewhere? A: No, the Pupil Premium and Sports Premium are ringfenced. Some PP funding is allocated to staffing but this must have a direct impact on the attainment of the PP pupils.</p> <p>Q: Should we be concerned about the drop-off in SEN funding? A: This is additional funding that the school receives on top of its allocated SEN budget. The figure for this year is higher as we know we will receive this money for the children; following years are unknown but the amount will invariably be higher.</p> <p>Q: Is it correct that £500 has been allocated to the library? A: Yes, the library is well stocked and £4K worth of books have been put into classrooms. It is unfortunate that we have been unable to run our fundraising book fairs this year, which has lost us £1K.</p> <p>Q: What are "Indirect Employee Expenses"? A: This is the Apprenticeship Levy we have to pay.</p> <p>It was noted that £40K had been moved from revenue budget to the capital budget. This is to meet the cost of the proposed increase in office space on the balcony and to cover an overspend from the office refurbishment project.</p> <p>MG drew governors' attention to the Self-Assessment information on the Summary budget, as it is a useful way to compare with other schools. MG advised that there was nothing out of the norm in these figures.</p>

	The budget for 2021-2022 and 3-Year Plan was proposed by MG, seconded by SR and approved by all governors.
7	Safeguarding
	<p>MG was confirmed as the Safeguarding governor.</p> <p>MG and MH had met 26/4/21 to discuss issues; MG will upload his monitoring report when available. It had been agreed that MG and MH would meet on a half termly basis. MH he welcomed the questioning by an external party, as it allowed him to focus on the matters discussed.</p> <p>Q: Was the Single Central Record checked? A: Not on this occasion; the date of the last check is to be established.</p> <p>MG reported that the school had received fewer alerts from Encompass, which seemed surprising given the national rise in domestic abuse cases during the pandemic. MH observed that it was odd; there were less during the first lockdown but possibly they were being dealt with more effectively. MH said that this was at odds with the Domestic Abuse training he had undertaken, which said that the numbers were higher now than pre-lockdown. MG reminded governors that safeguarding was everyone's responsibility.</p>
8	Equalities Objectives
	<p>DD advised the board that this still needs time and consideration. It was agreed to take it to the TLPW Committee meeting on 21/6/21 Action Point 2: Clerk to add Equalities Objectives to the TLPW Committee agenda for 21/6/21.</p>
9	Reports from Committees
	<p>To receive verbal reports from the Chairs of Committees as follows:</p> <ul style="list-style-type: none"> • Resources Committee 22nd March 2021 • TLPW Committee 19th April 2021 •
	<p><u>Resources Committee 22nd March 2021</u> The main focus had been the budget. Sports Premium, Pupil Premium and staffing had also been discussed. There will be a staff wellbeing survey conducted in Summer 2. The Recreation Road Sports Centre is open for school use but closed to the community. The Management Board are in contact with Schools Plus, which it is hoped will be able to take on the management of the community lettings in the near future. JT is to attend a meeting with the company representative. MG said that it was a valuable resource and that it was critical to get progress on lettings, to ensure financial viability.</p> <p><u>TLPW Committee 19th April 2021</u> SJ reported that the issue of low numbers in Year 3 from September had been discussed. The school has a new SENDCo who is covering maternity leave. Governors had asked DD about the effect covid, where it had had a disproportionate impact on certain groups. Behaviour was good overall, with 5 children accounting for many of the recorded incidents. The school felt well-resourced to support these children. FR had been welcomed to the committee; FR has the role of Anti-Racism governor. The school are undertaking a two-year programme with the Centre for Race, Education and Decoloniality (CRED) award scheme; there will be training for all staff and governors from EqualTeach on 3/9/21 to understand what racism is. There will not be any SATS held this year.</p>

	<p>Governors had asked what good things had emerged from the lockdown procedures and organisation; DD and MH had said that small groups worked for some children and that the staff teams for the bubbles had become more autonomous; they were effective in managing behaviour at this level, rather than it needing to be escalated to senior staff.</p>
10	<p>Policies - To review and approve the following policies:</p> <ul style="list-style-type: none"> • Governors' Expenses Policy (from Resources Committee) Approved by Resources Committee 8/2/2021 • Data Protection Policy Approved by Governing Board. • Safe Use of Images (TLP Committee) This policy had not been made available for governors. It will be posted on Governor Hub, approved via comments and posted onto the school website as soon as possible. • On-Line Safety Policy (TLP Committee) Approved by Governing Board. It was noted that DD and Michael Bunting, Head of Recreation Road Infant School were due to draw up a list of policies that would be jointly shared if, and when, the federation takes place.
11	<p>Governor Monitoring To receive reports and actions from any monitoring</p>
	<p>Completed Monitoring <u>Pupil Premium</u> – LC had uploaded notes from her monitoring of Pupil Premium to Governor Hub. It was agreed that this should be reviewed at the TLP Committee meeting on 21/6/21 <u>Safeguarding review</u> – MG had attended a meeting with MH. This will be discussed at the next committee meeting. <u>Health and Safety</u> – JT had uploaded her report from 8/4/21 to Governor Hub.</p> <p>Planned monitoring. Mathematics – GM is due to monitor on 10/5/21 Action Point 3: Monitoring reports to be added to the agendas for the next committee meetings.</p>
12	<p>Governor Training</p> <ul style="list-style-type: none"> • To receive feedback on any Governor training since the last meeting
	<p>Headteacher Performance refresher – VNET – MG. Headteacher Wellbeing – MG. Safeguarding training – MG.</p> <p>Governors discussed how many governors were trained in Headteacher Performance Management. SR and SJ had been trained and were willing to undertake refresher training. NP had also undertaken Part 1 of the training. The issue of which governors would remain on the board from September 2021, should the school federate, was raised.</p> <p>Action Point 4: DD to send SJ link to the VNET Headteacher Performance Management training.</p>
13	<p>Any other business</p>
	<p>a) AI asked where the SEND Action Plan could be found on Governor Hub. Action Point 5: DD to advise AI where to find SEND Action Plan on Governor Hub.</p>

	<p>b) Governors suggested that a plaque should be erected in the school in memory of a former Headteacher, Juris Zarins. DD and JT had attended his funeral in Brighton. It was agreed to discuss this further at another meeting with Dene, Juris' wife.</p> <p>c) NP gave her apologies for the TLP meeting to be held on 5/7/21.</p> <p>d) JT gave her apologies for the FGB meeting to be held on 12/7/21.</p> <p>e) The public meeting for parents and stakeholders for the proposed federation of AJS with RRIS is due to be held on 28/4/21.</p> <p>f) Clerk to add meeting dates to Governor Hub calendar.</p>
14	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • TLPW - Monday 21st June at 4.30pm • Resources- Monday 5th July at 6 p.m. • FGB Meeting - Monday 12th July at 6 p.m.

Full meeting including Confidential item closed at 19:30

Signed as a true and accurate record.		Date
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