

Avenue Junior School

Minutes of a Full Governing Body meeting held 9th October 2017

Present: Margaret Bird, Wendy Cleary, Mike Grimble, Mike Hooper, Sian Jones, Rob Machin, Jason Menezes, Nania Poulson, Nicki Teasdale, Jo Thompson and Toby Whalen.

In attendance: Catriona Milne (clerk)

There were no declarations of pecuniary interests.

Action

1. Apologies for Absence: There were none.
2. Election of Officers:
 - a. Chair: WC confirmed that she was willing remain as Chair for the next academic term but would resign at Christmas. SJ seconded WC's self-nomination and all were in favour. There was a discussion about succession planning, and it was suggested that there should be two Vice-Chairs to facilitate this. NP has agreed to take on the role of Chair after Christmas.
 - b. Vice-Chair: WC proposed that NP and MG be Vice-Chairs, and this was seconded by MB and agreed unanimously.
3. GB Organisation:
 - a. Terms of Reference and standing orders for GB and Committees: These had been reviewed at committees, with the TLP committee requesting one change. WC proposed their adoption; this was seconded by MG and agreed unanimously.
 - b. Appoint Governors with specific responsibilities: these were confirmed as:
 - i. Maths/Numeracy - RM
 - ii. English/Literacy - MB
 - iii. Looked after children - TW
 - iv. Pupil Premium - MG
 - v. HT Performance Management – JM, WC, SJ and MG
 - vi. Safeguarding – TW. It was noted that the Safeguarding Audit which is due on the 8/12/17 referenced the need for a deputy Safeguarding governor. Chair to take this role.
 - vii. SEND - SJ
 - viii. Cluster – Chair of Governors
 - ix. Pay Committee - JM, WC, SJ and MG
 - x. Sports Premium – JT
 - xi. SMSC - NT
 - c. Approve GB Code of Practice and sign – a sheet was circulated which governors signed.
 - d. Complete Register of Business interest form – sheets were circulated for completion. MB will need to complete the form at the next meeting. Clerk/MB
 - e. Governor vacancies:
 - i. WC reported that there is one Staff Governor vacancy following BE's retirement, and that two members of staff have expressed an interest.
 - ii. Two parent governor vacancies have been carried forward, and NP and SJ's terms of office expire on the 18th November 17. WC proposed that NP and SJ take the Co-opted Governor vacancies which currently exist at that point, so that valuable skills are retained.
 - iii. There was a general discussion about the filling of the Parent Governor vacancies and it was agreed that an election should be held. It was noted that there is a heavy administrative load in organising elections and reduced availability of staff in the school office. CM to provide details of the procedure. Clerk
Clerk
 - iv. WC had received an e-mail from a member of the local community enquiring

about a co-opted vacancy. Given decision at ii, based on need to retain governor skills on the GB, WC agreed to reply to say thank you but that the GB had already decided how to fill the vacancy.

4. Minutes of meeting on 3rd July 2017: These are approved as a true record and signed by WC. CM to post previous minutes on website.
5. Matters Arising from the previous meeting (not on agenda):
 - a. Circulation of link to the House of Commons report about children's mental health/ the pressures that the SATs place on Y6 pupils (DD Item 4c) – Item complete.
 - b. Posting on GovernorHub of slides from an Ofsted briefing attended by DD (DD Item 4h) – Item complete.
 - c. Provision to JT of details of the Educator Solutions Finance Training Programme (MG Item 6) – Item complete.
6. Headteacher's report and questions: This had been circulated via GovernorHub and questions were invited. Thanks were given to MH for a very thorough report.
 - a. It was asked why the current Y3 intake is smaller than in previous years, and it was explained that there had been issues between groups of pupils at RRIS which may have caused some parents to look for an alternative school. It was felt that the spaces are likely to be filled over the course of the year but noted that as the census day has passed the negative funding impact of the smaller roll will be felt.
 - b. The updates provided by the year leaders were discussed and it was agreed that they may need further direction on the issues on which to feed back. Spelling had been identified as an issue in Y3, where Y2 resources are being used, but it was not clear in the report what the situation was in Y4. MH reported that AJS will view KS1 papers from RRIS.
 - c. The community speed watch noted in the report was discussed.
 - d. MH confirmed that the school is adequately resourced with regard to Safeguarding, with more involvement from Steve Chambers and both Dawn Jones and Lauren Sherwood trained as DSLs.
 - e. The future impact on teaching of the girl-heavy Y3 cohort was questioned; NT explained that as teaching is not gender-biased it will have little impact. There have been issues in Norfolk of girls underperforming in Maths, and there are current concerns that some girl High Level Achievers in Y3 are underperforming.
 - f. Governors were urged to provide details of any training to MH for inclusion in the report.
 - g. The very positive and complimentary feedback given by consultant Geof Timms was noted. Mr Timms had recommended that the Leadership and Management should be upgraded to Outstanding in the SEF. MH felt that this section should remain as Good until the point at which the school is able to show outstanding outcomes for children through in-year data. This can be reviewed at Christmas. The data needs to show that outcomes of the Development Plan are working.
 - h. The importance of efficient recording of governor challenge was noted, as was data availability and evidence in books. It was felt that non-core subjects have been insufficiently considered by governors and this will be discussed by the TLP committee. TLP
Governors asked about the assessment of non-core subjects and MH reported that a staff meeting on the 9/10/17 will look at non-core subjects and ways to collect more data and that descriptors are being written to show expected or greater depth for each year group. There is currently no moderation for this between schools but some County input. There will be a staff field trip on the next Inset Day which will look at Geography.
 - i. The mood of the staff given DD's current leave of absence was raised, and MH reported that he had felt very supported and there was a clear willingness to help. The lack of a DHT was being felt and this should be monitored, with possibly more release time through supply staff for the AHTs.
 - j. It was asked if attendance for vulnerable groups could be shown in the attendance data provided.

- k. A number of activities in which governors could participate or attend had been listed in the report, and volunteers for the Horsford Y4 residential trip were sought.
7. Committee action points and recommendations inc policy reviews:
- a. Resources: The minutes had been circulated and questions were invited. MG reported that the new government funding formula will have a positive outcome in that no school will have less money. There will be a 1% increase over two years, but the 0.5% apprenticeship levy will lessen the impact of the increase. The budget will be reviewed in early November. Norfolk's themed audits are currently focussed on Pupil Premium and Data Protection, and data protection training has been booked for MH and Jennie Woodhead. It was felt that AJS are fulfilling the requirements of the PP audits well. MG intend to raise the issue of appropriate use of the Apprenticeship Levy at the next Schools Financial Consultation Meeting.
 - i. Pay and Performance Management Policy: it was reported that MH and JW are clarifying some terminology in the Policy regarding requirements to work inset days when they fall on a day that a part-time member of staff does not normally work. Union guidance is that all staff should be given the option to work all insets but that they can't be required to work on an inset day where it is not specified in their contract. The Staffing Structure will form an appendix to this policy. It was noted that there is now a requirement for one person, who should not be a member of the HT's Performance Management Committee, to fulfil a quality assurance role during the Headteacher's performance management, and this will be considered at the next Resources committee. The policy's adoption was proposed by WC, seconded by MG and agreed unanimously.
 - ii. Staff Code of Conduct: this is unchanged and has been signed by all members of staff. Its adoption was proposed by WC, seconded by JM and agreed unanimously.
 - b. TLP: The minutes had been circulated and questions were invited. The adoption of the policies i-v below was proposed by NP, seconded by SJ and agreed unanimously. The Safeguarding Policy had been approved by email.
 - i. Annual Safeguarding Report
 - ii. Annual Bullying and Racist Incidents Report
 - iii. Whistleblowing Policy
 - iv. Prevent
 - v. Domestic Abuse
 - vi. Exclusions Policy – this had been updated in line with DfE 2017 guidance and some minor changes had been needed. Its adoption was proposed by WC, seconded by SJ and agreed unanimously.
8. Governor training and involvement in school form: A sheet on which to record training and activity was circulated. No training had been completed, but NP will be trained on Safer Recruitment in December. The NGN Conference will take place on the 11th November and will have a focus on mental wellbeing.
9. Correspondence: WC had received an email about speeding traffic on Swansea Road and this was being monitored by a PCSO.
10. Confidential items: See confidential minutes.
11. Any Other Business: There was none.
12. Date of next meeting: 4th December 2017 at 6pm.

CNS - City of Norwich School
CDP - Cluster Development Plan
DfE - Department for Education
ECP – Education Challenge Partner
EHCP – Education and Healthcare Plan
ES – Educator Solutions
LA – Local Authority
LAC - Looked After Children
NGA - National Governors’ Association
NGN - Norfolk Governors’ Network
NPQH - National Professional Qualification
for Headship
PA - Persistent Absence
PAN– Pupil Admission Number
PSA - Parent Support Advisor
PATHS - Promoting Alternative Thinking
Strategies

RRIS - Recreation Road Infant School
SATs - Statutory Assessment Tests
SC - School Council
SEF – Self Evaluation Form
SENDCo - Special Educational Needs and Disability Co-ordinator
SIDP - School Improvement and Development Plan
SFVS - Schools’ Financial Value Standards
SNITT – Initial Teacher Training
SMSC – Spiritual, Moral, Social and Cultural Development.
SPAG – Spelling, Punctuation & Grammar
SRE - Sex and Relationship Education

TA - Teacher Assessed
VA - Value Added