



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

held at Avenue Road, Norwich Norfolk
on Monday, 23rd April 2018, 6pm

GOVERNORS PRESENT: Nania Poulson (Chair) (NP), Mike Hooper (Acting HT) (MH), Nicola Teasdale (NT), Sian Jones (SJ), Mike Grimble (MG), Toby Whalen (TW), Jo Thompson (JT), Wendy Cleary (WC), Ally Ireson (AI), Sam Rowbury (SR), Baiba Zivtins (BZ), Margaret Bird (MB)
Clerk: Jutta Wright

Item No	Description	Action
<i><u>Governors are reminded that they should declare at the beginning of the meeting any pecuniary interest in any item on the Agenda or in any item likely to come under discussion</u></i>		
1.	Welcome/Apologies	
	Apologies were received from Jason Menezes. The Governing Body consented to this apology. The meeting was quorate.	
2.	Declaration of Business Interests/Conflicts of Interests	
	<i>WC declared that a member of her family is employed at Premier Education Group.</i>	
3.	Minutes of previous meeting 23rd February 2018 including confidential minutes 4th December 2017 and 23rd February 2018	
	The minutes of the previous meeting 23 rd February were agreed and signed as a true and accurate record of the meeting. The confidential minutes 23 rd February 2018 and 4 th December 2017 were agreed, signed and filed securely. All Actions have been completed.	

4.	Ofsted AFIs	
	Ofsted AFIs	
5.	<p>1. Progress in Maths</p> <p>MH explained that the Rapid Action plan supersedes the SIDP.</p> <p>The Y6 progress spreadsheet is uploaded on Governor Hub, but progress is very difficult to predict. Children will get a raw score once the test is completed nationally. The Government then change the raw core to a scale score. One hundred is the scale score needed to meet the expected standard. This does not tell the school the progress made. Progress is determined by measuring from children’s starting points to their scale score. A child with a starting point of a 2b should usually have a scale score of 100. If a 2b child has for e.g. a scale score of 101 they have added to the progress measure. If, however, a child has a scale score of e.g. 99 it will show as a negative progress measure. SJ asked what the margin equates to. MH advised that if a child comes in at 2B they look at the whole country and it depends how each child does in the test.</p> <p>APS (Average Points Score) is a child’s score on entry. Most APS scores are expected to be around 15. As the data was presented in a complex format MH suggested a data session to explain this in more detail. The spreadsheet showed progress made. In both Reading and Maths progress figures, High and Middle PAs are making the least progress, although the lowest progress metrics are also PP. So are there other common factors in the High and Med PA pupils and what measures is the school taking to improve progress for these groups? Have we been concentrating on the wrong groups of children for our school context? MH advised that whilst significant time and money is allocated to Pupil Premium children, interventions deployed across the school are allocated on a needs basis as the result of analysing pupil progress.</p> <p>Children’s attainment may be above national average but progress is low because their high starting point has not converted to a high end point. NP asked if this group is targeted in the Rapid Action Plan. MH advised that this group is included in the progression map which looks not at the gaps but expected level, but there is a danger that these children are not meeting the expected level. MH looked at it from the attainment point of view which highlights the biggest gaps in progress. The maths test generated groups for whom progress is an issue and interventions they need. Progress Board meetings are taking place and MH will show the progress made by the children who attended Easter School which showed that High Prior Attainers benefitted the most. Most children targeted for Greater Depths and one child targeted for expected progress achieved 10 marks. All children have been targeted who were furthest away from their targeted progress. NP asked how many High Prior Attainers attended the Easter School. MH advised that 24 children in total attended, out of which approximately seven were High Prior Attainers.</p>	

MH will need to look at how many children attended the Easter School who are furthest away from their targeted progress. NT informed that the DfE will cap negative progress measures. Just before Easter the Y6 children did all three 2016 SATS papers to assess accurately skills and progress and the outcome was that the average progress was - 2.24 prior to intervention. Progress in Writing at this point is -1. Claire Baber who is a moderator for County advised that goal posts have shifted to achieve Greater Depths. Greater Depth is harder to achieve now than last year, but MH is confident that this can be improved. Reading shows an upwards trend with a progress at -0.79. MH is confident that the negative progress measure in Reading can be eradicated. Another test is planned (Mock SATS) where gaps will be tested. Results will be made available to Governors.

2. Attendance, persistent absence

MH advised that the whole school attendance target is 97% and is currently on track at 96.89%. The school continues to send out attendance letters and engages in Fast Track procedures. Children receive certificates as a reward for good attendance. Pupil Premium attendance is 95.23%. This is below the school's attendance target, but close to national average for all pupils. Parents need to understand that it is not acceptable to take children out of school during term time. MH does send e-mails and letters to parents to make them aware.

Free School Meal data is used, but this is not a clear comparison. The national average is 93% in 2016/17 for children in receipt of Free School Meals and there is a difference between national average and school Free School Meal attendance. The National average for persistent absence is 8.3% and AJS's persistence absence rate is 4.3%. Pupil Premium persistent absence at Avenue Junior is 14% although the most comparable figure nationally shows 21.3% persistent absence. Out of 83 Pupil Premium children 12 are persistently absent. **JT asked if there is a pattern for these absences.** MH advised that the absences mainly relate to holidays during term time and some parents are not robust enough if their child refuses to attend school. Tangible data for the Breakfast Club will be provided. **AI asked what Fast Track means.** MH advised that this is a legal framework. One child on Fast Track has now improved attendance. **NP asked if there are any specific SEND characteristic of the 12 persistently absent children.** MH advised that some children have medical issues and one child on Fast Track commented that they found maths is too hard. **JT asked what the barriers are for the 12 children.** MH advised that there are some issues at home and the bigger picture needs to be understood. Some children require a positive reward for coming to school. MH is meeting with Sarah Tiddy fortnightly to discuss low attendance (90% and below) and Pupil Premium children's attendance figures. **TW asked if additional support from the Attendance officer has been requested** and MH advised that this was done at the beginning of

	<p>the term. Whilst the attendance figures are very healthy the barriers for the 12 persistently absent children needs to be known. There is no comparable data with other local schools. SR commented that Ofsted highlighted that Pupil Premium persistent absence is an issue but recognised that the school were addressing this. MH advised that he will commit to get the Pupil Premium persistent absence down to the national average of 8.3% or better but also to understand the stream of work to make improvements (e.g.case studies etc). MH advised that Ofsted will look at data and they will follow their line of enquiry. TW asked if there are any Pupil Premium children in Y6 with persistent absence who are not making sufficient progress. MH advised that there is one child with unauthorised absence, but is progressing in reading; there are 6 out of the 12 in total that are persistent absentees in year 6. SJ asked if there is an anonymised case study available. MH advised that he will compile case studies and impact reports for the Progress Board as it is a feature on the Rapid Action Plan. MH is looking at attendance across all year groups. There are gaps to narrow. AI commented that it is important to highlight this to parents. MH advised that letters are sent to parents emphasising the importance to attend school. Attendance is very good at the school but there is a niche issue with Pupil Premium children and persistent absence. MG asked how many children with persistent absences attended the Easter maths booster sessions and MH advised that two of those children attended.</p>	
5.1	<p>TLP / Resources Committee</p> <p>TLP</p> <p>The TLP Committee met on 17th April 2018 and the draft minutes were available for Governors to read prior to the meeting. SJ summarised the main discussion points of the meeting:</p> <ul style="list-style-type: none"> • The main focus of the meeting was the Post Ofsted Maths Progress for Y6 • A Rapid Action Plan was developed post Ofsted and whole school progress will need to be looked at • As Rob Machin has stepped down from his Governor role TW has been appointed as maths governor. <p>Resources</p> <ul style="list-style-type: none"> • Approval of Budget Plan 2018/19 <p>MG advised that there are many variables and whilst the budget has been planned very cautiously on pupil numbers it appears that they are likely to be above what was previously expected and this will be reflected at Revision 1. Costs are rising, but the school will still maintain a surplus in Year 3. There were no further questions from Governors. The Governing Body approved the Budget Plan 2018/19.</p>	

	<p>MG proposed and NP seconded. NP signed the Budget Plan.</p> <ul style="list-style-type: none"> • MI Sheet 33/18 (Themed Audits) <ul style="list-style-type: none"> - Purchasing Cards in NCC maintained schools MG advised that one purchase card is held at the school. The school complies with the requirement and only one minor change is required relating to MH signing off expenditure. - School websites in NCC maintained schools MG advised that the website has been audited and is in line with the requirements. Some non-statutory documents need to be taken off. The School Bus has a list of statutory policies to be published on school websites. 	
6.	Headteacher's Report, Progress, Safeguarding, Attendance	
	<p>The Headteacher Report was available for Governors to read prior to the meeting.</p> <p>https://app.governorhub.com/document/5ad8b6f54d03e3b53ac32176/view</p>	
6.1	<p>SIDP</p> <p>The SIDP was not discussed as it has been superseded with the Rapid Action Plan.</p>	
6.2	<p>Safeguarding</p> <p>MH advised that the AOSC has an agreement with AJS but they are a separate entity with their own procedures and are contained and operate outside school hours, but with AJS children. The door between the AOSC and the school building is not locked and Ofsted queried if the AOSC staff should be recorded on the SCR. Whilst it is not a statutory failing if the staff are not on the SCR, best practice and necessary checks should be looked at. MH has spoken to Jo Westbrook and a meeting is scheduled which NP agreed to attend. MH will recommend to hold the names and DBS of the staff who work at the AOSC on the SCR. MH has spoken to the LA and they recommended for best practice to keep a record of staff names, DBS and written confirmation of AOSC's safeguarding recruitment procedures. NP advised that it will be important to be persistent to obtain the names and DBS numbers of AOSC staff. SJ asked who is liable for safeguarding issues between the different entities. MH said that he and Jo Westbrook, the AOSC manager, were responsible.</p> <p>MH advised that a conference call with County Safeguarding during the meeting with Jo Westbrook may be required. WC asked what are the implications for holding the DBS details, what power does this give them? How does MH know that the staff in the club are safe? MH advised that there may be GDPR issues and updating issues and that regular meetings may be</p>	NP to check cost

	<p>necessary so new staff can be added. TW advised that an agreement may need to be made regarding GDPR and in particular how data is held and stored.</p> <p>NP has uploaded all Governors' DBS details on Governor Hub. A DBS is valid as long as Governors come regularly into school and only if there is a break of more than three months a new DBS would be required. NP to check costs for for Governors who have a DBS that is older than 5 years.</p> <p>TW advised that CNS has signed up with CPOMS (Safeguarding and Child Protection Software for schools) and asked if MH has looked into this as it enables schools to transfer safeguarding information between schools electronically. MH advised this may need to be postponed until DD returns to school, but he would also like to look at different options. TW asked if there is still capacity to ensure children are safe. MH advised that Claire Baber and Lauren Sherwood have been on DSL training and operationally safeguarding has not slipped in DD's absence.</p>	<p>for DBS check for Governors who have a DBS older than 5 years</p>
7.	Review of Policies	
	<p>TLP –</p> <ul style="list-style-type: none"> - Safe use of images The Governing Body approved the Safe use of Images Policy as recommended by the TLP Committee. SJ proposed, NP seconded. Review cycle for this policy to be changed to two years. Next review date - April 2020. <p>Resources –</p> <ul style="list-style-type: none"> - Governor Expenses Policy NP advised that the final version of the Governor Expenses Policy has been published on Governor Hub. This policy was already approved at the FGB 26th February 2018 and has also been included in the budget. 	
8.	GDPR Update MH advised that the four schools in the Cluster have signed up with the County Provider at a cost of £6,000. The package will include a Data Protection Officer. MH will check if each school has completed their audit. WC asked if all schools will have the same privacy documentation. MH advised that all documentation is included in the package. TW commented that Governors will need to be aware about their responsibilities, particularly with regard to for e.g. data breach.	
8.1	Governors e-mail addresses The Governing Body discussed if there is a requirement for them to use nsix e-mail addresses to comply with GDPR. MH advised that County recommends using nsix which could be monitored by the school. As further information is required this item will be discussed at the next meeting.	Governor e-mail addresses to be added to next FGB agenda

	SR agreed to check with other schools plans regarding Governor e-mail addresses and GDPR.	25/6/18 SR to check with schools regarding e-mail addresses/GDPR
9.	Governor Monitoring, Development and Training	
9.1	Governor Monitoring Reports WC attended a Maths booster session and has uploaded her monitoring report on Governor Hub. The Governing Body discussed the requirement of a template for monitoring reports and the Clerk advised of a template recommended by Governance and Leadership Service and will e-mail it to NP.	Clerk to e-mail Monitoring template to NP
9.2	Governor Training Feedback NP recommended a review about value for money of the training received by ES Governance and Leadership Service as there doesn't seem to be much training on offer at present.	NP to review training received from Governance & Leadership Service (value for money)
9.3	Governors Skills Matrix NP advised that she has not yet received the skills matrix from MH, JM and JT and asked if they could complete their forms as soon as possible. The summary so far has identified some red areas where more expertise is required, particularly around HR and Procurement. NP expressed concerns as the Governing Body has a low number of Parent Governors and the Clerk will e-mail the Parent Governor election pack to NP.	MH, JM and JT to complete Governor skills matrix Clerk to e-mail Parent Governor election pack to NP
10.	Governor Issues	
10.1	Membership of Governing Body <ul style="list-style-type: none"> • Vacancies The Governing Body has currently three Parent Governor vacancies and there will be a LA Governor vacancy once WC's term of office ends on 30th August 2018. 	
11.	Cluster Update MG advised that AJS is part of a very good Cluster which needs to continue after September when there will be changes to SEND funding to share information and work on projects. NP thanked MG for his work as Cluster Governor.	
12.	Clerk's Updates	

	<ul style="list-style-type: none"> • Annual Governance Statement The Clerk advised that the Governing Body will need to publish their Annual Governance Statement at the end of the summer term and she will e-mail the template to NP. WC will e-mail the template from last year to NP. • Meetings calendar 2018/19 The Clerk has drafted the Governor meetings planner for 2018/19 and will publish the final version on Governor Hub. 	<p>Clerk and WC to e-mail Annual Governance statement templates to NP</p> <p>Clerk to finalise meetings calendar 2018/19 and publish on Governor Hub</p>
13.	Any Other Business	
	NP thanked on behalf of the Governing Body Jake Brown and Sarah Gutteridge for their work with Norfolk Welcomes (Norwich Schools of Sanctuary) which involved 61 schools.	
14.	Confidential Items	
	None.	
15.	<p>Dates of next meetings:</p> <p>Full Governing Body Meeting: 25th June 2018, 6pm</p> <p>Resources Committee Meeting: 14th June 2018 , 4.30pm</p> <p>TLP Committee Meeting: 12th June 2018, 3.30pm</p>	

AJS - Avenue Junior School

PTA - Parent Teacher Association

AOSC – Avenues Out of School Club

RAG - Red Amber Green

BCR – Budget Control Report

RRIS - Recreation Road Infant School

CNS - City of Norwich School

SATs - Statutory Assessment Tests

CDP - Cluster Development Plan

SC - School Council

DfE - Department for Education

SCR – Single Central Record

SEF – Self Evaluation Form

DSL – Deputy Safeguarding Lead

SENDCo - Special Educational Needs and Disability Co-ordinator

EHCP – Education and Healthcare Plan

SIDP - School Improvement and Development Plan

ES – Educator Solutions

SFVS - Schools' Financial Value Standards

GDPR- General Data Protection Regulations

SLA – Service Level Agreement

LA – Local Authority

SCITT – Initial Teacher Training

LAC - Looked After Children	SMSC – Spiritual, Moral, Social and Cultural Development.
LADO – Local Area Designated Officer	SPAG – Spelling, Punctuation & Grammar
NGA - National Governance Association	SLT – Senior Leadership Team
NGN - Norfolk Governance Network	SRE - Sex and Relationship Education
NPQH - National Professional Qualification for Headship	TA - Teacher Assessed
PA - Persistent Absence	VA - Value Added
PAN– Pupil Admission Number	VNET – Viscount Nelson Education Network
PSA - Parent Support Advisor	
PATHS - Promoting Alternative Thinking Strategies	