



Minutes of the Avenue Junior School
Full Governing Body Meeting

held at Avenue Road, Norwich Norfolk
on Monday, 15th October 2018, 6pm

GOVERNORS PRESENT: Nania Poulson (Chair), Debbie Dismore (HT) Michael Hooper, Nicola Teasdale, Mike Grimble, Toby Whalen, Jo Thompson, Margaret Bird, Lisa Crossman, Peter Hundleby, Rachel Paley, Ally Ireson, Sam Rowbury, Baiba Zivtins.

Clerk: Sheila Lewis-Smith

No	Item	Action
1	Welcome and Apologies	
	Apologies from Sian Jones were given and accepted. Jason Menezes was absent. Debbie Dismore was welcomed back after her period of absence. Introductions made and new governors welcomed.	
2	Declaration of Business/Pecuniary Interests or Conflict of Interests and Complete Register of Business Interest form.	
	The Register of Interest forms were issued and duly completed by all present.	SJ and JM to sign form at next meeting.
3	Terms of Reference and standing orders for GB and Committees.	
	Changes have been made to the Terms of Reference and standing orders in order to reflect the proposal to have two Co-Chairs for the Governing Body. It was thought this would assist with the workload and succession planning. There would also be a Vice Chair position. Governors agreed and adopted the Terms of Reference and Standing Orders.	
4	Election of Officers:	
	<ul style="list-style-type: none"> a. Co-Chairs (conducted by Clerk) b. Vice-Chair (conducted by new Chairs) 	
	<ul style="list-style-type: none"> a. NP and MG were proposed and voted in unanimously as Co-Chairs. b. Vice Chair – JT was proposed by NP and seconded by DD. Voted in unanimously. 	
5	Governing Body Organisation:	
	<ul style="list-style-type: none"> a. Report on appointment of Governors with specific responsibilities: Mathematics, English, Looked after children, Pupil 	

Signed as a true and accurate record:

Date:

	<p>Premium, HT Performance Management, Safeguarding, SEN, Cluster, Pay Committee</p> <p>b. Approve Governing Body Code of Practice and sign</p> <p>c. Governor vacancies</p>	
	<p>a. The following roles were agreed:</p> <p>English – MB Mathematics – TW Looked After Children – MG Pupil Premium – MG Headteacher Performance Management- JM and MG Safeguarding – NP(Subsequently reverted to TW) SEND – SJ Pay – Resources Committee Sports Premium – LC Wellbeing – AI</p> <p>NP presented a template providing a way of monitoring the key objectives of the role. The intention is for governors to meet with the appropriate staff member to review objectives and feedback to Governing Body at committee meetings. It was noted that the Progress Board that had been set up following the last Ofsted inspection would no longer meet as all actions are contained within the SDIP so there is no need to monitor the separate Rapid Action Plan.</p>	
	<p>b. All governors present signed the Code of Conduct.</p>	<p>SJ and JM to sign form at next meeting.</p>
	<p>c. There is one vacancy for a co-opted Local Authority governor. It had been identified that someone with a legal background would complement the skill set of the governing body.</p>	
6	<p>Minutes of meeting on 25th June 2018</p>	
	<p>The minutes were agreed as a true and accurate record and signed by NP.</p>	
7	<p>Matters Arising from the previous meeting (not on agenda)</p> <p>a. Progress board update NP</p> <p>b. ASP access for governors? MH</p> <p>c. JT to report on whether data was available on children arriving from KS1 in terms of weight.</p>	
	<p>a. The Progress Board will no longer meet. (See Item 5a) It was agreed that the school had found this useful as had the external validation, which had been at the school's request. It was reported that the LA are confident that the school is managing its own improvement. The monitoring of this will now be done through governance and individual governor monitoring roles. A final progress meeting with VNET will be held on Friday 19th October.</p>	
	<p>b. ASP (Analysing School Performance). DD explained that this DfE website only has one password and therefore governors do not currently have access to the data. DD had contacted the DfE via email about allowing access for other users but no satisfactory answer had yet been received.</p> <p>Q: Is it worth governors having access?</p>	<p>DD to continue to try to set up more users for the site.</p>

Signed as a true and accurate record:

Date:

	<p>A: Yes, it can show trends and issues and the performance of groups.</p> <p>It was suggested that governors could look at data by going to Norfolk County Council's "My School" site and look at Key Data. Governors were provided with the password for this site.</p>	
8	Self-Evaluation Form (SEF) and School Development Improvement Plan (SDIP)	
	<p>NP explained the purpose and function of the SEF and SDIP and the governors' role in monitoring the SDIP. NP and MG tabled a strategy document to plan the short and medium actions for the academic year, as they felt this would support the implementation of the other documents.</p> <p><u>Questions received in advance of the meeting.</u></p> <p>SEF:</p> <p>(1) In section 3 of the SEF there is a reference to "Our own accurate QA of teaching, work books and assessment information has identified that we still need to ensure teaching which is more adaptable to children of different ability and MORE CHALLENGING for children of all abilities, including the MOST ABLE (recognised by Ofsted in April 2018)". What are the next steps to address this please?</p> <p><u>Response:</u></p> <ul style="list-style-type: none"> • Specific feedback given to teachers & year groups & also through additional weekly INSET sessions (Teachers and teaching Assistants) & feedback from staff • Training by maths group looking at challenge within the White Rose • Follow up book scrutiny, maths leads checking planning, learning walks • PMR targets • Formal observations week beginning 29/10/18 <p>(2) In section 4 of the SEF there are references for both years 4 and 5 regarding staff poor performance eg "some teaching is not changing quickly enough" and "Most of the team have adopted this guidance effectively". Are you confident you have the right performance objectives in place for these individuals and that they understand they need to step up?</p> <p><u>Response:</u></p> <p>SDIP 'poor performance' - not poor performance as children are making progress – just not quickly enough in some lessons</p> <ul style="list-style-type: none"> • Some teaching not changing quickly enough - input as above and PMR targets • Individual support to address • Weekly book monitoring <p>(3) In the next edition of the draft SDIP, will you be able to put quantitative measures of success against some of the actions eg how will you assess the effectiveness of the implementation of the White Rose programme in Maths, will you have targets for an increase against the NFER results?</p>	<p>Govs to consider if the document fits with the SEF/SDIP. Review and adoption at FGB 3/12/18</p>

	<p><u>Response:</u> Quantitative measures for maths will be generated from the NFER tests that have been administered this half term and will give a baseline for us to measure against in the summer tests. Targets are based upon 'good progress' as identified nationally.</p> <p>(4) The draft refers to a Mental Health and Wellbeing Action Plan but I couldn't find this in the docs?</p> <p><u>Response:</u> The mental health plan is included in SEND plan.</p> <p>MATHS:</p> <p>(5) On TLP committee we discussed data showing that the most able were not fulfilling their potential and how school is intending to move forward those students. How are you going to ensure that we don't have an over-reaction to these data that could cause the lower ability group to fall behind instead?</p> <p><u>Response:</u> We must ensure that the work for the least able is scaffolded and that they are supported to 'keep up'. For the very least able different work may be planned. The key message for staff has been to have high expectations for all pupils.</p> <p>(6) No maths homework may have an unintentional side-effect of parents not knowing how their children are getting on or what they are learning and being less able to help? Do you foresee a problem here and is there anything we could do to counteract it?</p> <p><u>Response:</u> Homework: we are meeting with parents 8th November to collect views on how we can involve parents more in supporting the maths. We know the more formal homework we used to send out was a source of worry for many families and would often not be completed, teachers spent a long time chasing the work. Maths team – The Maths team are looking at how parents can support in helping their children with times tables.</p> <p>PUPIL PREMIUM:</p> <p>(7) As regards enrichment of experiences, are these children able to access music instrument lessons and signed books from visiting authors?</p> <p><u>Response:</u> Yes we support a number of children with instrument tuition, this is made clear on the letters for musical instrument choices and we have also bought books for children on FSM during author events.</p>	
9	Headteacher's Report	
	<p>DD wants to provide more focus to these reports, so that it is more informative for governors.</p> <p>It was suggested that school leaders could add to the report but it was felt that this would make it too weighty.</p>	<p>DD and NP to send some dates out for</p>

	<p>Governor visits for monitoring will inform them about the school. Two x ½ day monitoring visits will be organised. Members of either committee are invited; one possible activity for governors without key roles could be pupil voice.</p> <p>Q: Why are the PP figures lower in Year 3? A: School will not know figures until the census in January.</p> <p>Q: Looking at the target for PP/PA, should this be in line with the national figure of 3%? A: The school has reduced this from 15% down to 8%. The current target is 6%. It was agreed that the school should have high aspirations in order to “close the gap”.</p> <p><i>It was agreed that the word “ensure” should be changed to “work towards” bringing PP/PA in line with national percentages.</i></p>	monitoring visits.
10a	<p>Resource Committee action points and recommendations including policy review:</p> <ol style="list-style-type: none"> i. SDIP - impact of budget? ii. Pupil Premium Plan iii. Implication of funding consultation 	
	<p>i. The budget will be reviewed in November. Issues such as the national Living Wage, pension contribution increase and the Teacher Pay Increase will have an impact; the effect of these will be monitored in November.</p> <p>ii. The Pupil Premium – this is included in the SDIP.</p> <p>iii. The proposed National Funding Formula will mean funding coming directly to schools. The Schools’ Forum is due to discuss this on 15th October. No decision has been made as to when and how this Formula will be implemented. The Higher Needs block needs more funding and this will be taken from all schools, which is not a popular option. There is no doubt that the school will suffer cuts in funding under this arrangement.</p>	
10b	<p>Teaching, Learning and Pupil Well-being Committee Report:</p> <ol style="list-style-type: none"> i. Annual Safeguarding Report ii. Annual Bullying and Racist Incidents Report iii. Behaviour report (it was noted in the last FGB that this should be reported on in FGB) iv. Safeguarding including Child Protection Policy, reflecting new statutory guidance September 2018. All governors to sign declaring they have read Part 1 and Part 2 of KCSE. v. SEND 	
	<ol style="list-style-type: none"> i. The Safeguarding Report is on the website. ii. The committee had been told that although the number of reports bullying and racist incidents had increased, the school believed this was due to the awareness and culture that had been developed in the school, making pupils more likely to recognise and report incidents. iii. This is linked to ii).Governors congratulated the school on the positive attitudes to behaviour shown by the pupils. iv. Governors present signed to say they had read Parts 1 & 2 of Keeping Children Safe in Education. 	SJ and JM to sign off KCSE at next meeting.
10c	<p>Policies:-</p> <ul style="list-style-type: none"> • Safeguarding 	

	<p>It was noted that the MASH is being remodelled. TW outlined the new process; staff welcomed the fact that the service would be manned from 8 a.m. to 8 p.m., making it more accessible. It was noted that the Whistleblowing Policy forms part of the Safeguarding Policies of the school.</p> <p>NP proposed the adoption of the policy, seconded by SR. All in favour.</p>	
11	Governor monitoring, Development and Training	
	<p>It was noted that Safer Recruitment training cost £275 per person. As TW, NP and MG are already trained and PH booked on training, it was felt the school had enough capacity to ensure compliance during recruitment process.</p> <p>The following training was confirmed:-</p> <p>LC – Induction. LC to work with JT on Sports Premium. Training.</p> <p>MB- Monitoring in Practice April 2019</p> <p>NP and SR – Headteacher Performance Management Review 5/12/18.</p> <p>BZ and NT – Using Data for school Improvement.</p> <p>NP and MG – to continue sessions 2 and 3 with GovernEd in November and April.</p>	
12	Correspondence	
	None received	
13	Confidential items	
	Confidential minutes produced for this item.	
14	Any Other Business	
	<p>i. NP informed the governors about governors' role during an Ofsted inspection. All governors are welcome to attend the feedback sessions.</p> <p>It was agreed that NP, MG, JT and TW would represent the governing body at face-to-face sessions.</p> <p>ii. MG informed the governors that there was the annual conference of the Norfolk Governance Network on Saturday 10th November from 8.45 a.m. to 1 p.m. at John Innes Centre, Norwich Research Park. It is free to attend. Speakers include Dr Louise Smith, Norfolk's Director of Public Health and Rosemary Lovatt, National leader of Governance.</p> <p>iii. DD confirmed that Section 128 had been carried out for all governors (DD subsequently confirmed that the checks had been entered on the SCR for all governors and leaders in school with financial responsibilities.)</p> <p>iv. DD wished to thank the staff for their hard work on all aspects of the SDIP.</p>	MG to put details of NGN conference on Governor Hub.
15	Date of next meeting: 6.00pm 3rd December 2018	

Meeting closed at 19.38.