



Minutes of the Avenue Junior School
Full Governing Board Virtual Meeting
on Monday 7th December 2020 at 6pm

GOVERNORS PRESENT: Nania Poulson, Mike Grimble, (Chair), Debbie Dismore (EHT) Lisa Crossman, Ally Ireson, Margaret Bird, Rachel Paley, Mike Hooper (H of S) - Associate Governor, Baiba Zivtins, Jo Thompson, Sian Jones, Graham Moss.

Clerk: Sheila Lewis-Smith

			Action Log	
Date / Item	Item	Details	By Whom	When
12/10/20		Action Point 2: DD to consider the position of co-opting another member of staff to the governing board.	DD	22/2/21
7/12/20	5	Action Point 1: Clerk to add Data Headlines to FGB meeting agenda for 22nd February 2021.	Clerk	22/2/21
	11	Action Point 2: Clerk to add PP report on TLP Committee agendas as a standing item.	Clerk	On-going

No	Item
1	Welcome and Apologies / Consent for Absences
	<ul style="list-style-type: none"> • Apologies were received and accepted from Jason Menezes and Sam Rowbury. • NP 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 12th October 2020 – approval
	a. Approval of Minutes from 12th October 2020 b. Approval of Confidential Minutes from 12th October 2020
	a. Approval of Minutes from 12th October 2020. Approved by FGB. To be signed off by MG.

	b. Approval of Confidential Minutes from 12th October 2020. Approved by FGB. To be signed off by MG.
4	Matters Arising from the previous meeting (not on agenda)
	<p>Action Point 1: Clerk to check all amendments correctly made to Standing Orders and Terms of Reference. Completed.</p> <p>Action Point 3: Governors to confirm they will abide by the Code of Conduct on Governor Hub. Completed.</p> <p>Action Point 4: All governors to complete Skills Audit and return to NP by 1st November Completed.</p> <p>Action Point 5: Clerk to post Minutes 30th July on Governor Hub for approval.</p> <p>The Minutes of the 30th July 2020— Approved by FGB. Completed.</p> <p>Action Point 6: MG to investigate Governance & Leadership package to meet immediate training needs. Completed.</p>
5	Headteacher's report and questions.
	<p>Governors stated that they recognised the work that had been done by DD, MH and Steve Chambers this term, which had been above and beyond the usual workload.</p> <p>No questions had been raised prior to the meeting.</p> <p><u>Remote Learning</u></p> <p>Q: How did Year 3 get on with the on-line learning during their recent period of self-isolation?</p> <p>A: There had been a very positive response from parents. Although it had been hard work to prepare it, it had all worked well. MH said that the video format worked well, with children able to access them at their leisure. This freed up staff to make contact with children. Although MH had not requested staff to use Zoom, all teachers started the day with a Zoom session. This allowed them to have eyes on the children as well as talk through the work for the day. It helped keep the children in good spirit and attached to the school. Following this, the school now has Year 5 self-isolating and another Year 3 bubble self-isolating until the end of term; the positives learnt from the first experience have been carried forward.</p> <p>Staff delivered packed lunches to FSM pupils who requested them. Lauren Gislam, (Parent Support Adviser) had contacted parents in disadvantaged families and got iPads out to them. Teachers identified families who needed paper packs for the week. This meant a very busy Monday but freed up the rest of the week to focus on the pastoral side.</p> <p>Teachers are alerting MH of any concerns while the children are not in school. The DfE and LA were happy that these were isolated cases of covid.</p> <p>Q: What percentage of engagement do you get from the children?</p> <p>A: There is a high level of engagement. Teachers are proactive in contacting all pupils. Not all upload their work but there is evidence that they are engaging. In Year 5, 4 children did not engage in the Zoom sessions and this was followed up.</p>

Q: How much of MH's time is taken up organising the remote learning or are the teachers doing this independently?

A: Two twilight sessions were run in September and every Monday, videos are posted, so there is always something there ready. The staff share the load, so the time taken is reduced.

Q: In order to provide quality resources, have any CPD needs been identified?

A: The September training supported teachers. Support staff have received less training but did join in all the morning Zoom sessions. Steve and MH had undertaken pedagogical training with the LA.

DD pointed out that there is a huge demand on MH's time when a covid case is notified, with calls to the LA and DfE being time consuming. MH said that he had "lost" a day with each of the three cases, including time over a weekend on the last case.

The LA advice is for school's not to respond to the Track and Trace system over the Christmas holidays. Governors expressed concern about this arrangement.

Q: When the school reopens, how will the school know who is self-isolating or got covid?

A: Parents have been sent Microsoft forms to complete.

Q: How confident are you that parents and staff will be honest?

A: We will just have to trust them.

Q: How are the current timescales to be tested and get the result?

A: Much better and usually within 24 hours.

Q: Thinking about the disadvantaged and home learning, is it possible to monitor whether the gap in attainment is widening?

A: The school has made sure they are well resourced, kept in contact and provided support. This will have to be looked at when the children return to school.

External Validation.

The school has completed a Teaching and Learning Notebook for the LA for the second year running. This is a self-reflection tool and is used during discussions with LA advisers. The school has completed this and governors were happy for it to be sent, along with the Catch-Up Plan.

Catch-Up Plan

DD and MH said that thought and time had been given to this. There have been plenty of interventions in place from the start of September. MH had worked with staff to identify children who may be supported at a whole school level, targeted level or at an individual level. An additional Teaching Assistant has been employed to support interventions. The school will move towards individual tutoring from January but want to be assured of the quality of the tutors before allocating all the funding to this.

Q: Do the tutors have to come from an agency?

A: Yes.

Q: Is the tutoring in person or on-line?

A: Some are face to face at 2 metres apart, others are on-line. If it was on-line, the school would need to provide adult support for the groups of 2 or 3 children, which is an additional cost.

Q: Is the tutoring programme only running to Summer 2021 as it feels as if Year 3 will need more than this?

A: We do not know if there will be more money after this. We have the reading and phonics scheme in place to support children. Year 6 only have 6 months to be ready for secondary

	<p>school, so they are a priority. The SEND children will have tutoring arranged as the gap is widening.</p> <p>Q: Has the gap between the disadvantaged and the other pupils massively widened or have they all gone down in learning and attainment?</p> <p>A: All would have dipped. The school needs the data from the current assessments to get more of an idea of the gap. Teachers are already working to narrow the gap.</p> <p>Q: Is the phonics scheme the same as the one at Recreation Road Infants School?</p> <p>A: Yes, it follows on.</p> <p>Q: How does it work with the Maths intervention member of staff and covid restrictions?</p> <p>A: The member of staff works in Year 6 bubbles only.</p> <p>Q: Pupil Premium absence and non-Pupil Premium looks lower than usual?</p> <p>A: Yes, if we take out a couple of key pupils, and look at PP as a whole, the picture is improved.</p> <p>MG, LC and DD had met regarding Pupil Premium and were thanked for their report on GovernorHub. They had looked at different groups and noted that some bespoke plans were being made. DD advised that the Pupil Premium plan would be kept under review.</p> <p>Q: When will governors receive assessment data?</p> <p>A: 12th January at TLP Committee; it may not be complete as some classes have not been able to complete assessments due to self-isolation.</p> <p>Q: On the Maths Action Plan and the book scrutiny, it said that the Maths was looking too easy?</p> <p>A: In February and March as the lockdown started, White Rose resources were used for remote learning. This was right at the time. In September, with new and some less experienced staff, the work proved to be less challenging. A staff meeting has been held on how to use the resources but also to go from what the children need. Greater challenge has now been seen.</p> <p>Q: English Action Plan – will this change in light of the changes to the SATs including SPAG tests?</p> <p>A: There is no change as the children will still be assessed for their writing, which will judge how they use punctuation, spelling and grammar, as they are essential to good pieces of confident writing.</p> <p>Q: Do you have any strong feelings about the SATS?</p> <p>A: There is still a Drop the SATs campaign running. The NAHT is still in discussion with government. At the next TLP meeting in January, it should be possible to present data as to how many children are at the expected level.</p> <p>Action Point 1: Clerk to add Data Headlines to FGB meeting agenda for 22nd February 2021.</p>
6	Planned Admission Number (PAN) for 2022-2023
	After a brief discussion regarding admissions to local schools, it was agreed to maintain the PAN for 2022-23 at 120.
7	Confirmation of Teacher Performance Management process
	DD and MH confirmed that this had been completed in line with regulations for teaching staff. MG confirmed that the Headteacher Performance Management process had also been completed appropriately.

8	Confidential Item
	Separate Minutes were produced for this item, which was discussed at the end of the meeting after Item 13.
9	<p>Committee action points and recommendations including policy reviews</p> <p>a. Resources: Policies approved: (For information only)</p> <ul style="list-style-type: none"> - Finance Policy - Performance Management Policy – Teaching Staff <p>b. Teaching, Learning and Pupil Well-being: Policies approved: (For information only)</p> <ul style="list-style-type: none"> - Promoting British Values Statement - Social Media Policy - Mobile Phones and Electronic Devices Statement <p>c. Policies (For FGB approval)</p> <ul style="list-style-type: none"> - Pay Policy - Redundant Equipment Policy -
	<p>a. <u>Resources Committee</u> – the committee had reviewed the Budget Revision. There are issues in Year 3 of the budget but a clearer view will be seen early in 2021. The National Funding Formula should give a small increase. The committee had monitored the progress of Performance Management and had received a report from DD. There are plans for some building works, dependent on time scales. Recreation Road Sports Centre – finances are not encouraging as there are no lettings. The Management Committee and a focus group continue to look at the viability of the centre. It is not known when it would be available for community use due to covid restrictions and repair work following the tree fall damage.</p> <p>b. <u>Teaching, Learning and Pupil Wellbeing</u> – Three new policies were approved. The Social Media Policy had been refreshed. The document on Curriculum Overview was very detailed and reflected a refreshing approach to the curriculum. SJ urged all governors to look at this document.</p> <p>c. <u>Pay Policy</u> – staff had been consulted; there were no responses. <u>Pay Policy proposed by NP, seconded by MG. All in favour.</u></p> <p><u>Redundant Equipment Policy</u> – proposed by MG, seconded by NP. All in favour.</p>
10	Governor Membership / Matters
	<p>a. Terms of office coming to an end before the next FGB meeting It was noted that Margaret Bird's term of office would end on 2nd January 2021 and that she would not be putting herself forward for re-election. NP thanked MB for all her work and contribution to the school saying that it would be hard to replace the skills and knowledge she had brought to the Governing board.</p> <p>Jason Menezes had informed NP and MG that he did not wish to continue as a Co-opted governor, due to pressure of work. It was proposed that JM be appointed</p>

	<p>as an Associate member. All governors approved the appointment of JM as Associate member.</p> <p>b. Confirmation of any reappointments MG was reappointed as Co-opted governor from when his current term of office runs out on 5th February 2021.</p> <p>JT was reappointed as Co-opted governor from when her current term of office runs out on 5th February 2021.</p> <p>c. Vacancies – Updated at the meeting to be 1 x Parent Governor, 1 x LA Governor, 2 x Co-opted. DD confirmed that the process to appoint a parent governor would start after Christmas. The skills targeted would include health, social care or budgetary experience. NP has a possible contact for a LA governor.</p> <p>d. To confirm whether Associate members have voting rights on Committees. After a discussion about the pros and cons of Associate members having voting rights at committee level, it was agreed that their role was to advise and provide expertise for governors. It was therefore agreed that Associate members <u>do not</u> have voting rights at either committee or FGB level.</p>
11	<p>Governor monitoring, Development and Training Governor Monitoring Matrix – update on any monitoring activities. The Monitoring Matrix had showed up that there are some training needs. NP and DD had undertaken Safeguarding training and agreed to disseminate this to the FGB.</p> <p>There was a lack of confidence in the Financial oversight. MG to put together a list of training, from which governors should select relevant training. The Financial Benchmarking tool was said to be useful but is now out of date, as it shows the 2019 Key Stage 2 data. MG said that the biggest issue when trying to benchmark against other Norfolk schools, was that value for money is judged against pupil outcomes, which is not possible for 2019-2020.</p> <p><i>19.20 DD left the meeting.</i></p> <p>JT reminded governors to upload any monitoring reports to GovernorHub. JT agreed to attend TLP Committee meetings to address a standing item on Pupil Premium.</p> <p>Action Point 2: Clerk to add PP report on TLP Committee agendas as a standing item.</p> <p>JT had attended a Monitoring Impact course with Educator Solutions. A key suggestion was to triangulate evidence by following up school information with another person. Another strategy was to ask for case studies and anonymised examples of impact. There are still opportunities to be involved with the school via virtual platforms.</p> <p>GM is due to meet with the Maths team. AI is due to meet with DD and Rosie Amies, the SENDCo regarding wellbeing. JT intends to meet with Rosie Amies , the SENDCo regarding inclusion in the spring term.</p> <p>Training – use of Educator Solutions training packages.</p>

	Governors were urged to make use of this training, as the subscription would run out in March. There is a particular need to Finance training. RP is undertaking the Educator Solutions Bitesize modules for Monitoring.
12	Correspondence
	None
13	Any other business
	<p>a) MH informed governors that the school had received its allocation of Pupil Premium/Technology funding, which had bought 7 laptops. The funding had been calculated on FSM pupils.</p> <p>b) SJ asked if a letter had gone out to parents regarding entitlement to FSM. MH confirmed this had been done; the letter had included all categories of eligibility. Governors asked for thanks to be sent to Lauren Gislam for her work in this area.</p> <p>c) Governors asked about the organisation of the FSM scheme over the Christmas holidays. MH confirmed that the Local Authority had organised it and the school had signed up to the voucher scheme. However, this meant that it was now down to the school to issue the vouchers.</p> <p><i>19.30 BZ left the meeting and was not present for the discussion of the Confidential item.</i></p>
14	Date of next meeting: 6.00pm 22nd February 2021

Full meeting including Confidential item closed at 19:40

Signed as a true and accurate record.		Date