



Minutes

LOCAL GOVERNING BOARD MEETING OF AVENUE PRIMARY ACADEMY

Wednesday, 27th of June 2018 at 6:00 pm at Avenue Primary Academy

Name	Position	Status
Jonathan Pritchard	Co-opted / Chair	Present
Revd Mark Williams	Co-opted	Present
John Carpenter	Co-opted	Present
Anne Arnold	Co-opted (Staff)	Present
Claire Bignell	Staff	Apologies
Bayo Alamu	Parent	Present
Charlotte Billot-Taylor	Parent	Present
Alex Clark	CEO	Present
Lisa Hunt	Head Teacher	Apologies
Hayley Cameron	Acting Head Teacher	Present
Britt Brooke	Observer	Present
Lyndsey Connell	Observer	Present
Ana Vaz	Observer	Present
Lina Del Grosso	Observer	Present

	ITEM	ACTION LOG NO.
1.	<p>Apologies for absence</p> <p>Apologies for absence were received from CB and LH who are both on maternity leave. These apologies were accepted.</p>	
2.	<p>Confirmation of quorum</p> <p>The meeting was declared quorate.</p>	
3.	<p>Declaration of any conflict of interest with items on the agenda and changes to register of interests</p>	

	<p>There were no conflicts of interest declared and no amendments made to the register.</p>	
<p>4.</p>	<p>Board/Committee membership changes</p> <p>JC was asked to consider a second term as a co-opted governor and he agreed.</p> <p>RESOLUTION: JC was appointed as a co-opted governor for the period of three years, ending on the 26th of June 2021.</p> <p>The CEO asked for nominations from the Local Governing Board for three governors to sit on the Pay Committee. He explained that after the SLT moderates all applications, they will make recommendations to the pay committee to review. Some anonymised performance management will also be reviewed at the committee to ensure that it is being performed fairly and correctly.</p> <p>RESOLUTION: Governors nominated JP, MW and JC and they agreed to sit on the committee.</p> <p><i>A governor asked whether the Trust had conducted a gender pay review; it was confirmed that the Trust had just gone over the number of staff that requires the review to be carried out and so it will be done for next year.</i></p>	
<p>5.</p>	<p>Presentation to governors on Nursery’s outdoor area</p> <p>Two EFYS staff members presented to governors a proposal regarding the renovation of the Nursery outdoor area. The cost of the renovation is currently estimated to be £19,525.00, consisting of the cost of the Playforce provision, the in-house materials for a number of elements and the cost of the tarmacing.</p> <p>Governors visited the nursery after the presentation in order to get an idea of the changes suggested and how they would work in the space. <i>On their return, governors all agreed that the changes are important and would be useful for the children and teachers, however they must be mindful of budget constraints.</i></p> <p>Suggested strategies to defray the cost included:</p> <ul style="list-style-type: none"> • Do as much of the work in-house as possible • Do improvements piece by piece as money becomes available • Look at little improvements that have a low associated cost – higher fences covered with artificial ivy, redo plant borders • Build the suggested mud kitchen using own materials and labour • Use genius time to do gardening work <p>A governor suggested asking the PTA for funds; however they were reminded that the PTA have set a target of £150,000 to raise for the pool so everything they raise will go into that project.</p> <p>ACTION: Add to the next meeting agenda for further discussion</p>	<p>030</p>

<p>6.</p>	<p>Presentation to governors on proposed French trip</p> <p>The French teacher made a presentation regarding the proposed Year 5 residential trip. She confirmed that the minimum number of 40 children had been surpassed and that 55 children had signed up so far.</p> <p><i>A governor asked if help with finances would be provided to those who cannot afford the full cost of the trip.</i> It was confirmed that presently it was envisaged that PPG children would contribute £150 towards the cost of the trip (£385 in total) and the remainder would be covered by PPG funds. Parents also have an option to pay per month in Parent Pay.</p>	
<p>7.</p>	<p>Minutes of the previous meeting (20th March 2018)</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</p>	
<p>8.</p>	<p>Matters arising not discussed elsewhere and Action Log</p> <p>It was confirmed that the SPG can be used towards the pool redevelopment.</p> <p>Items 023, 026 and 028 were completed and closed on the action log.</p> <p>Item 024 will be on the next agenda. Item 027 will be on the next agenda.</p> <p>Item 029: governors were reminded to provide their photos and biographies as soon as possible to the CEO.</p>	
<p>9.</p>	<p>Committee reports</p> <p><u>Finance Committee</u></p> <p>There were two finance committee meetings held, one on the 23rd of April and one on the 24th of June. The first concentrated on the work the Trust is doing in a few schools that have difficulties with their budgets and the second reviewed the budgets of all the schools. It was noted that this year has been relatively good, however in the following year no school has been able to set a surplus budget.</p> <p>Governors were told that the worst case scenario is that all the Trust's reserves will be spent. However the Trust is hoping to get access to guaranteed capital funding next year which will be very helpful.</p> <p>Governors were informed that APA's budget for 2018-19 is a deficit of £183K and it had been recommended for approval, along with all the other schools to the Trust Board.</p> <p>Schools are all being encouraged to fully utilise central services to eliminate duplication of costs and to also use the centrally negotiated contracts to cut costs, such as payroll.</p>	

	<p><u>HR Committee</u></p> <p>Governors were informed that the trade unions want to negotiate an agreement for interaction with the Trust.</p>	
<p>10.</p>	<p>Governor visits</p> <p>MW has visited the school to meet with the well-being team. He found them very creative and enthusiastic about their work.</p> <p>CBT and BA visited the school on a general visit to get to know the school better. They visited the Rainbow Room to see how it operates and also the Year 1 classrooms which has also helped them to get to know the teachers better too.</p> <p>JP attended all three of the coffee mornings along with CBT and BA as well as the summer fair, which raised £7.5K for the pool work and attending an admissions appeal (Avenue) in Croydon.</p> <p>He attended a swimming pool meeting: video is now on the website and letters have been distributed to parents and are being formulated to send to local businesses. There have been some issues getting the online donations set up.</p> <p>JP also attended the Rights Respecting meeting (see below) with UNICEF assessors and Succession planning back in March after the last LGB meeting.</p> <p><u>Rights Respecting certification</u></p> <p>The DHT in charge of the Rights Respecting area of the school explained that there had recently been a visit to recertify the school for the gold award. The review was thorough and the feedback was very positive.</p> <p>The DHT said it was very helpful to get a fresh eye on the situation and to see the feedback from the children's surveys. The school will now be focussing on the less commonly known rights and also on teaching children where their rights come from.</p>	
<p>11.</p>	<p>Head of School's report</p> <p><u>Attendance</u></p> <p>The HoS explained that she had found the assistance of the Trust's attendance officer invaluable. She is currently assisting with borderline persistent absence (PA) cases and with one formal referral for attendance. The child has now been removed from the roll by their parents and is now classed as Child Missing from Education (CME).</p> <p><u>Exclusion</u></p> <p>The school are working with a child who had been excluded and their family and there has been significant improvement seen.</p> <p>The child who was permanently excluded is now officially classed as CME.</p>	

Safeguarding

MyConcern: staff are now trained and are finding the email contacts very helpful to stay up to date. Any new concerns or issues for existing or new files will be raised online and the paper files will be closed and kept securely. A note will be placed in the online file regarding the presence of a paper file to keep track of the existing files.

A governor explained that MyConcern had been discussed at the safeguarding training and the importance of paperwork in the Child Protection (CP) area. She noted that Avenue had been used as an example of good record keeping in a recent case.

The HoS explained to governors that she would be moving to become the Director of Safeguarding at the Trust in September and that she was currently handing over to the new safeguarding lead at APA.

Governors were also told that there would be new Keeping Children Safe in Education (KCSIE) updates in September 2018.

Pupil Premium

LDG will be taking over the PPG role in September 2018.

A governor asked whether there had been any improvement seen in the data for PPG children this year. The data has only just been collated and will be analysed and a report produced subsequent to the meeting.

Staffing

A governor asked whether the school establish the reasons why teachers leave. It was explained that the teachers who are leaving APA at the end of this term are doing so for a variety of reasons, mostly for lifestyle choices rather than dissatisfaction over working in the Trust.

The HoS explained that exit interviews will be done by the HR director of the Trust, rather than one of SLT, as the teacher may be inclined to be more open and honest, providing answers that will help the Trust to improve their employment offer and conditions.

The HoS assured governors that the school is fully staffed for September and the Trust are putting a lot of work into developing their recruitment strategy. There have also been quite a few internal promotions which is encouraging to see as it helps to demonstrate the benefits of working in the Trust.

The HoS wished to record her thanks to all the staff who are leaving for their hard work for the school and its children.

Training School

The peer review has taken place for the teaching school, and Avenue were the first in this group to get this done. Self-assessment forms were completed and the review was a collaborative process with plenty of challenge. The review agreed with all of the judgements made, even stated that some of them could be updated.

	<p><i>The training school governor said that it had been very informative to see the operation of the training school which was a new area for her.</i></p> <p><u>PE</u></p> <p>It was noted that lots of teams across the school have been very successful in a number of sports and for both boys and girls. Several sports professionals have commented on the fantastic positive attitudes and honesty demonstrated by Avenue children.</p> <p><i>A governor asked how the school ensures that they give children who are not the most able sufficient opportunity.</i> It was explained that it would depend on the sport but that generally the A team are high achievers and the B team tends to be rotated. The school encourages all children to participate as much as possible. The teachers encourage the children who demonstrate commitment and try hard rather than simply picking the best.</p> <p><u>PTA</u></p> <p>In addition to the PTA update, it was noted that the committee had raised £7,600 for the pool fund. It was acknowledged that there are lots of good ideas around the table and that the PTA are planning even more events next year. Governors requested that their thanks be passed on to the committee.</p>	
12.	<p>Safeguarding</p> <p>Andrew Hall will attend the school on the Friday after the meeting to give staff training. The HoS ran through the changes that were coming up in the KCSIE updates. One of the governors explained that the local police were developing a scheme where young people will come into schools to deliver online safety training to children in Years 5 and 6.</p> <p>ACTION: JC to give details of scheme to HoS.</p> <p>The school recently had encountered a problem with not having up to date contact information for parents and has made changes to ensure that this does not happen again. The school also has the Family Social Worker (FSW) and Attendance Officer (AO) who are able to conduct home visits if required, should the child not be in school and the parents cannot be contacted.</p> <p><i>A governor asked whether the school had a mobile phone policy</i> and was informed that it does, and this will be reviewed in September.</p> <p>ACTION: Add KCSIE to September agenda.</p>	<p>031</p> <p>032</p>
13.	<p>Teaching School peer review 2018</p> <p>This item was covered in item 11.</p>	
14.	<p>Report on progress towards GDPR compliance</p> <p>The report was noted.</p>	

15.	<p>Skills audit</p> <p>Every governor was reminded to complete the skills audit by the 6th of July and submit to the clerk.</p>	
16.	<p>Update on headline predictions for attainment at end of each Key Stage and Y1 Phonic Check</p> <p>KS1 was internally moderated this year.</p> <p>All predicted results are appended to the minutes.</p> <p>Handwriting moderation for KS2 requested further evidence.</p> <p>All judgements were agreed after moderation.</p> <p><i>A governor challenged the school as to whether there had been improvements from last year.</i> The HoS confirmed that results had improved in all areas and the school was above national figure for last year in all instances.</p> <p><i>Governors asked the school to demonstrate how they are performing against other schools</i> by doing inter-year comparisons, comparisons with other Trust schools and comparisons against other schools nationally.</p>	
17.	<p>Health and Safety and buildings</p> <p>The builders will be on site from the Monday after the meeting to start the groundworks. The site manager has been appointed now; the commencement of the building work has been delayed from the start of Summer 2.</p> <p>The builders will be making modifications to the gate on the A217 to enable access. A governor cautioned the school as to the presence of Travellers in the area who may target the building site for equipment and materials.</p> <p>A governor asked whether the school had plans in place should the buildings not be ready in time for September. There is a plan to utilise rooms that are not in continuous use in the main part of the school.</p>	
18.	<p>Governors' authorisation for residential trips 2018/19</p> <p>Year 4 to Woodrow Year 5 to Normandy Year 6 to Hindleap</p> <p>RESOLUTION: Governors approved all three trips mentioned above.</p>	
19.	<p>Governance section on the website</p> <p>Governors were asked to send their biographies and photographs to AC for the new website.</p>	

20.	<p>Governor Training</p> <p>CBT and BA have completed their new governor training with Sutton.</p>	
21.	<p>Correspondence to the Chair</p> <p>A letter has been received from a parent which is being dealt with by the school.</p> <p>There has been a complaint received about the level of sound from the summer fair and the Chair is meeting with the Belmont Residents' Association to discuss this.</p>	
22.	<p>Cirrus governance dates 2018/19</p> <p>The dates had previously been circulated and were noted by governors.</p>	
23.	<p>Any other business</p> <p><u>Car parking situation</u></p> <p>A governor, who works with Sutton Police, explained that he had taken the CCTV van to school at 3 pm to observe the parking situation. His opinion was that it was chaotic. <i>He asked what the school are doing to manage the situation.</i> The school have sent numerous letters home, there are always staff with hi-vis vests on outside both gates and the council have also organised more frequent traffic warden patrols.</p> <p>Another governor noted that some abuse had been directed towards the church administrator when they asked some parents to remove their cars from the church car park. The CEO and the Chair of Governors have received emails threatening to block the drives of their own houses as well.</p> <p><u>Lockdown</u></p> <p>The lockdown drill at school went very well. Children were only told that there was something outside the school that was dangerous, the opposite to when there's a fire drill and something dangerous inside the school. Parents were notified in advance, but not told when the drill would happen and the majority were understanding of why this had to be done.</p> <p><i>A governor asked whether parents were surveyed by the school for their opinions.</i> The HoS confirmed that surveys had gone out to parents and the results will be shared with governors when they are available.</p> <p><i>A governor asked whether the new log in system, InVentry, was GDPR compliant</i> and it was confirmed that it was.</p> <p><u>League tables</u></p> <p><i>A governor had raised the position of the school in the media league tables in the previous governors' meeting and wanted to discuss it again.</i></p>	

	<p>He said that the school was positioned 13th in Sutton and asked how the school planned to improve that position. The CEO explained that the league tables were created from one piece of information about the schools, which is the KS2 results at the end of Year 6. This piece of information does not present a full picture of the school and the work that it does. The school links to the DfE performance tables on the website to give a fuller picture of how well the school educates its children; these performance tables provide various pieces of information, including progress scores, a measure which OFSTED now considers as, if not more, important than attainment.</p> <p>Results at the school have improved across the board and the drive to improve is always present; however governors were cautioned to remember that Avenue is a large school with a varied school population and as a result, it may not be possible to get 100% of the children achieving the top marks.</p> <p>The important thing to remember is that the league table is produced by the media, who are able to get their message to everyone. However, parents are always encouraged to visit the school and to review the website fully to see the benefits that Avenue has to offer.</p>	
24.	<p>Confidential items</p> <p>There were no confidential items discussed.</p>	
25.	<p>Date of next meeting: Wednesday 26th of September 2018 at 6:00 pm</p>	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 9:00 pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	

KS1 2017 - 2018

Reading	Achieving Expected Standard	Achieving Greater Depth	Writing	Achieving Expected Standard	Achieving Greater Depth	Maths	Achieving Expected Standard	Achieving Greater Depth
	TA	TA		TA	TA		TA	TA
2018 <i>With base</i>	88%	34%	2018 <i>With base</i>	88%	24%	2018 <i>With base</i>	88%	31%
2018 <i>Without base</i>	91%	35%	2018 <i>Without base</i>	92%	25%	2018 <i>Without base</i>	91%	32%
2017 <i>With base</i>	87%	31%	2017 <i>With base</i>	82%	20%	2017 <i>With base</i>	87%	31%
2017 <i>Without base</i>	88%	32%	2017 <i>Without base</i>	84%	21%	2017 <i>Without base</i>	89%	32%
National 2017	76%	25%	National 2017	68%	16%	National 2017	75%	21%

KS2 2017 - 2018

Reading	Achieving Expected Standard	Achieving Greater Depth	Writing	Achieving Expected Standard	Achieving Greater Depth	Maths	Achieving Expected Standard	Achieving Greater Depth
	TA	TA		TA	TA		TA	TA
2018	91%	35%	2018	94%	44%	2018	90%	44%
2017	86%	45%	2017	92%	33%	2017	89%	43%
National 2017	71%	25%	National 2017	76%		National 2017	75%	23%

GPS	Achieving Expected Standard	Achieving Greater Depth	Combined	Achieving Expected Standard	Achieving Greater Depth
	TA	TA		TA	TA
2018			2018	86%	
2017	88%	51%	2017	80%	25%
National 2017	77%	31%	National 2017	61%	

	PSC predictions
Year 1	89%
Year 2	93 %