



# Minutes

## LOCAL GOVERNING BOARD MEETING OF AVENUE PRIMARY ACADEMY

Wednesday, 20<sup>th</sup> of March 2019 at 6:00 pm at Avenue Primary Academy

<b>Name</b>	<b>Position</b>	<b>Status</b>
Jonathan Pritchard	Co-opted / Chair	Present
Revd Mark Williams	Co-opted	Present
John Carpenter	Co-opted	Apologies
Anne Arnold	Co-opted (Staff)	Present
Claire Bignell	Head of School	Present
Bayo Alamu	Parent	Present
Charlotte Billot-Taylor	Parent	Present
Alex Clark	CEO	Present
Lisa Hunt	Head Teacher	Present
Britt Brooke	Observer	Present
Lisa Guy	Observer	Present
Ana Vaz	Observer	Present
Lina Del Grosso	Observer	Present
Lindsay Hilton	Observer	Present

	<b>ITEM</b>	<b>ACTION LOG NO.</b>
<b>1.</b>	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received from JC. These apologies were accepted.</p>	
<b>2.</b>	<p><b>Confirmation of quorum</b></p> <p>The meeting was declared quorate.</p>	
<b>3.</b>	<p><b>Declaration of any conflict of interest with items on the agenda</b></p>	

	<p>CB (HoS) and LH (HT) declared an interest with an item on the agenda in relation to the new nursery provision at the Trust as they have young children who may be attending the provision when it opens.</p>	
4.	<p><b>Board membership changes</b></p> <p>The staff governor position needs to be decided by an election. AA will issue the election papers to staff and will ask for nominations to be sent to the Clerk.</p> <p>There is a vacancy for a co-opted governor on the board which the Chair and the Clerk are working to fill at the moment.</p> <p>MW raised a question regarding why the finish date of his term was not the same as JC's however it was explained that governors' terms had not reset when the school became an academy so the differing end dates were correct.</p>	
5.	<p><b>Minutes of the previous meeting (21<sup>st</sup> of November 2018)</b></p> <p><b>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.</b></p>	
6.	<p><b>Matters arising not discussed elsewhere and Action Log</b></p> <p>Item 035: This is to be released on Arbor the day following the meeting.  Item 036: This meeting has taken place. Item closed.  Item 037: The Chair has sent a reminder to the Chair of the committee to get an update from them in relation to the amount of funds raised.  Item 038: LW at BH is doing a Trust-wide review of PPG reporting. As changes may be made as part of this review, it was suggested to close this item and wait for the new report. Item closed.</p>	
7.	<p><b>Committee reports</b></p> <p><u>Finance Committee (14.01.19)</u></p> <p>BA is the finance committee delegate and he reported on the committee meeting, highlighting four major issues that had been discussed. These were the top slice, the finalisation process for next year's budget, the new capital funding that the Trust will receive and the change in auditor.</p> <p>It was confirmed that LH will be meeting with the Trust's Director of Finance in the week following this meeting to review next year's budget in full. The CEO explained that the WiFi in all schools will be updated as part of the planned capital works.</p> <p><u>Governance Committee (17.01.19)</u></p> <p>JP, as Chair, is the governance committee delegate and he reported on the committee meeting, highlighting a number of areas that had been discussed at the meeting. The committee is keen that the Trust move towards a model whereby each LGB has a "core" of nine governors with</p>	

	<p>three “floating” governors with key specialities, that assist each school in the Trust as they are needed. The Trust have also signed a new training contract with Governor Services Merton. There is a Governors’ meeting on the 9<sup>th</sup> of May for all governors to discuss the way governance functions in the Trust.</p> <p><u>Admissions Committee (06.02.19)</u></p> <p>JC is the admissions committee delegate, but as he was not in attendance at the LGB, JP reported on the meeting. He explained that it had been a positive meeting. No applications under the medical admissions criteria had been successful. It was also explained that there would be a change to APA’s admissions policy for the academic year 2021-22 whereby an amendment would be made in relation to children of staff members.</p> <p><u>HR Committee (25.02.19)</u></p> <p>MW is the HR committee delegate. The significant items from the meeting were highlighted, including the proposed launch of the new employee microsite and centralisation of payroll. A number of policies have been approved, including Flexible Working and Maternity/Paternity leave.</p>	
<p><b>8.</b></p>	<p><b>Trust Strategy</b></p> <p>The CEO explained that the Trust strategy was developed from the Strategy evening that the Trust held in the autumn term. An action plan was produced from the ideas discussed at the meeting.</p> <p>The document was not in the meeting’s papers but governors were told it would be uploaded immediately following the meeting and were requested to read through the document and feedback any comments to the Clerk.</p> <p><b>ACTION: Trust strategy document to be uploaded to GovHub.</b>  <b>ACTION: Governors to review the document and submit comments to the Clerk.</b></p>	<p><b>039</b> <b>040</b></p>
<p><b>9.</b></p>	<p><b>Head of School’s report</b></p> <p>The HoS report was circulated in advance and questions were invited from governors.</p> <p><u>Attendance</u></p> <p><i>A governor asked why the Persistent Absence (PA) figures were high for Reception and Nursery.</i> The HoS explained that Nursery children are all below the statutory age for school attendance, as are a significant number of Reception children, leading to an increase the PA figures for those years. There has been analysis done on attendance in Reception for those children who previously attended the school’s nursery and an improvement in attendance can be seen.</p> <p>The HoS explained that this issue is a particular focus for SLT and is being monitored regularly. The attendance figure for the school on the day of the meeting is 96%.</p>	

### Exclusion

There was one 1 day fixed term exclusion reported in the HoS report. There have been more since the report was written but they will be reported at the next LGB in June.

### Staff

There are a number of staff members leaving; they have all been replaced. The HoS commented that the employment mobility within the Trust has been very helpful in ensuring that staff are familiar with the planning methodology, amongst other things.

### Safeguarding

The Designated Safeguarding Lead (DSL) highlighted a new initiative to governors, Operation Encompass, which has been set up to allow schools to be informed about domestic violence incidents from the previous evening.

### Special Education Needs (SEN)

The AHT responsible for SEN at the school explained that the school is holding regular vulnerable pupil meetings to ensure that staff members are aware of the needs and support required by each child. This process is working really well and helps ensure that no child falls through the net.

### School Development Plan (SDP)

The school has focussed on children's voice to provide input to the SDP. There have been constructive comments from the children, including many positive comments about the inclusion of Base children in the mainstream lessons. The children have particularly enjoyed learning Makaton.

### Well-Being Award

Governors were informed that the school has achieved the Well-Being Award. The HT reported that the assessor was really impressed by the work that has been done in the school to promote and foster well-being for both staff and pupils.

A number of parents were surveyed as part of the assessment, all of whom had high expectations of the school and they reported that they were very happy with the way the school fosters well-being. The assessor stated that they believed it was well embedded in the culture of the school.

She said that the portfolio of work that had been submitted was one of the best she had ever seen and she praised LdG's leadership.

The governor responsible for well-being at the school explained that he had also been interviewed and said that the assessor had made a significant point when she asked what the governors will do to ensure the continuation of the programme going forward. He explained that the role would continue to be a designated role within the school and that governors would still have specific oversight of the issue. He also

	<p>recommended that well-being should continue to be an item on the LGB's agenda.</p> <p>The HT explained that well-being would not remain as a development priority of the school but that it would be an on-going aim of the school, similar to the teaching school.</p> <p><u>Premises</u></p> <p>The new site manager has started work at the school; the school now has a full site team.</p> <p><u>PTA</u></p> <p>The PTA will shortly be sending out a letter for the sponsored swim.</p>	
<p><b>10.</b></p>	<p><b>Standards and data</b></p> <p>The predictions for this year were tabled at the meeting.</p> <p>The HoS explained the terminology changes that have occurred as a result of the standardised process across all Trust schools. Predictions are based on how the children are currently performing plus an evaluation of their previous performance. The HoS reminded governors that there would now be nine children from the base included in the KS1 predictions. They account for approximately 6%.</p> <p><u>KS2</u></p> <p>All predicted results, including the combined figure (86%), are expected to be well above the national averages of 2018 (combined: 64%). Teachers will be focussed on ensuring that predictions are as accurate as possible between now and assessment time; it was noted that some teachers err on the side of caution.</p> <p><u>KS1</u></p> <p>All predicted results are expected to be above the national averages of 2018.</p> <p><u>EYFS</u></p> <p>The level of children achieving a Good Level of Development (GLD) is predicted to be 74% which is above the national figure for 2018 (72%).</p> <p><i>A governor asked whether targets are part of teacher's performance management.</i> It was confirmed that targets are part of the PM process but specific numbers are not included, as it is very difficult to do this fairly.</p> <p><i>7:05 pm CBT arrived.</i></p> <p><i>A governor asked why predictions in some cases have dropped below actual figures for 2018 and what measures were being put in place to mitigate this.</i> The HoS explained to governors that the number of children in the base has increased and this is having an impact of results, as they must be included in the published figures. The HT reminded governors that there had been numerous discussions in the LGB</p>	

	<p>meetings about the base where they had acknowledged that results would fall as a result of the decision to expand but that it was the right one to make.</p> <p>The CEO explained that the school wanted to ensure that every child had a chance to do their best. This may not result in a good position in the league tables published by the media; however the school is judged by OFSTED, not by the league tables.</p> <p>The HoS explained that the results would always be presented separately to governors, with and without the base figures included.</p> <p><i>A governor commented that the school had moved up four places in the league tables anyway.</i></p>	
<p><b>11.</b></p>	<p><b>SEF</b></p> <p>Governors had been asked to review the SEF section relating to Behaviour, Personal Development and Welfare. The behaviour policy has become more deeply embedded in the culture of the school; the children are reacting well and staff are more comfortable using it. Children have been heard to say that they behave the way that they are expected to without thought of reward, because that is just what they do.</p> <p>Children have been behaving well in the school even without overt supervision. Some children have been presenting challenging behaviour but they have plans in place which are working well.</p> <p><i>The CEO asked how pupil voice was being incorporated into the SEF.</i> It was explained that this is part of the culture of the school and that there is significant input from pupils into many areas of the SEF.</p>	
<p><b>12.</b></p>	<p><b>Governor Training and Governor visits</b></p> <p>BA has attended training on the Impact of the Governing Board and said that the termly performance report would help the LGB to demonstrate their impact to the Trust Board. He will also attend PPG training in the near future.</p> <p>CBT attended a panel hearing for another school in the Trust.</p> <p>It was explained that the governor visit form is being reviewed by the Governance Committee along with the visits policy and will be rolled out in draft form shortly for use by governors when they attend their school.</p> <p>MW carried out a safeguarding visit on the 29<sup>th</sup> of January which was detailed in the HoS report. At that time he reviewed the Single Central Record (SCR).</p> <p>JP has attended SEND training and a number of Chair's briefings. He suggested that governors familiarise themselves to governors from other Trust schools at training sessions as they are a good opportunity to get to know other governors.</p> <p>Feedback from training sessions can be sent to the Chair or Clerk.</p>	

<p><b>13.</b></p>	<p><b>Safeguarding</b></p> <p>Two items were brought to the governor's attention:</p> <ol style="list-style-type: none"> <li>1. There have been two instances of Year 3 parents posting photos and videos online on social media. These were both flagged to the school by the Head of another local school. Parents volunteering on trips will have to sign a visit agreement before accompanying at trip.</li> <li>2. A Year 2 pupil left the site unsupervised. This was fully investigated and has been closed. <i>A governor asked how this was allowed to happen and what the school had done to prevent it happening again.</i> It was explained that the staff member involved had not followed the correct procedures. They have received a verbal warning. The pupil was also in the wrong and this has been acknowledged by the parent. Procedures have been reviewed as a matter of course and have been found to be correct. It is impossible to say it will never happen again but each staff member is aware that they are responsible for their thirty children and must follow the correct procedure.</li> </ol>	
<p><b>14.</b></p>	<p><b>GDPR update</b></p> <p>The GDPR report was circulated with the meeting papers. Staff training completion is still outstanding and the school has committed to ensuring that the completion rate is as close to 100% as possible.</p>	
<p><b>15.</b></p>	<p><b>Health and Safety update</b></p> <p>Governors were informed that Judicium have carried out their audit and submitted their report for the school. Asbestos awareness training for the school is required and a longer term decision needs to be made about asbestos in school.</p> <p>The new Senior Premises Manager has been very helpful and the new site manager will ensure that all checks are recorded as required.</p> <p>The audit also noted that some doors do not meet updated fire risk standards so there is a requirement for some capital spend.</p> <p>The CEO is meeting Judicium to talk about all six schools and an action plan will be formulated.</p>	
<p><b>16.</b></p>	<p><b>LGB Termly Report</b></p> <p>The Chair and Vice Chair will complete the form after the meeting. The HT asked to see the report as well.</p>	
<p><b>17.</b></p>	<p><b>Correspondence to the Chair</b></p>	

	There has been some correspondence to the Chair and this is being dealt with currently. A meeting was held with one parent to deal with the issue in question.	
<b>18.</b>	<b>Confidential items</b>  There were no confidential items discussed.	
<b>19.</b>	<b>Any other business</b>  The architect is coming to the school in the week following this meeting to look at the landscaping at the back of the new building.  The swimming pool funding was clarified for the understanding of one of the governors.  The CEO informed governors that the Trust have agreed to go ahead with the staff nursery on site. The company who operate it will take on all the financial risk and there has been a positive reception from staff. Rates will be subsidised for staff members. The nursery will take children from the age of nine months until the term after they turn three.	
<b>20.</b>	<b>Date of next meeting: 25<sup>th</sup> of June 2018 at 6:00 pm</b>	

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

The meeting closed at 8:00 pm.

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