



# Minutes

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## LOCAL GOVERNING BOARD MEETING OF AVENUE PRIMARY ACADEMY

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Wednesday, 26<sup>th</sup> of September 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          | Head of School   | Present   |
| Bayo Alamu              | Parent           | Present   |
| Charlotte Billot-Taylor | Parent           | Present   |
| Alex Clark              | CEO              | Present   |
| Lisa Hunt               | Head Teacher     | Apologies |
| Britt Brooke            | Observer         | Present   |
| Lisa Guy                | Observer         | Present   |
| Ana Vaz                 | Observer         | Present   |
| Lina Del Grosso         | Observer         | Present   |

|    | ITEM  | ACTION LOG NO. |
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| 1. | <p><b>Apologies for absence</b></p> <p>Apologies for absence were received from LH who is on maternity leave. These apologies were accepted.</p>              |                |
| 2. | <p><b>Confirmation of quorum</b></p> <p>The meeting was declared quorate.</p>   |                |
| 3. | <p><b>Declaration of any conflict of interest with items on the agenda</b></p> <p>There were no conflicts of interest declared in relation to the agenda.</p> |                |

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|            | All governors completed the annual pecuniary interest forms and submitted them to the clerk. The governors also signed to indicate they had read and would abide by the Trust's Code of Conduct.  |  |
| <b>4a.</b> | <p><b>Board/Committee membership changes</b></p> <p><u>Chair</u></p> <p>Jonathan Pritchard was appointed as Chair by the Trust Board.</p> <p><u>Vice Chair</u></p> <p>Charlotte Billot-Taylor agreed to act as Vice Chair and was appointed to the role for the period of one year.</p> <p>There were no other changes to the membership of the local governing board.</p> <p><b>RESOLUTION: The board agreed to appoint Charlotte Billot-Taylor as the Vice Chair for the period of one year.</b></p> <p><u>Named governors</u></p> <ul style="list-style-type: none"> <li>• Safeguarding/Child Protection: Mark Williams / John Carpenter</li> <li>• Looked After Children: Mark Williams / John Carpenter</li> <li>• Special Educational Needs: Mark Williams</li> <li>• Pupil Premium: Bayo Alamu</li> <li>• Health &amp; Safety: Jonathan Pritchard</li> <li>• Attendance: Jonathan Pritchard</li> <li>• Teaching School: Charlotte Billot-Taylor</li> <li>• Sports/PE: John Carpenter</li> <li>• Health and Wellbeing: Mark Williams</li> </ul> |  |
| <b>4b.</b> | <p><b>Trust committee roles</b></p> <ul style="list-style-type: none"> <li>• Trust Finance: Jonathan Pritchard</li> <li>• Trust Admissions: John Carpenter</li> <li>• Trust HR: Charlotte Billot-Taylor</li> <li>• Trust Governance: Jonathan Pritchard (Chair)</li> <li>• Pay Review Committee: Mark Williams, John Carpenter, Jonathan Pritchard</li> <li>• HT/HoS Performance Review Panel: Mark Williams, John Carpenter, Jonathan Pritchard</li> </ul> <p><i>6:15 pm: Bayo Alamu arrived.</i></p>  |  |
| <b>5.</b>  | <p><b>Minutes of the previous meeting (27th of June 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>   |  |
| <b>6.</b>  | <b>Matters arising not discussed elsewhere and Action Log</b>   |  |

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|           | <p><u>Matters arising</u></p> <p>Skills audit: The form will be circulated.</p> <p>Pupil premium: LDG to arrange a meeting with BA to review the question raised at previous meeting regarding improvements in the data relating to pupil premium children.</p> <p><b>ACTION: LDG and BA to meet to review PPG data for 2017-18.</b></p> <p>Exit Interviews: These have taken place for all the leavers at the end of last year. Feedback has been given to each individual school and an overall summary will be presented to the HR committee.</p> <p><u>Action Log</u></p> <p>Item 029: This has been completed. Closed on log.<br/>Item 031: This item is outstanding.</p>   | <b>033</b> |
| <b>7.</b> | <p><b>Committee reports</b></p> <p><u>Finance</u></p> <p>A verbal update was given. It was explained that the committee met to agree the school budgets for the 2018-19 school year. Five out of the six budgets were considered, the sixth had not been completed in time for the meeting. All five put forward set a budget deficit; governors were reminded that these budgets had been agreed prior to the announcement of the teachers' pay and pension awards and funding plans so further changes have had to made since then.</p> <p>Subsequently the sixth budget for BH was approved and submitted to LBS as required.</p> <p>The Chair explained that APA had set a deficit budget of £143K; however he stressed that it is believed that this deficit could reduce significantly over the course of the year.</p> <p><u>Governance</u></p> <p>The Chair explained the purpose of the new committee: to strengthen governance across the Trust. The plan is to have a "core" of nine governors at each school with the potential for other experienced governors from other schools to be brought in as required.</p> <p>The Chair highlighted the new termly performance report that will be introduced to evaluate each governing board meeting and explained that the Trust has introduced a safeguarding trustee, which will be added into the scheme of delegation and will also provide a resource for safeguarding governors on each LGB.</p> <p><i>A governor suggested a Trust-specific induction process to assist new governors.</i> She explained that she had been on the LA new governor induction but there had not been much information specific to governors in academy trusts. It was explained that this is something the Trust are also planning to do, to provide induction for their own governors that is</p> |            |

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|            | specific to Cirrus Trust. This will fall under the governance committee's remit.   |            |
| <b>8.</b>  | <p><b>Safeguarding</b></p> <p>The Chair introduced Lisa Guy, who is the new Designated Safeguarding Lead at Avenue. She explained that Keeping Children Safe in Education (KCSIE) had been updated in September and the Trust's safeguarding policy had been updated as a result; this policy is Trust-wide, however it has an annex for each school containing details that are specific to the school, including names of all the safeguarding contacts.</p> <p>She explained that the Behaviour and e-Safety policies have both been updated to take into account the changes in the KCSIE guidance. A monthly safeguarding newsletter for parents has been initiated; this month's focus is on e-Safety.</p> <p>The safeguarding governor explained that he had attended a meeting at the school in the week prior to the LGB meeting and said that he felt the handover had gone smoothly and that everything was proceeding as normal.</p> <p>All governors were requested to complete their My OnStream safeguarding training.</p> <p><b>ACTION: Confirm JP's log-on for My OnStream has been sent.</b></p> | <b>034</b> |
| <b>9.</b>  | <p><b>Report on progress towards GDPR compliance</b></p> <p>It was explained that APA had a number of different blogs that currently were not time-limited which presented an issue with GDPR consents.</p> <p>It was agreed that the blogs should be cleared at the end of the school year (31/08).</p> <p>Event-specific press photograph consent can be done on an individual basis.</p> <p><b>ACTION: Confirm consent form and arrange for this to be issued to the rest of the school.</b></p>  | <b>035</b> |
| <b>10.</b> | <p><b>End of Key Stage headline results</b></p> <p>The governors welcomed CB back to her first meeting after her maternity leave.</p> <p>The Head gave a presentation of all of the results at the end of each Key Stage.</p> <p><u>EYFS</u></p> <p>She explained that the GLD attainment at the end of this year (74%) had been slightly lower than last year (78%). This was due to a number of factors including a high percentage of EAL children and a high level of</p>  |            |

social and behavioural needs. She reassured governors that Year 1 teachers had been given a full handover in relation to these children.

While attainment was lower, governors were asked to consider that the 2017-18 Reception children had started at a lower baseline compared to the previous Reception year and that the children had, in fact, made the same amount of progress as the previous year. Governors welcomed this news.

*A question was asked as to whether the school believed that its significant investment in outdoor provision for EYFS had benefited the EYFS children.* The school believes that the new outdoor provision has benefited the children, not just in their physical development, but in all areas. One example given was that boys have been doing outdoor writing in order to encourage their interest, in what has typically been a more difficult area for them.

*A governor asked whether a lack of resources could have contributed to the fall in attainment from 2016-17 to 2017-18.* It was reiterated that the fall in attainment had not been due to a lack of resources; that it was due to the fact that the children had started from a lower baseline. They still made the same progress, which was an indication that the teaching methods and resources were working well, even as budgets were being tightened.

#### KS1 Phonics Screening Check

The Head explained that leaders have recognised that results in the PSC have plateaued in recent years. Teachers have researched best practises in phonics teaching and have incorporated these methods in their own teaching. Subsequently there has been an increase in results this year (83% to 88%).

The biggest change has taken place this year (2018-19) where the school is trialling not streaming for phonics. This will be the case until pre-check time when the evidence will be reviewed to see whether the change is working. This change has been made on the foot of evidence from an outstanding school which has consistently improving results.

The Head explained that children who do not pass the PSC in Year 2 on rescreening will be supported in Year 3 and will be checked again at the end of the autumn term.

#### KS1

Results have improved across the board. Reading is up 1% to 88%, writing is up 6% to 88% and maths is up 1% to 88%. The handover for children moving into Year 2 this year has gone smoothly, assisted by the fact that the Phase Leader was also the Year 1 Lead so she knows the children very well. All focus areas have been passed on for close attention.

*Following a question from a governor, the Head explained how Greater Depth is defined.* The child must meet all the “expected” criteria plus a set of further expectations that demonstrate a deeper understanding of the work that the children do in the year.

## KS2

Attainment has improved across the board this year but leaders continue to research strategies to improve results each year.

KS2 readers achieving a high score has been identified as needing some work, having seen a 4% drop. The school know that this cohort were high achievers at KS1 but they do not appear to be reading as much now. A new focus will be to look at how questions on the test are being answered.

The Head explained that combined results are now being tracked across the whole school, rather than just in Year 6. The combined figure for 2018 is up 3% to 82%, which is significantly above the average for Sutton (74%) and the national average (64%).

*A governor asked what boosters and “pre-teaching” are and how they benefit children’s learning.* Pre-teaching is given to children who are identified as potentially benefitting from advance knowledge/“warning” of a topic or concept. These sessions could take place the day before or during assembly time and they help the child to prepare for the lesson and give them the confidence to approach the lesson at the same level as their peers. Governors agreed that this sounds like a great way to help children who may struggle with new concepts.

### Progress scores from KS1 to KS2

It was noted that the high achieving children at KS1 may not have done quite so well at KS2 but governors were reminded that just because that figure had gone down, it was not necessarily a bad thing. The progress of the pupils in 2016 – 2017 was of the original bulge year which had a high number of EAL children. Therefore when comparing the progress of the pupils in 2017 – 2018 it does look lower, as they came in at a higher starting point.

### Vulnerable groups

The Head noted that there are a number of children with multiple vulnerabilities across the school. These children are well known and closely tracked with regular progress meetings which follow up and document the outcomes of actions set at previous meetings. This enables SLT to hold the teachers to account.

### Predictions 2018-19

The Head noted that this was the last year of comparison to the old levels, after which the progress measures can be more accurately tracked as the comparison is like for like. Everyone will be accountable and have ownership of their data. The Head believes that the teachers know their children well and that they are far more than just a number.

*A governor asked if this individual tracking information is shared every year with parents.* The Head explained that the school issues information for the current year only; sometimes parents do bring in the previous year’s information as well for discussion.

*A governor expressed concern about teacher and teaching assistant workload and mentioned that he had heard of staff struggling.* The Head explained that teachers and teaching assistants have PPA time each

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|                   | <p>week for meetings and lesson planning. The school has an AHT (LDG) who is in charge of mental well-being and she has done a lot of work with staff to minimise their workload and to assist those who are struggling.</p> <p>As the concern was specifically raised about Year 2 children's books not being changed, it was explained that the children in that year are being encouraged to change their books themselves in order to help build their independence.</p> <p>The school has deployed this mental health program for the past two years and offers mental health first aiders who support those who need it. It is part of the performance management process and staff are given every opportunity to ask for help in line with NAHT guidelines.</p> <p>While the school recognised that having another TA in the year would help, it was just not financially viable.</p> <p>Governors thanked the Head for an excellent presentation and congratulated all involved on a good set of results.</p>   |  |
| <p><b>11.</b></p> | <p><b>School priorities for 2018-19</b></p> <p>The Head explained that the three main priorities for the 2018-19 school year were:</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing: continued priority from last year. The school wants to go beyond the academic and look at the “whole” child and staff member</li> <li>• Maths Mastery: attainment figures in Sutton schools who have been using this approach have increased this year and the school is seeing a good level of improvement themselves</li> <li>• Build an outstanding KS2 ASD Base</li> </ul> <p><i>A governor questioned how the success of these priorities will be measured, noting that the outcomes could not always be quantified.</i> It was explained that every year, children complete a survey which enables the school to identify emerging issues. The surveys are done in July and actions are implemented in September, with the same survey being issued the following year to evaluate the impact of the changes.</p> <p>It was acknowledged that the children in the lower school may lack the ability to understand the questions so quantifying the improvement would be difficult, but that was not to say that improvements could not be made.</p> <p><i>A governor asked if the children were taught presentation skills.</i> Children from Year 2 upwards are taught how to present, as this is part of the curriculum. The Chair informed governors that he had seen the children making a presentation to the Unicef committee in relation to the Rights Respecting Certification that the school had obtained and that they had been enthusiastic and confident.</p> <p>The Head explained that the KS2 base opened this academic year and had made a good start. The children are integrating with the mainstream where appropriate which is providing good socialisation opportunities.</p> <p>Key focus areas were also discussed. These have been informed by the staff survey. Assemblies are taking place to remind children about the</p> |  |

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|            | <p>behaviour expectations. Communication channels are being developed and continue to improve. Teachers have been reminded to look after the resources that they have as the budget for replacements is being tightened. Professional development is being strengthened by Trust relationships which provide access to multiple different environments and challenges.</p> <p>A governor queried whether funding would be made available for CPD. It was explained that training is funded and that there is also a Trust-wide conference in the autumn term with specific training available to everyone.</p>   |            |
| <b>12.</b> | <p><b>Nursery outdoor provision update</b></p> <p>This was added to the agenda to remind governors of the request made by EYFS staff to develop the nursery provision.</p> <p><b>ACTION: JP to arrange meeting with the school regarding the nursery provision.</b></p>  | <b>036</b> |
| <b>13.</b> | <p><b>Results of parent survey 2017-18</b></p> <p>This survey was issued to parents in July 2018. The school received 200 responses back. The Head noted that there were very positive comments made in many areas, the most important being that children are happy at Avenue.</p> <p>The school has identified two areas to focus on:</p> <ul style="list-style-type: none"> <li>• Parents are not aware of how to find out about the role of governors: Parents will be reminded that information is available and directed towards the website and the various events that governors attend</li> <li>• Parents getting information about their child: The school needs to set a level of expectations with parents about what information is available and remind them where to find more general information, such as on the class blogs. Coffee mornings, parent forums, open classrooms and parents evenings have all been scheduled and parents will be reminded that they can request meetings with their child's teachers too</li> </ul> <p><i>A governor asked how parents who do not have access to computers are catered for.</i> It was explained that the school have a list of those parents (approximately 12 families) and they print letters as required. Computers are also available at the school office.</p> <p>Following a question, it was confirmed that the school will have a new website going live in the next week.</p> |            |
| <b>14.</b> | <p><b>Health &amp; Safety and buildings</b></p> <p>The Bursar explained that the school are not happy with the work that Paramount have done and will be looking for a reduction in their bill as a result.</p>  |            |

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|     | <p>The new building is progressing well; the interiors are just about finished and the furniture will be loaded in by professionals. The aim is to have the classrooms up and running by the 10<sup>th</sup> of October 2018.</p> <p>The school is applying for as much CIF funding as possible this year as this will be the last year the school can bid for this fund. Next year the Trust will access a different funding method on a Trust-wide basis. The priority is to obtain funding to have the asbestos dealt with as soon as possible.</p> <p><i>A governor asked how the swimming pool was progressing.</i> The Chair will obtain information about the level of funds the PTA have raised so far. He asked governors to consider what options they could explore to raise finance. The Chair explained that he was also looking to set up an alumni associate.</p> <p>The Head explained that the children will access Cheam Swimming pool where necessary to fulfil their curriculum swimming requirement.</p> <p><b>ACTION: Chair to circulate details on funds raised so far for the swimming pool to all governors.</b></p> | 037 |
| 15. | <p><b>Any other business</b></p> <p><u>Centenary of Armistice Day</u></p> <p>MW reminded the school that this is the centenary of Armistice Day and requested information on whether events had been planned at school to commemorate the anniversary.</p> <p><u>PTA</u></p> <p>The PAT AGM was held the morning of the meeting. RT resigned as Chair and SC will take the Chair for the next six months. CBT will attend the next meeting as a governor representative.</p> <p><u>Governor visits to schools</u></p> <p>Parents' Evenings: 17<sup>th</sup> of October 1:30 pm to 8:00 pm<br/> Coffee mornings: 5/6/7<sup>th</sup> of November at 8:30 am<br/> Christmas Shopping Evening: 15<sup>th</sup> of November at 7:00 pm<br/> Christmas Fair: 1<sup>st</sup> of December 12 noon to 3:30 pm</p>  |     |
| 16. | <p><b>Confidential items</b></p> <p>There were no confidential items discussed.</p>   |     |
| 17. | <p><b>Date of next meeting: 21st of November 2018 at 6:00 pm</b></p>  |     |

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

The meeting closed at 8:15 pm.

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