



Minutes

LOCAL GOVERNING BOARD MEETING OF AVENUE PRIMARY ACADEMY

Tuesday, 20th of March 2018 at 6:00 pm at Avenue Primary Academy

Name	Position	Status
Jonathan Pritchard	Co-opted / Chair	Present
Revd Mark Williams	Co-opted	Apologies
John Carpenter	Co-opted	Present
Anne Arnold	Co-opted (Staff)	Present
Claire Bignell	Staff	Apologies
Bayo Alamu	Parent	Present
Charlotte Billot-Taylor	Parent	Present
Lisa Hunt	Head Teacher	Present
Alex Clark	CEO	Apologies
Sharon Roberts	Deputy CEO	Present
Hayley Cameron	Observer	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 MW, AC and CB and these were consented.</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>	
4.	<p>Board membership changes</p> <p>There were no changes to the membership of the board. The board were required to elect a Vice Chair. Charlotte Billot-Taylor volunteered for the position.</p> <p>RESOLUTION: The board agreed to elect CBT to the position of Vice Chair for the remaining period of the academic year.</p>	
5.	<p>Minutes of the previous meeting (24th of January 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>	
6.	<p>Matters arising not discussed elsewhere and Action Log</p> <p>Item 015 was completed in point 4 on the agenda. Items 023 and 024 are outstanding. Item 025 has been completed. Both new governors have signed up for the safeguarding training. JP and JC have both attended safeguarding training at the school and that provided by the local authority.</p>	
7.	<p>Committee Reports</p> <p><u>Admissions</u></p> <p><i>A governor asked whether the school would be five forms of entry this year and what that would mean going forward.</i> It was explained that there was insufficient demand for places in Sutton next year so the intake will be four forms of entry as normal. It was also explained that two other Trust schools were being capped next year.</p> <p><u>HR</u></p> <p>The restructuring of the TA system at KPA is proceeding to bring it in line with APA's structure. This will offer more career progression and a more rigorous structure across the Trust.</p> <p>The office staff restructure was also mentioned; this took place across all schools. Salaries will be smoothed by staff taking on increasing responsibilities over time, until they reach the correct level of responsibility for their pay.</p> <p><i>6:30 pm SR arrived.</i></p> <p><u>Finance</u></p>	

	<p>Governors were reminded about the potential for financial impact of the ongoing legal process with regards to an exclusion decision made at the school.</p> <p><i>A governor asked whether the child was still on roll at the school.</i> It was confirmed that he was not; he had been reported as a Child Missing in Education and the LA would be going down the legal route of attendance issues.</p>	
<p>8.</p>	<p>Governor visits</p> <p>JC attended the school to complete his pupil premium and sports premium visit. He spoke with a number of teachers about how the school is fulfilling the requirements of the national curriculum.</p> <p>He said that he challenged the PE team as to how they would be providing the children with the swimming lessons they needed to be able to swim 25m next year due to the fact that the pool is out of commission. They explained that there are sessions booked in Cheam for Year 6 to do the 25m swim. It was also explained that the school had been able to obtain free pool equipment from a pool that was shutting.</p> <p>The school received £23,869 in Sports funding and a Trim Trail was being considered. JC confirmed that the updated action plan is now on the website.</p> <p><i>A governor challenged the school as to how they monitor the levels of obesity in children.</i> It was confirmed that the school nurse team monitor the children at two points in the life of the school. APA is below national levels of obesity at both monitoring points.</p> <p><i>A governor asked whether the SPG can be used to monitor or develop the pool.</i> This is not possible as the SPG must be spent following specific criteria.</p> <p>BA attended the school to review the PPG provision and review the PPG report. There were some queries around figures but these are due to the fact that some children move during the year and the funding takes a while to catch up.</p> <p><i>A governor queried whether TAs receive additional payments on top of their salaries from the PPG budget if they are involved in PPG support.</i> It was confirmed that they did not, that a portion of their salary was sourced from the PPG funding.</p> <p>BA confirmed that he will be having another meeting in July to look at the impact of spending on PPG results.</p> <p>JP attended the school for the swimming pool meeting and also met with a teacher who is proposing a Year 5 residential trip to France. A report has been put together and a risk assessment will be completed shortly. A letter will be sent home to parents and a meeting held in the summer term. The company will be the same company who does the Year 3 day trip.</p> <p><i>A governor asked how this will support children's learning as it will take place during school term.</i> The children will have morning lessons in</p>	

	<p>French, an educational visit in the afternoon and then another session in French in the evening.</p> <p>RESOLUTION: Governors approved the school to go ahead with planning the trip.</p> <p>JP also reviewed the playground resources and how they are used. A report will be provided shortly.</p> <p>ACTION: Provide report on review of playground resources.</p> <p>In MW's absence, it was noted that he had conducted his termly safeguarding visit and had checked the Single Central Register.</p>	027
<p>9.</p>	<p>Head Teacher's report</p> <p>JP reported that the Trust is investigating whether a bespoke training session can be offered for health and wellbeing. It was also noted that money had been donated to the school to create a quiet area for the children to use for reflection.</p> <p><u>Recruitment</u></p> <p>The school requested that the Trust make recruitment a top priority.</p> <p><i>A governor suggested the school should consider an apprenticeship scheme.</i> A scheme is being investigated but it is difficult to find a university to be involved and it does not look likely that the school will meet the deadline to recruit for September 18.</p> <p><u>Mini-Marsden march</u></p> <p>Governors were informed that the march had exceeded its fundraising target by 170%.</p>	
<p>10.</p>	<p>Safeguarding</p> <p>There were no other updates, other than those included in the HT's report.</p>	
<p>11.</p>	<p>Self-Evaluation Form</p> <p>Governors were invited to share their thoughts on the SEF which was shared in advance of this meeting.</p> <p><i>A governor challenged the fact all areas were rated as outstanding and asked how the school could justify this rating.</i></p> <p>The HT stated that she absolutely believed that all areas were outstanding. She explained that a 360 degree review had been commissioned during the year, due to the length of time that the school had gone without an OFSTED inspection. One member of the team was a HMI inspector and the inspection closely followed the OSTED model. The HT stated that it had been a very good learning process. The judgement was that the school was still outstanding.</p>	

	<p>A drop in results might be an impetus for inspection; this may happen once the new KS2 base reaches Year 6 as their assessment results are included in the school's overall mark. Other factors driving a possible inspection include academisation, new leadership and two RI schools in the Trust.</p> <p>Governors agreed that they had to be mindful of the figures and how they are perceived by parents. Figures without narration might lead parents to incorrect conclusions.</p> <p>The deputy CEO said that it would be interesting to consider the data from children who have come through the school from Reception to Year 6 as this would provide the purest picture of progress.</p> <p>Following a governor question, it was confirmed that Year 6 destinations had been recently published on the main school blog.</p>	
12.	<p>Report on progress towards GDPR compliance</p> <p>The work is ongoing. The HT said that adequate notice must be given to staff of any extra work that they need to do as a result of working towards GDPR compliance.</p> <p>ACTION: Add as a standing item on LGB agendas.</p>	028
13.	<p>Update on the revised School Inspection Handbook</p> <p>This update was noted.</p>	
14.	<p>Predictions for attainment at end of each Key Stage and Y1 Phonics check</p> <p>Governors were cautioned to remember that the predictions included figures from the base and also that they were just that, predictions. The school is looking to improve these figures further before assessment time.</p> <p>As the report was tabled at the meeting, governors were invited to review it after the meeting and send questions to the HT after the meeting.</p>	
15.	<p>Health and Safety and buildings</p> <p>The Bursar reported that the changing rooms for the pool will be completed the week after the meeting. The swimming pool will remain closed in the summer term and a letter will be sent to parents to tell them about this. Planning approval has been granted for the swimming pool works. Toilet block permission has also been received.</p> <p>Planning approval is pending on the new classroom block. There have been some difficulties with the local residents because of misunderstandings; this will be rectified.</p>	

16.	<p>Governance section on the website</p> <p>ACTION: Information to be sent to JP as soon as possible. Biographies of each governor are to be submitted.</p>	030
17.	<p>Requirement for a Teaching School link governor</p> <p>CBT volunteered to be the Teaching School link governor.</p>	
18.	<p>Governor training</p> <p>Governors were requested to sign up for appropriate training courses with Sutton LA.</p>	
19.	<p>Correspondence to the Chair</p> <p>There was no correspondence to the Chair.</p>	
20.	<p>Any other business</p> <p><u>Asbestos removal</u></p> <p>The Bursar informed governors that she has had a quote to remove asbestos and relay flooring where necessary. This will cost £10K and she explained that the £50K previously approved for works had not been fully used so the budget could support this request.</p> <p>RESOLUTION: Governors approved the spend of £10K for asbestos removal.</p> <p><u>Bomb threat</u></p> <p>Governors were told of the recent hoax email threat to schools. The school followed their emergency procedure correctly and contacted the police for information and advice. They were told that this was a hoax and that the school should not be evacuated.</p> <p>A parent has requested the school's emergency plan; however this will not be issued as this information should not be made public.</p> <p><i>A governor asked whether the school has a timeframe to complete the lockdown procedure.</i> It was advised that a timeframe has not been established as this would put unnecessary pressure on staff and could lead to mistakes being made.</p> <p><u>Parent consultations</u></p> <p>Governors were asked to attend the consultation evening as representatives of the school</p>	
21.	<p>Confidential items</p> <p>There were no confidential items discussed.</p>	

22.	Date of next meeting: 27th of June 2018 at 6:00 pm	

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

The meeting closed at 8:25 pm.

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