

**Kings Avenue Primary School Governing Body Meeting
Monday 17 July 2017 at 6.30pm**

Members:

Sawsan Beydoun	Staff Governor
Matthew Bryant	Co-opted Governor
Julia Carleysmith	Co-opted Governor (arrived at 7.20pm)
Richard Grant	Co-opted Governor (Chair)
Tanya Jones	Co-opted Governor
Alison Lodge	Co-opted Governor
Jessica Matthew	Parent Governor
Elizabeth Maxted	Headteacher
Managey Powys	Head of School
Melissa Smith	Co-opted Governor
Tana Wollen	Co-opted Governor

In attendance:

Mel Brown Clerk

1. Welcome and apologies for absence

The Chair welcomed everyone to the meeting.

Apologies were received from Kit Gunesequera, Bisma A-Jones, and Ellie Laycock. These apologies were noted and accepted.

2. Declaration of Interests

No interests were declared.

3. Governing body membership

The governing body noted with sadness that this was RG's last meeting.

RG proposed an interim arrangement for the role of Chair. It was proposed that the role was shared jointly between AL and JCS. RG nominated AL and JCS for the role of joint Chair, which was seconded and unanimously agreed.

4. Unconfirmed minutes of the meeting held on 22 May 2017

Subject to any additional comments from EM the minutes were approved.

5. Matters arising from the minutes

Recruitment of new governors

RG advised that the Local Authority had been unable to find a governor with a background in education. AL advised she had registered with SGOSS. JM agreed to contact local selective schools to see whether they would be able to nominate someone to join the governing body.

Action: Jessica Matthew

2017 Spring Data

The summer data was on this agenda.

Recruitment of new chair

This item was on the agenda.

Timing and frequency of future meetings

EM circulated the proposed 2017/18 schedule of meetings for governors to review.

Heads First

MP advised that this action was outstanding.

Headteachers Appraisal and Pay Committee

RG advised that a pay committee was scheduled for after the meeting.

6. Chair's action

There were no matters to report in this regard.

7. Headteacher's Report

Governors expressed their disappointment at the recent results.

The Headteacher gave an overview of the recent results and advised that pupils had been tracked throughout the year and tests conducted using past papers. Governors were advised the pass marks had increased and that there were several children who had fallen just below the new threshold. EM advised that the year 6 cohort was a challenging group which had made learning difficult at times.

EM gave an overview of the maths results and advised that a new maths lead was due to start in September. The monitoring and testing which had taken place in Spring had suggested that extra input was required in both English and maths. As a result, additional booster sessions had been organised.

Governors asked about the writing assessment and whether any moderation had taken place. EM advised that the results of prior assessments had been positive. The writing assessments had since been reviewed by Richard Blackmore who felt that they were of a reasonable standard.

Governors asked about the standard of teaching and asked whether the school had the right staff in place. EM explained that recruitment had been difficult. Decisions were made to recruit the strongest applicants at the time. EM advised that it had been unfortunate these teachers required ongoing support.

Governors asked how the school's results compared nationally and were advised it was likely that with a combined score of 36% it was near the bottom of league tables. Governors noted that the national average had increased from 53% to 61%.

Governors asked about the impact on pupils as they had not reached the national standard, and were advised they would be retested and supported at secondary schools.

Governors asked about target tracker and were advised it was working well.

EM advised that the maths test was tough and that pupils had found it difficult. Maths continued to be an area of concern along with reading.

Governors raised concerns about the numbers of staff who had resigned after the last Ofsted report, and were advised that the school was still experiencing some staff turnover. Most were leaving because they could not afford to live in London or had family commitments. Governors asked whether all vacancies had been filled and were advised they had.

Questions were asked about the assessments the school conducted and whether the results had indicated any concern, and were advised these assessments had not flagged up any major issues.

Governors asked for details of how EM intended to take matters forward. EM was asked to provide governors with assurance that she was able to turnaround matters. EM advised that changes were being made to strengthen the senior leadership team and gave an overview of the new staffing arrangements which included changes to the year 6 teachers. EM advised that they had recruited good candidates. MP also expressed confidence with the new appointments. Governors asked about the interview progress and whether candidates were observed teaching, and were advised they had been.

EM advised that MP had now been in the school a year and was embedded in her role as Head of School.

Governors raised concerns about the lack of progress the school had made and queried whether the school was likely to be put in special measures.

Governors asked about pupil premium money and how it had been used to improve outcomes. Reference was made to the pupil premium action plan and the progress made in this regard. EM advised that it was difficult to measure the outcomes of some interventions because some overlapped. Governors expressed concern about the lack of the data being provided and requested that regular reports were presented which contained details of all interventions alongside the impact. Governors queried whether a second pupil premium report should be commissioned and asked EM to consider whether this would be of any benefit.

Action: Elizabeth Maxted

Governors asked about the pupil premium data for this year and were advised it was still being collated. Governors asked that pupil premium was added to every governing body agenda.

Action: Mel Brown

8. The Crossing Patrol

EM advised that the school was contributing £7k to the provision of the crossing patrol. EM reported that the service had proved to be unreliable. The recommendation was for the school to withdraw from the service.

Governors asked about the safety implications and were advised there were no recognised safety benefits from having the intermittent service. The governing body resolved to support the recommendation to withdraw support for the service.

9. Finance

Governors were reminded that the school had carried forward a big deficit and that there was an increasing need to balance the budget.

Governors were advised that feedback from the Local Authority was clear, in that it was the governing body's responsibility to manage the school's budget.

Discussions were had about ways to generate income and whether there were any grants the school could apply for, or organisations that were able to match fund. It was noted that some schools had fundraisers.

Governors raised concern about the potential of major cuts to music or drama. It was felt that as much as possible of this provision should be retained.

10. Executive Governing Body

AS and AL had attended the meeting and reported that the biggest item on the agenda was the role of the Federation lead. There was a lot of discussion but no firm conclusion achieved.

EM advised that the Headteachers in the Federation had met with the Local Authority. The Local Authority has raised concerns about the governance structure and whether it met statutory regulations. The clerk agreed to speak with Peter Compton.

Action: Mel Brown

Governors queried the benefit of the Federation and agreed that the Business Unit was of great use.

11. Headteacher's Appraisal and Pay Committee

The Pay Committee was due to meet after the meeting.

12. Governor Visits

TJ had made a number of visits to the school since the last governing body meeting. AS was due to attend in the Autumn term.

TJ commented on the lack of engagement by staff on the front gate and EM agreed to take this concern forward.

Action: Elizabeth Maxted

13. Leadership Structure

EM gave an overview of the new leadership structure and went through each of the roles individually. Governors queried how many days EM was contracted to work at St Saviours School and whether there were any formal arrangements in this regard. EM advised that the arrangement had been made with the Local Authority and that the split between the two schools worked well.

Governors queried whether the revised structure was workable as it appeared to be top heavy with too many layers of management. Questions were also raised about the potential budgetary implications. EM advised there were no additional costs involved.

Governors queried the difference between the vice principal role and deputy head and were advised there were differences in leadership time and capacity. Governors expressed a preference for a more simplified structure, and requested that there was a consistency of titles used in the structure.

Action: Elizabeth Maxted

14. Any other business

EM advised there had been one fixed term exclusion for 5 days. Steps were being taken to move the pupil to a pupil referral unit.

RG was thanked by the governing body for his contributions to the school and presented with a small token of the governing body's appreciation.

15. Date of next meeting

The date of the next meeting was noted as 6.30pm on 9 October 2017.

There being no further business for discussion, the meeting closed at 8.45pm.

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