

PART A

**Kings Avenue Primary School Governing Body Meeting
Monday 22 January 2018 at 6.30pm**

Members:

Sawsan Beydoun (SB)	Staff Governor
Matthew Bryant (MB)	Co-opted Governor
Julia Carleysmith (JC)	Co-opted Governor (Joint Chair)
Tanya Jones (TJ)	Co-opted Governor
Robert Keyte (RK)	Co-opted Governor
Alison Lodge (AL)	Co-opted Governor (Joint Chair)
Jessica Matthew (JM)	Parent Governor
Elizabeth Maxted (EM)	Headteacher
Managey Powys (MP)	Head of School
Alan Sendorek (AS)	Co-opted Governor
Tana Wollen (TW)	Co-opted Governor

In attendance:

Mel Brown (MBr) Clerk

1. Welcome and apologies for absence

The Chair welcomed everyone to the meeting, and in particular the new governor, Robert Keyte. Introductions were made by all.

Apologies were received and accepted from Melissa Robertson-Smith.

Governors acknowledged an email had been received from Ellie Laycock tendering her resignation from the governing body.

2. Quorum

The clerk confirmed that the meeting was quorate.

3. Declaration of Interests

No interests were declared.

4. Governing Body Business

Robert Keyte was nominated, seconded and elected as a co-opted governor with a term of office from 22.01.18 – 21.01.22.

The following co-opted governors, whose terms were going to end, were reappointed:

Name	Term expiry	New term of office
Alison Lodge	31.01.18	01.02.18 – 31.01.22
Alan Sendorek	09.03.18	10.03.18 – 09.03.22
Julia Carleysmith	09.03.18	10.03.18 – 09.03.22
Matthew Bryant	09.03.18	10.03.18 – 09.03.22
Tana Wollen	09.03.18	10.03.18 – 09.03.22

It was noted that Jessica Matthew's term of office as parent governor was due to expire on 09.03.18, and that two other parent governors were needed to replace Ellie Laycock and Bisma A-Jones. The governing body asked EM to hold parent elections as soon as possible.

Action: Elizabeth Maxted

JC advised that MR-S was still trying to recruit a governor with a background in education

JM reported that she was still following up leads relating to a request made to independent schools for a governor.

5. Chair Succession Planning

The co-chairs reminded the governing body that they had assumed the joint role of chair on a temporary basis and would be stepping down from the role at the end of the academic year. Governors were asked to consider whether they would like to be nominated as Chair. If a replacement could not be found the Local Authority would be contacted for recommendations.

The position of Vice Chair remained vacant and TJ offered to share the role with another governor. It was agreed to discuss this in more detail at the next meeting.

Action: Governors

6. Headteacher Recruitment

The post had been advertised. Shortlisting would take place on 5 February 2018 and include the human resources department from Lambeth, and the School Improvement Advisor. EM reported that she had shown a few candidates around the school, and more would be shown around in the next few days.

7. Website

The governing body asked whether the website was statutorily compliant and were advised by SB that it was.

Governors requested the 'get information for schools' database was reviewed and updated accordingly.

Action: Managey Powys

Strategic Leadership

8. Minutes of the previous meeting and Matters Arising

The minutes of the meeting held on 9 October 2017 were approved as a true and accurate record of the meeting.

The governing body noted that most actions were either in progress or complete.

MP reported that she had visited Loughborough School and was due to visit Bonneville in a few days' time. The Headteacher of Henry Cavendish School had visited Kings Avenue and undertaken a learning walk. Positive feedback had been received, along with a few minor areas to review. Governors asked whether the visit

had raised any significant areas of concern, and were advised that it was very positive.

EM advised that an Ofsted ready pack had been prepared and would be handed to governors after the meeting.

Accountability

9. Committees

PPC Committee

The governing body noted the previously circulated minutes of the meeting held on 11 December 2017.

An overview was given on the presentation made by the school council and governors noted that discussions focused around how the council was organised, ideas and suggestions implemented and the selection of after school clubs.

TJ advised that the Home School Agreement still needed to be reviewed, and that due to time constraints the policies had been deferred to the next meeting. Governors spoke about timescales and resolved to delegate the approval of the policies to TJ.

Action: Tanya Jones

Governors asked about the library, which had not yet opened, and were advised that KG and a number of volunteers had visited to help with organisation, but that both English leaders were focusing on teaching and had limited capacity. EM reported that children were still able to borrow books and that classrooms all had a good supply of books. Governors asked that the library was prioritised and the Grant Foyle application (for match funding for new books) was completed without delay. It was agreed that the Grant Foyle application would be completed and submitted before February half term, and that the library was opened by 5 March 2018.

Action: Managey Powys

Discussions were had about the future of KASA and the money they had been raised. Governors spoke about ways to generate interest in joining KASA, and MP reported that she had approached several parents in this regard. Most were happy to help on ad hoc projects, without a long-term commitment. It was agreed to revisit recruitment once the library was opened, and to consider organising a parent evening as a way of relaunching KASA. Governors asked that the Office Manager ensured the school could access the funds raised and that the signatures on the account were changed.

Action: Managey Powys

Achievement Committee

The governing body noted the previously circulated minutes of the meeting held on 11 December 2017.

The results of the end of term assessments matched that of the set targets. JM reported that there was more confidence in the data and internal monitoring systems and processes. A recent visit from the School Improvement Advisor had concluded

that the data matched the books. A conversation was had about whether to seek external assurance on the data.

Two pupil premium reports were received (2016/17 and 2017/18), and discussions were had concerning whether the reports were robust enough and contained the right impact analysis information. AS had agreed to review the recommendations of the external report and to follow up the matter with the school.

JM reported that governors had requested that at the next meeting a report was presented on the strategies in place to improve performance, and details of the school's top three concerns and the mitigations in place.

Resources Committee

The governing body noted the previously circulated minutes of the meeting held on 11 December 2017.

The school's finances were looking in better shape. It was hoped that the school would end the year at either a break-even position or with a small surplus.

There were vacancies to be filled which were being covered by supply teachers. This had proved to be financially challenging, but the school was balancing matters well.

Pay Committee

An overview was given on the discussions which had taken place at the committee meeting held on 6 November 2017. The governing body resolved to approve the recommendations of the Pay Committee.

10. Headteachers Report

MP presented the report which showed the following:

- whole school attainment progress from previous year Summer 2 to current year Autumn 1 and Autumn 2
- Pupil Premium vs non- Pupil Premium progress
- SEN progress
- Year 6 current position
- Quality of Teaching & Learning
- Current staffing situation
- Personal development, behaviour and welfare
- Attendance - Behaviour for learning
- School Development Plan - October targets (the current position) - Autumn in-school data and targets set in SDP

Governors noted that all children had met or exceeded the targets set apart from Year 2 in reading and writing, and Year 4 in reading and maths.

Governors asked about the Year 4 data and were advised that the progress of each child was being reviewed. Several children in year group on 4 children on EHCPs or had particular learning needs.

Governors asked about the data and were advised it was based on teacher assessments.

Loughborough Federation of Schools
London Borough of Lambeth

Governors asked about the strength of teaching in Year 4 and were advised that the teachers were strong. MP reported that the data was still being interrogated, and that the books will be reviewed in detail to ensure the results were accurate.

Governors asked about teacher observations and were advised that observations had been carried out the previous week. Governors referred to the SDP and noted that 80% of teaching was noted to be good.

Governors noted that some of the other years had more SEN than Year 4 and EM advised that it was not just about numbers, but the needs of the children concerned.

The SEN data was discussed, and it was noted that SEN children had made good or better progress. Governors noted that progress was not been made in every cohort, and that there was not much difference between SEN and non SEN children.

MP gave an overview of the pupil premium data and advised that a sample of Year 2 and Year 4 pupil premium children's books had been compared to non pupil premium books, and indicated that the gaps were closing. Governors noted that maths was particularly being monitored in lower KS2, and that maths was a key focus area of the school.

Governors asked for comparisons between Kings Avenue and similar schools, and whether pupil premium funds were making a difference to attainment. MP reported that achievement and progress also needed to be reviewed in this context.

Governors asked whether pupil premium children at other schools were making the same or more progress, and were advised that it depended on the cohort, the needs of the children, and the interventions in place.

MP advised that pupil premium attainment had increased and that the data was currently being interrogated by one of the VPs.

MP reported that Year 6 children had sat end of year tests in reading and maths, the results of which were 58% and 45% of children achieving ARE respectively even though some of the subject matter being tested had not yet been taught. MP advised that things were on track to meet the school's targets. Governors asked what would happen to those children that did not end up with good SATS results, and were advised that some children would not sit SATS due to Special Educational Needs whilst others would continue their progress in Year 6 work at secondary school. 20 – 25% of the current cohort of children needed extra support and intervention with 65% currently on track in reading, writing and maths (which was above the national average).

Governors asked whether the previous Year 6 SATS paper had been taken by the current Year 6, and were advised that they had. Governors were advised that children tended to accelerate their learning in the Spring term.

Governors were encouraged by the outcome of early assessments.

MP gave an overview of the current staffing situation and governors noted there were new teachers in Years 3 and 5. Over 80% of teachers were good, and there were steps in place to support the other teachers. In response to a question, governors were advised that these teachers had the potential to be good.

Attendance was 95.4% for September 2017 to January 2018. 9 children had poor attendance which was being addressed with the Welfare Officer. The performance of these 9 children had been reviewed and 8 were still making good progress. 1 had an EHCP. Governors asked whether parents were being informed about the impact of absenteeism on their children's learning, and were advised discussions were being had with parents in this regard.

Behaviour for learning was noted to be good, with good engagement being noted during observations and learning walks.

The results of the parent survey were discussed and governors noted that the results were positive. Governors asked that the school feedback to parents via the newsletter, to include areas where changes would be made.

Action: Managey Powys

11. School Improvement Advisor's (SIA) Report

The School Improvement Advisor's report was noted.

Governors noted that the SIA felt that progress was good and needed to be maintained.

12. Finance Report

The 9 month Budgeting Monitoring Report was presented and governors noted the figures were similar to the report presented at the Resources Committee in December 2017. EM advised that an additional £5-6k grant was expected from Schools Direct.

The SFVS, which had also been agreed by the Resources Committee, was approved.

13. Pupil Premium Report

AS gave an overview of discussions which had taken place at the Achievement and Curriculum Committee and advised that he would review the recommendations of the external report.

AS advised that the school needs to be clear on whether the interventions put in place were having an impact, and clear information on progress against outcomes.

AS was due to visit the school to discuss the report in more detail.

Governors spoke about externally validating the report and EM advised that she and the SBM had recently been on a course on pupil premium and would contact some of the course attendees to validate. EM expressed confidence that the report covered the recommendations made as outlined in the external report.

Governors asked for confirmation that pupil premium funds were solely be used for the benefit of pupil premium children, and EM assured the governing body that this was the case, and that pupil premium costs were being proportioned out, as usual, to help clarify matters.

The governing body resolved to seek an external view of the report.

Action: Elizabeth Maxted

14. Governor Visits

TJ had visited the school and read with children, and had also visited year 3. Children were happy and focused. TJ reported that things were much better at the school gate in the mornings.

TW had visited in December and observed a range of different classes and reviewed books. The visit was noted to be positive. Children were noted to be engaged, with teachers and TAs focused.

JM and JC had attended the Christmas assembly.

Compliance

15. Self-Evaluation Framework (SEF)

EM presented the SEF which had been set out using the Ofsted headings.

The evidence used to support the SEF included:

- The outcomes of the Autumn 2 testing
- The results of the Year 6 results
- Regular scrutiny of books
- Monitoring of phonics

The next steps included:

- Reviews and interventions to accelerate progress
- Looking at what was working well in spelling and use across other year groups
- Monitor phonics and teaching in EYFS
- Monitor EYFS curriculum, learning environment and opportunities for accelerated development and acquisition of GLD

Governors noted that the school had not rated itself against the heading on the advice of the Local Authority.

16. Safeguarding / Child Protection Issues

A parent had raised some safeguarding concerns which had been investigated by AL.

17. Chair's Action

AL gave an overview on recent discussions at the Federation and recent discussions with the Local Authority.

An overview was given of the recent Ofsted presentation by Richard Blackmore, the slides of which had been circulated a part of the meeting papers.

18. GDPR

EM reported that she had attended a training course and that the Federation were due to discuss implementation at its next meeting. Governors noted that the Federation was recruiting a Data Protection Officer.

19. Policies

Fire and Evacuation Procedure

The Fire and Evacuation Procedure was approved.

Health and Safety Policy

The Health and Safety Policy was approved.

20. Spring Newsletter 2017

The contents of the newsletter were noted.

Evaluation

21. Governor Training

The Ofsted training was noted in addition to the training provided by the School Improvement Advisor training on data and Richard Blackmore's on Ofsted.

Governors were encouraged to access the training provided by Governor Services and RK was asked to attend the induction training for new governors.

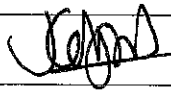
22. Confidential Matters

The governing body agreed to record all confidential items in the part B minutes.

23. Date of next meeting

The date of the next meeting was noted as 2.00pm on Monday 5 March 2018.

There being no further business for discussion, the meeting closed at 9.00pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	JULIA CARLEY SMITH
Date	5/3/18