

PART A

**Kings Avenue Primary School Governing Body Meeting
Monday 9 July 2018 at 2.00pm** 7.30pm

Members:

Sawsan Beydoun (SB)	Staff Governor
Matthew Bryant (MB)	Co-opted Governor
Julia Carleysmith (JC)	Co-opted Governor (Joint Chair)
Elizabeth Maxted (EM)	Headteacher
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,

Apologies were received and accepted from Melissa Robertson-Smith, Tanya Jones and Robert Keyte.

Luke Black was absent without apologies.

2. Quorum

The clerk confirmed that the meeting was quorate.

3. Declaration of Interests

No interests were declared.

4. Governing Body Business

TW advised that she would be resigning from the governing body at Christmas.

Chair Recruitment update

AL advised that she would be stepping down as Chair this academic year and JSC reported that she would stay on as a governor but was currently on maternity leave and would not be continuing as Chair. JSC agreed to contact the Local Authority and SGOS for replacements.

Action: Julia Carleysmith

Vice Chair update

There were no nominations to join TJ as joint vice chair.

Parent elections

EM reported that there were no nominations at the recent parent elections and that another election will need to be run again in September when the new cohort of children joined the school. Governors queried whether there were any expressions of interest and were advised that there was some interest initially but no nominations.

Update on governor recruitment

JSC agreed to contact the Local Authority and SGOS for replacements.

Action: Julia Carleysmith

Strategic Leadership

5. Minutes of the previous meetings and Matters Arising

Meeting held on 5 March 2018

The minutes of the meeting held on 5 March 2018 were approved as a true and accurate record of the meeting.

The governing body noted that most actions were either in progress, complete or on the agenda. The following actions were noted:

School library

Governors asked whether Clapham and Brixton library had been contacted and EM advised that this action was outstanding

Action: Elizabeth Maxted

KASA

Governors noted that EM will be encouraging parents to join KASA during the school Summer term event.

Action: Elizabeth Maxted

Governor Visits

The clerk advised that she had contacted the Business Manager to circulate the written reports from the governors in-school day.

Staff feedback

EM advised that she was due to feedback to staff on their concerns regarding staff training.

Website compliance check

This action was complete.

Finance Report

This action had been superseded by the Resources Committee meeting which took place on 20 June 2018.

Review pupil premium report in light of the comments received by the external advisor

This action was complete.

Circulate information from parent view

This action was outstanding

Action: Elizabeth Maxted

SEF

On the agenda.

Accountability

7. Reports from committees

Parent Pupils and Community Committee

The Board noted the following:

- The meeting was inquorate with 3 governors rather than 4
- The changes to the Home School Agreement was deferred until the new headteacher joined
- The Lettings policy was referred to the Resources Committee
- 35 offers had been made in Reception (one full class) and there were enough children for a full nursery class
- Marketing and the design of a school prospectus was discussed and it was felt to be more appropriate once the school's Ofsted rating had changed. The school was in the Ofsted window
- The application for the Foyle Grant had been submitted. An outcome had not yet been received
- The use of social media and EM requested that the matter is referred to the matter to the new headteacher
- The library was now open with all classes having weekly slots
- The school roll is 369, down by 6 pupils since the last meeting. The school roll on 4 September 2017 was 371. EM was still checking waiting lists for additional children
- Attendance rate is 95.2% as of 20 April 2018, compare with 95% the previous year
- KASA numbers remained low with only 1 member. EM to promote at the school summer fair
- Concerns were raised about road safety and double parking. A note will be added to the newsletter
- Results of the staff survey were received and discussed

Achievement and curriculum committee

- The school data was presented and the committee were advised that children were exceeding all targets set in the SDP at the beginning of the year

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- The pupil premium report and Teaching and Learning Policy were not available
- RE Plan and Scheme of Work was discussed and agreed

Resources committee

- 2018/19 budget was referred back to EM and the Federation Business Manager to see if a breakeven position could be achieved
- Statement of Internal control was referred back EM and the Federation Business Manager with queries
- Lambeth Audit was discussed
- An update was given on the current staffing arrangements, vacancies and recruitment. EM advised that the new headteacher had appointed 5 new teachers. Discussions were had with the Head of School as to which classes they will teach
- The 5-year electrical survey had been carried out
- Emergency lighting work to replace a number of light bulbs will be carried over the summer
- Quotes to replace the windows and blinds in both halls have been received
- Hand dryers are being purchased for all toilets to save on the cost of buying in paper towels

Pay committee

The Board noted that the committee discussed support staff pay awards.

Governors asked about training for support staff and were advised that most was training took place in-house during inset days. There was also lots of 'on the job' training' undertaken. EM was asked to review the training for support staff to include consideration as to whether they were able to attend external courses or visit other schools.

Action: Elizabeth Maxted

Headteacher's Report and School Improvement

8. Headteachers Report

EM presented the report and advised on the following:

- The single central record had been reviewed and was up to date. Ofsted had checked this during their recent visit and were satisfied
- The new headteacher had appointed 5 new teachers and checks were in progress
- Numbers were low for the new reception intake (30 children) and the plan was to open one reception class this coming year

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- Subject leaders portfolios will be updated on an on-going basis. Subject leaders will join SLT on learning walks and time will be set aside to observe teaching across the curriculum and to continue to visit classes, raise the profile of their subject and monitor curriculum coverage and progress in line with the National Curriculum
- Teaching and learning is 80% good. Monitoring, evaluation and support is in place
- The website is statutorily compliant
- Children's books continue to be monitored by class teachers, support staff, subject leaders, SLT and the SIA
- March outcomes showed that approximately 70% of children were at age related expectation and on track for July.
- Year 6 testing indicated that between 60% and 70% of children were likely to gain SATs in reading, writing and maths
- In Year 2 70% of children achieved age related expectations in reading, 72% in writing and 72% in maths
- The school had signed up with Lambeth's DPO service, The School Business Manager (SBM) was auditing the data held and working closely with other SBMs

Governors asked whether there was likely to be any late applications for Reception and were advised that there could be, but that staffing would need to be reviewed to check the children and teacher ratios.

Governors asked what action has been taken regarding teaching and learning since the Ofsted visit and were advised that teachers were been monitored and supported. Governors asked that observations were carried out.

Governors asked what the target was for the percentage of 'good' teachers and were advised that the aim to have all teachers performing at 'good'.

Self-Evaluation Framework

This item was deferred.

2017/18 Ofsted development plan

The 2017/18 plan was noted and EM advised that the new headteacher will be drafting the 2018/19 school improvement plan.

School Improvement Advisor visit

EM advised that the SIA had visited the school a few weeks before and had fed back directly to staff. The report had not yet been published.

Handover

The new headteacher was visiting the school in a few days to meet children, attend the moving up assembly and meet parents at the end of the day. Governors asked whether parents had been notified that Rachel Mollett had been appointed and were advised that a letter had been sent.

9. Finance Update

AL gave a verbal update and advised that the Resources Committee had reviewed the draft 2018/19 which had a £72k in year deficit. The matter had been referred back to EM and the Federation Business Manager (FBM) to see whether a breakeven position could be achieved. The governing body resolved to review the revised budget at its October meeting.

Action: Elizabeth Maxted

Governors were advised that the content of the Statement of Internal Control had been queried by the Resources Committee and referred back to EM and the FBM to review.

Action: Elizabeth Maxted

The year end budget monitoring report was noted.

10. Pupil Premium Report

EM asked that this item was deferred to the October meeting.

11. Governor Visits

Governors were encouraged to undertake visits to the school and to complete a visit report.

12. Chair's Action and Correspondence

There were no matters to report under this item.

13. Policies

The governing body noted that the policies which required approval:

Data Protection Policy

Policy approved subject to comments from AL.

Data Breach Policy

Policy approved subject to comments from AL.

Data Retention Policy

Policy approved subject to comments from AL.

Parents and Pupils Privacy Policy

Policy approved subject to comments from AL.

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Staff Privacy Notice

Policy approved subject to comments from AL.

Governors asked whether staff had received training on the above policies and were advised that the Federation DPO had delivered GDPR training. Governors asked that the school ensure that the policies matched processes, that retention periods were checked and that staff were aware of the content of the policies.

Action: Elizabeth Maxted

14. Premises

EM reported that the windows in the hall will be replaced in 2019/20.

The 5-year electrical survey has been completed in April with small remedial works needing to be done during the summer holidays.

Hand driers will replace hand towels in the toilet which was hold would create a long term saving.

A governor advised that they had received a complaint about the condition of the toilets from a parent, and EM agreed to follow this up.

Action: Elizabeth Maxted

15. Governor Training

Governors were encouraged to attend the Lambeth training courses as appropriate.

16. Federation Update

The Board was advised that the federation would be dissolved on 31 October and that the composition of the school governing body would need to be reviewed and reconstituted.

17. Confidential Matters

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

18. Future Meeting Dates

The 2018/19 schedule of meetings was approved.

Governors spoke about the scheduled governor training evening on 5 November 2018 and queried whether to cover data analysis and safeguarding. It was agreed to discuss further once the new Chair and headteacher started.

19. Date of next meeting

The date of the next meeting was noted as 6.30pm on Monday 8 October 2018.

There being no further business for discussion, the meeting closed at 9.15pm.

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

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Chair's name	
Date	