

**MINUTES OF THE MEETING OF THE GOVERNING BODY- Avondale Primary School**

**HELD ON 21/11/2017**

**AT AVONDALE PRIMARY SCHOOL**

**PRESENT:** Chris Southworth (Chair), Vicky Brown (Headteacher), Daniel McFarlane, Mike Smith, Ian Schofield, Sarah Bateman, Karen Morgan, Samantha Blackshaw, Michelle Pilkington, Andrew Coxon.

**ATTENDANCE:** Jane Taylor, Stacey Duckett, Kate Holden, David Ford (Clerk)

The meeting started at **7:00pm**

**1. APOLOGIES FOR ABSENCE**

**ACTION**

The governing body received and accepted apologies from Debbie Davies and Emma Lowe.

**2. MEMBERSHIP OF THE GOVERNING BODY**

Received: The governing body received a copy of the existing membership list from which the following points were noted:

- a) i) Peter Ashcroft (Co-Opted), Sue Yates (LA Governor), Jennifer Kay (Co-Opted) have all resigned from their positions as governor.  
ii) Andrew Coxon was welcomed to his first meeting of the governing body. Kate Holden, potential new governor attended the meeting with a view to filling one of the vacancies.
- b) The governing body decided not to appoint any associate members at this time. The Clerk was asked to contact Governor Services in relation to filling the vacant LA governor position.
- c) There were no changes to the any of the personal contact details of any of the governing body.

Clerk

**3. ELECTION OF CHAIR**

Chris Southworth was only elected as Chair recently.

**4. ELECTION OF VICE CHAIR**

Samantha Blackshaw was only elected as Vice Chair recently.

**5. DECLARATION OF INTEREST**

No declarations were made.

**6. REGISTER OF BUSINESS INTERESTS**

A blank register was circulated and governors made any declarations. The form will be kept at school and any new governors and those not in attendance will be reminded to complete it at the earliest opportunity.

**7. MINUTES OF THE GOVERNING BODY MEETING HELD ON 13/6/17 (copy enclosed)**

Received: a copy of the minutes of the last meeting dated 13/6/17.

Resolved: The minutes of the meeting dated 13/6/17 having been previously circulated were accepted as a true record and signed by the Chair.

ACTION

## 8. MATTERS ARISING FROM THE MINUTES

Item 11: Governor Training. Governors didn't request a 'Childhood Obesity' programme. The clerk was asked to have this removed from the minutes.

Clerk

## 9. REVIEW OF, AND APPOINTMENT TO COMMITTEES AND DESIGNATED GOVERNORS

The following changes have been made to the committees and governors designated responsibility:

- Humanities and Behaviour – Daniel McFarlane
- RE/PSHE – Kate Holden
- Creative and Music – Samantha Blackshaw
- CIOC – Sarah Bateman and Kate Holden
- Safeguarding – Sarah Bateman and Kate Holden
  
- Curriculum committee – Iain Schofield was removed and add Andrew Coxon and Kate Holden.
- Finance & Staffing – Samantha Blackshaw is Vice Chair, Iain Schofield is Chair, Andrew Coxon was added.
- Premises – Chris Southworth was added.
- Standards and Effectiveness – Iain Schofield was added.
- Pay Appeals – Peter Ashcroft was removed.
- Heads performance review – Jennifer Kay was removed and Iain Schofield was added.

## 10. HEADTEACHER'S REPORT

Received: Headteacher's Report:

The Headteacher referred to the report and drew attention to the following points:

- All NQT's have passed their qualifications and have secured positions as teachers.
- There are 407 pupils on register of which:  
Require SEND support, 11 have EHCP in place, 113 are receiving pupil premium funding and 21 receive both SEND support and Pupil Premium funding.
- **Attendance:** figure currently stands at 96.99% however there are 9 pupils in year 2 with less than 90% attendance and 8 in year 6 with less than 90% attendance. The school is trying to tackle attendance issues with letters to parents and meetings booked in with those parents of children with low attendance. There have been no fines for attendance yet however fines have been sent out for extended periods of leave.
- **Summary of outcomes:**  
EYFS results were lower than 2016, however the cohort had specific needs. 46.7% of those on pupil premium funding achieved a good level of development, however this was lower than all other pupils.  
Year 1 phonics results were 5% higher than national averages and boys slightly outperformed girls. Pupil premium children results were higher than local authority and national averages and are in line with all pupils.  
KS1 – Reading at expected standard 72% (2% below national average), of which 29% at greater depth (5% higher than national average)  
Writing at expected standard 72% (6% higher than national average), of which 19% at greater depth (6% higher than national average)

Maths at expected standard 72% (1% below national average), of which 21% at greater depth (3% higher than national average).  
 KS2 – Reading, Writing and Maths at expected standard 44% (9% lower than national average), of which 5% at greater depth (no national average figure available at this time).  
 6 papers have been sent back to be re-marked and 3 have met the expected standard.  
 Third Space learning has been bought in again.  
 TA's are currently being used in 1:1, 1:2 ratios to work more in depth with children and to review previous lessons to tackle any issues around learning.

**Question:** can papers be recalled for teachers to see where there were problems?

**Answer:** yes, an online version of the paper can be accessed.

- Lesson observations took place week commencing 3<sup>rd</sup> October with a focus on reading. Years 5 and 6 have been introduced to whole class guided reading. This will be rolled out to all year groups after Christmas. Some children were accessing additional support however because all children sit the same papers this has been put in place for the whole class. A number of strengths were observed including: pupil's behaviour, challenges of language used, pace of lessons and timetabled reading time, amongst others. Areas for development include: children being more actively engaged in their learning, marking and feedback in books. Individual feedback has been given to all teaching staff.
- Lancashire Schools Library books have been bought and the library has been opened up to parents after school.
- Outstanding practice has been observed in at least 2 other schools. Avondale feel that they are offering more in terms of quality of provision than some of these schools.
- Reading journals have been introduced.
- 5 children currently in LA care are on track in reading, writing and maths.
- 7 key priorities for the school have been set and plans are in place to ensure objectives met in a timely manner and that show maximum impact.
- EYFS – language on average is better than previous cohorts. There have been in recent years children with SEN on entry however none have been identified this year.
- Outdoor provision is being developed.

**Question:** Can the 'school fund' be used in relation to outdoor play provision?

**Answer:** Jane Taylor is currently looking into Big Lottery funding and paperwork is being reviewed

- One racist incident has been reported to the LA.
- Behaviour continues to be a strength in school.
- Lots of staff development opportunities have been had across school.
- Governors were invited to the Christmas lunch on 20/12/17 and the various nativity performances.

It was commented that the school has come a long way in recent years and thanks go to all staff and senior leaders for the good work.

Governors thanked the Headteacher for her report.

## 11. SCHOOL IMPROVEMENT ARRANGEMENTS FOR 2017/2018

Nick Broome will continue to be the school improvement partner. Nick judges the school as Good and has supported the school with setting targets for the school development plan.

**12. REPORTS FROM COMMITTEES AND DESIGNATED GOVERNORS**

ACTION

Received: Finance and staffing committee 16/10/17, Curriculum committee 11/10/17, Health and Safety committee 16/10/17. Governors were provided with a comprehensive round up of areas of designated responsibility.

**Finance and staffing:**

The SFVS will be discussed at the next finance committee in the new year and will be completed prior to the 31<sup>st</sup> March deadline.

Reserves currently stands at £126k but could be increased to £165k approximately with efficiencies.

**Health and Safety:**

The CCTV policy was approved.

School closure procedure was approved.

Capita are investigating the boiler installation circa 8 years ago. A further £2.5k spend has been incurred due to repairs. The school is applying for devolved capital funding to support the costs.

**SEND report:**

There has been a large increase in the number of SEND children in 16/17 EYFS cohort with a mixture of health and social needs. As yet no assessments have taken place for 17/18 cohort.

**13. AUTUMN TERM GOVERNING BODY BUSINESS****a) Review of School Policies**

Received: Policy overview

Policies have been reviewed and approved where appropriate. A policies book is in place in school.

**b) Governors' Year Planner 2017/18**

A governors development day has been approved for 15<sup>th</sup> January 2018.

**c) Review headteacher performance**

This was done and signed off on 21/11/17.

**d) Teachers' performance arrangements**

This was done and signed off on 21/11/17.

**e) School performance (SATS, national tests, pupil tracked data and school self-evaluation).**

This was discussed earlier in the meeting.

**f) Financial arrangements for schools**

The governing body is asked to note the following key financial matters:

1. **School Financial Value Standard (SFVS)** – this will be completed and returned to the LA before 31<sup>st</sup> March 2018.

The governing body's attention is also drawn to the need to review the following items:

2. **Internal Scheme of Financial Delegation** – The scheme of financial delegation was approved.

3. **Accept and approve the audited accounts of the unofficial school fund.**

The school fund audit has taken place on 8<sup>th</sup> November 2017. The current balance is £19,913.74 at 31/8/17.

**OPTIONAL ITEMS -**14. **STANDARD REPORTS****School priorities**

- Sharing of school priorities and self-evaluation
- Annual school report

15. **Safeguarding**

- Update on current needs in school – there are some children on CIN. There has been a reduction of the numbers of children subject to CP.

16. **16. Pupil premium and sports premium**

- Evaluation of 2016-2017 Pupil premium proposed spend – the progression of children in Key Stage one on pupil premium funding is pleasing.
- Pupil premium proposed spend for 2017-2018
- Sports premium evaluation 16-17 – the school confirmed that the swimming standards of children will be published on the school website. It was commented that teachers have upskilled and lessons are much better. Regards CIOC, where PEPS are completed money is claimed back from the LA.
- Sports premium proposed spend 17-18

17. **OFSTED Checklist – governor**

This has been requested to be returned to school week commencing 11st December and will state what governors have agreed to sign up to; designated responsibility, their role as governors etc.

## 18.

A. **School finance update**

The report was noted.

B. **Governor Development, Monitoring and Training**

Mentors for Andrew Coxon and Kate Holden (provisionally) have been put in place in the form of Samantha Blackshaw and Karen Morgan.

C. **Safeguarding: Schools and Education**

It was reported that the LA do not provide specific DSL training.

D. **Director's Report**

## 1. Information Governance Update

The Headteacher confirmed that all steps have been completed and that Judith and the Headteacher lead on this.

## 2. Education, Health and Care Plans

The report was noted.

## 3. Early Help

The report was noted. Governors requested that an acronym help sheet was required as there are some that they don't understand.

## 4. Governance Update

An audit has been completed.

## 5. HR Policy Development

The pay policy was adopted.

## 6. EYFS Leaders' Cluster Groups

Jane Taylor couldn't attend the meeting but has requested minutes from the meeting and has received all supporting paperwork.

7. Primary Engineer

It was reported that this is not something Avondale are prioritising at the moment.

8. School Admissions Policy 'Own Admissions Authorities' only

The admissions policy was approved.

9. Blackburn with Darwen's LA declaration on healthy weight

The report was noted and it was commented that this is something that may be introduced in staff meetings too.

**E. Governor Training Programme (for information only).**

**19. DATE AND TIME OF NEXT MEETING(S)**

The Spring Term full governing body meeting has been set for Tuesday 6<sup>th</sup> March at 7:00pm.

The meeting finished at **9:40pm**