

MINUTES OF THE MEETING OF THE GOVERNING BODY

HELD ON 15/11/2016

AT AVONDALE PRIMARY SCHOOL

PRESENT: J Bentley (Chair); Mrs V Brown (Head); Mrs S Pickup; Mrs S Blackshaw; Mr P Ashcroft; Mr D McFarlane; Ms C Southworth; Mrs D Davies; Mrs E Lowe; Mrs K Morgan; Mrs J Taylor

IN ATTENDANCE: Stacey Duckett; David Ford (Clerk)

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

ACTION

1. APOLOGIES AND CONSIDERATION OF CONSENT FOR ABSENCE

Apologies were received and accepted from Sue Yates.

2. MEMBERSHIP OF THE GOVERNING BODY

The Chair explained that Elaine Walpole had submitted her resignation from the Governing Body effectively immediately. It was discussed that with the movement of Karen Morgan from Co-Opted Governor to Staff Governor this leaves 3 vacancies in the Co-Opted category.

It was discussed that the school make attempts to recruit people with expertise in particular areas, those that will strengthen the school and that if any suggestions can be made they will be considered. One name was suggested and the Chair will discuss further with the Headteacher.

The Chair informed the Governing Body that from the 31st January 2017 he will be stepping down as Chair and also resigning from the Governing Body and put forward the nomination for the position of Chair for Chris Southworth. This was unanimously agreed.

Stacey Duckett has been appointed as Associate Member.

3. ELECTION OF CHAIR

This item was covered under item 2.

4. ELECTION OF VICE-CHAIR

Samantha Blackshaw was nominated for the position of Vice Chair and agreed to take up the position from 31st January 2017.

5. DECLARATION OF INTEREST

There were no declarations of interest made.

6. REGISTER OF BUSINESS INTERESTS

A blank copy of the register of business interests was distributed and returned to the clerk. The register is to be kept on school file.

7. MINUTES OF THE LAST GOVERNING BODY MEETING HELD ON 14/6/16

Received: a copy of the minutes of the last meeting dated 14/6/16.

Resolved: The minutes of the meeting dated 14/6/16 having been previously circulated were accepted as a true record and signed by the Chair.

8 MATTERS ARISING FROM THE MINUTES

There were no matters arising for the minutes of the last meeting.

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

The following changes were made to the committee structures:

Samantha Blackshaw nominated for the position of Chair of Finance Committee. John Bentley was removed from the Finance Committee.

Elaine Walpole and John Bentley were removed from the Curriculum Committee.

Chris Southworth was named as governor with delegated responsibility for Safeguarding.

Daniel McFarlane was named as governor with delegated responsibility for English.

Sarah Pickup was named as governor with delegated responsibility for Maths.

Chris Southworth, Debbie Davies and Emma Lowe were added to the Monitoring and Effectiveness committee.

10. HEADTEACHER'S REPORT

Received: a copy of the Headteacher's Report from which the following key points were noted.

- There are 414 children on roll, 188 girls and 226 boys.
- 5 new teachers have been appointed and this has resulted in new teaching teams being set up.
- There is additional support in place for pupil premium children to focus on closing the gap. Mrs Stowe will support year 6, Mr Hindle years 3 and 4 and Mrs Wilkinson class 5J.
- All NQT's have settled in well and are being led by Jane Taylor. Avondale have bought into the Tauheedul NQT package and the NQT's and tutors have received training.
- 3 new pupils have EHCP in place which has brought in additional funding from Lancashire Council. There is one child who has been added to the November Panel and two more for December's panel for discussion.
- 31% of pupils are eligible for pupil premium. 68 children have SEND support. 3 pupils have an IPRA and 6 pupils have an EHCP in place. There are 3 CIOC on roll and PEPS have been completed.

Data was presented to governors focusing on the year 2 results. 80% achieved the expected standard of reading compared to 74% nationally. 20% are reading to greater depth, compared to 24% nationally. 75% of pupils are writing to the expected standard, compared to 66% nationally. 20% are writing to greater depth compared to 13% nationally.

In maths, 72% are working to expected standards compared to 73% nationally and 22% are working at greater depth compared to 18% nationally.

Expected data at Christmas will show positively.

A question was asked about whether results will decline next year or whether they will level out.

It was confirmed that as the children are working towards levels higher than benchmark it is expected to show continued improvement.

ACTION

It was confirmed that year 5 is performing substantially worse than previous years. It was suggested that this is as a result of them being taught to a test in year 2.

Another question was asked about whether if Ofsted were to inspect again could the school evidence that from year 1 to year 5 to show progression. It was confirmed that yes they could and it could be done on a term by term basis which would also show expectations at the end of the year and starting points at the next year group.

The Headteacher was asked whether the reduction in teaching hours for Madame Wilkinson from year 5 will have a negative reaction for the children. It was suggested that it would but that the school will deploy teaching differently to ensure minimal disruption.

Teaching and learning:

The timetable has changed which has resulted in positive comments from parents especially around the earlier start time which reduces congestion outside school. This earlier start is used for children to access 'Fix it Time' which gives them chance to focus on areas of their work which they get wrong, specifically pupil premium children.

Priorities include spelling and grammar. GPS is taught at the same time throughout school and focuses on looking at exercise books and children's voice is recorded.

It was suggested that for the next presentation evening that the children are kept in the hall and parents given information in classrooms because of the noise levels in the hall. It was confirmed that out of school hours the children are the parent's responsibility and resources don't allow for crèche facility in school.

There have been no racial or homophobic incidents to report. It was commented that there are still some children in year 6 who have yet to learn about respect.

Jigsaw has been introduced and is receiving positive feedback from pupils and staff.

A suggestion was put forward to apply for an MBE for Tom O'Dea. Tom has worked at the school for over 25 years and is dedicated to his role and often works longer hours than he is paid for. It was agreed that Debbie Davies will look into the process.

Debbie
Davies

Buildings:

The boiler has had two new pumps fitted which should help during the winter months.

The building work has been approved for the stage area and the school are awaiting a start date for work to commence.

Approval was sought for a Robinwood residential in April 2017. This was approved.

Resolved: The Headteacher was thanked for her extensive report.

11 SCHOOL IMPROVEMENT ARRANGEMENTS FOR 2016/2017

The School Improvement Group has met once. The initial meeting was to discuss how all schools are performing and data was shared amongst the group.

12. REPORTS OF COMMITTEES AND/OR DESIGNATED GOVERNORS

ACTION

Received:

Curriculum committee – 29/9/16

Governors were presented with a governor handbook which it was commented was useful and thorough.

The school timetable has altered and will begin at 8:35am.

Finance committee – 2/10/16

The school's estimated outturn for March 2017 is £95,300.

The only variance on summary budget is staffing - (a) overspend on teachers due to maternity pay and (b) overspend on T&L Assistants for additional one to one support.

A discussion took place about the financial instability of the school. The Headteacher expressed her concerns about the staffing levels and the decision to take on the NQT's on permanent contracts. The usual process is to offer temporary contracts and governors commented that this highlighted that governors need to ask more questions before key decisions are made with regards to recruitment.

Health and Safety committee – 3/10/16

The terms of reference were agreed.

Reports were provided from governors with designated responsibility and key points from the reports were highlighted.

English:

Key stage 1 results are improving which is as a result of there being 3 teachers in each class. Key stage 2 results have dipped. Teachers are trying to bring consistencies across the whole school.

Maths:

There have been some 'lightbulb moments' in some children who were previously disengaged in maths.

Rigorous monitoring of maths has taken place this term and has included book scrutiny.

Topic:

Positive comments were made about Jane Taylor and Karen Morgan and they were thanked for their hard work.

Observations were made of the Christmas topic which involved printing and collage. ICT is being used across the whole curriculum which is impressive.

A comment was made that "without great teaching you don't get the learning. And it is like a domino effect, the learning will follow".

Pupil Premium:

There are 50% of year 5 and 6 who are pupil premium children. There are some high attaining pupil premium children. It is clear to see the support the pupil premium children receive over and above their peers.

SEND:

Raise online data has been released and shows progression from key stage 1 to key stage 2. It was commented that key stage 2 is a weakness in the school, but it is being addressed. The school are underperforming against national statistics and at the lowest 10% for writing. There is nothing to say why on the profile. It doesn't take into consideration family life, outside of school or other aspects of their life that can impact on school.

ACTION

It was noted that some children struggle at lunch time which led to a more private area being prepared for them.

Some children are representing Avondale at a Borough Boccia event. It was noted that the

children support each other, show great team work and work for each other.

Governors were thanked for their reports. The Headteacher requested that governors submit their reports to the subject leaders for feedback.

Gov to hand reports to middle leaders

13. SAFEGUARDING

All staff have received safeguarding training including Prevent. Sarah Pickup will deliver safeguarding training for all governors.

Sarah Pickup to organise date in Spring Term

Governors DBS checks have been done, it was highlighted that for those yet to return their forms to school to do so urgently.

14. CHILDREN IN OUR CARE

This item was discussed in the Headteacher's report.

15. HOLIDAY PATTERN

The holiday pattern was approved.

16. AUTUMN TERM GOVERNING BODY BUSINESS

a) Review of School Policies

The school policies have been reviewed and renewed.

b) Governors' Year Planner 2016/2017

Dates have already been agreed and are in the governor handbook

c) Review Headteacher performance

Targets have been set for the academic year 2016-2017 and the School Adviser, Jill Walmsley supported this process.

d) Teachers' performance arrangements

All teachers' performance appraisals have been completed and targets set in line with the school development plan. Training for reviewers has been undertaken via Lancashire.

e) School performance

This item was discussed earlier in the meeting.

f) Financial arrangements for schools

The SFVS will be discussed at the Finance Committee meeting in preparation for submission in March 2017.

14. STANDARD REPORTS

A. UPDATE ON NATIONAL FAIRER FUNDING FORMULA

The report was noted.

B. MONITORING OF SCHOOL RESERVES

The report was noted.

C. INFORMATION GOVERNANCE UPDATE

Avondale has:

- an up-to-date registration with the Information Commissioner.
- made arrangements to issue privacy notices and comply with the legal obligations under the DPA 1998
- taken steps to prepare for the General Data Protection Regulations

D. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

Governors were reminded of the Modern Governor training module which the school bought last term.

E. CONSIDERATION OF THE DIRECTOR'S REPORT

1. **Safeguarding update** – The safeguarding policy is up to date.
2. **Governance update** – the report was noted.
3. **Improving information in identifying children missing education** – the report was noted.
4. **SEND Update** – the report was noted.
5. **Blackburn with Darwen's Children's Partnership Board** – the report was noted.
6. **HR Policies: Teachers' Pay, Terms and Conditions** – the pay policy was adopted.
7. **Health, Safety and Wellbeing provision** – the health and safety policy has been updated.
8. **School Admission Policy 2018/2019. Own Admissions Authorities only** – Not applicable.
9. **Audit and Assurance** – the report was noted.

F. GOVERNOR TRAINING PROGRAMME

The report was noted.

OPTIONAL ITEMS

A discussion took place around the EYFS unit and whether it would be worth considering forming one large unit instead of two separate classes. This is something that will be looked into.

Rod Marsden is attending a meeting with the Chair and Headteacher and all governors were invited to attend. This meeting is to discuss the findings from the previous governance review.

15. DATE AND TIME OF NEXT MEETING

Wednesday 8th March 7:00pm.

The meeting finished at **10:15pm.**