

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON WEDNESDAY 08 MARCH 2017 AT 7.00pm

AT AVONDALE PRIMARY SCHOOL

PRESENT: Mrs V. Brown (Headteacher), Mrs K. Morgan, Mr D. McFarlane, Mrs D. Davies, Mrs E. Lowe, Mr J. Bentley, Mr P. Ashcroft, Mr I. Schofield, Ms C. Southworth (Chair) Mrs J. Kay, Mrs S. Blackshaw, Mr M. Smith, Mrs M. Pilkington.

IN ATTENDANCE: Ms S Duckett, Assistant Headteacher, Ms J. Taylor, Assistant Headteacher, Mr A. Hutchinson (Clerk), Mrs B. Gardner (for additional item only)

ACTION

The Chair began the meeting by welcoming governors and those new to the governing body. She explained that the first item was an additional item, and that Mrs Gardner from the school nursing team had asked to attend to give feedback following the recent School Health Needs Assessment.

SCHOOL HEALTH NEEDS ASSESSMENT (SHNA)

Mrs Gardner began by explaining that school nursing teams lead on the SHNA in all primary and secondary schools in the Country. It is repeated every year, focusing on children and parents in Reception and Year 6, and young people in Year 9.

The team works with schools to collect information and opinions from children and families. There are questionnaires designed for parents and also for children to complete in class. The information collected helps improve the support provided and leads to better decisions about how services are delivered for children and families. The questionnaires ask parents, children and young people about their health, their emotions, their lifestyle, and whether they would like any support. This year's data was presented with a comparison made between the school, children in the Sunnyhurst ward and those nationally. Mrs Gardner reported that there were significantly fewer obese children in the school in reception compared to the Sunnyhurst ward and nationally. This figure increased for children in year 6 aligning more closely with the comparative data.

Question: A governor asked if the data was cohort specific?

Mrs Gardner explained that the analysis looks at different children ie children in reception and year 6 now.

She went on to identify good practice and the key priorities in school. 40 parental reception health questionnaires were returned and 36, year 6 questionnaires, and this data has been summarised and would be made available to the school. Some of the headline statistics were reported and these included:

Reception:

- 17.97% of children have not seen a dentist in the last year
- 60% of parents reported that their child never consumed sugary drinks
- 90% of parents thought their child's weight was 'just right', with 5% identifying their child as underweight and 5% overweight

Year 6

- 29% wear glasses or contact lenses
- 95% reported they go to the dentist, but 84% said they brushed their teeth twice the day before

Question: A governor asked what constituted being overweight?

Mrs Gardner explained that this was assessed based on the child's BMI

The questionnaire also looked at emotional health and wellbeing, and Mrs Gardner read out summary details from this analysis

Comment: Some of the children in year 6 had difficulty with the questions and this would have affected the accuracy of their response. In other cases children found the time to complete the questionnaire difficult.

Mrs Gardner responded to explain that the questionnaire is reviewed annually and that comments made would be shared, and were useful. She also confirmed that the results from the assessment are now shared with schools and she agreed to send the full analysis to the Headteacher so this could be considered further.

The Chair thanked Mrs Gardner for her input and asked whether retrospective information could be provided to the school. This will allow the school to analyse over a period of time trends and the impact of initiatives developed such as healthy eating programmes. Mrs Gardner agreed to check whether this information was available.

Mrs Gardner

1. **APOLOGIES FOR ABSENCE**

Apologies had been received and were accepted from Mrs Yates and Miss Pickup.

2. **MEMBERSHIP OF THE GOVERNING BODY**

The Chair referred to the membership list received noting the new members on the governing body. All contact details were correct.

Received: Middle leadership structure and curriculum area.

The Headteacher explained that following the staffing restructure and with new governors being appointed it had been decided to review the membership of the Committees and governor responsibilities. She explained that governors with a subject responsibility should meet with the designated school lead once every half term and prepare a summary of the visit which would be reported back to the full governors' meeting. In that way governors would be able to evidence their monitoring role and all governors would be given an update of core and foundation subjects.

Based on skills, knowledge and experience governors were asked to take responsibility for a curriculum area. The following was agreed:

Maths	Mike Smith (MS)
English	Michelle Pilkington (MP)
Science	Karen Morgan (KM)
Computing	Iain Schofield (IS)
Humanities	John Bentley (JB)
Creative	Samantha Blackshaw (SB)
RE/PSCHE	Daniel McFarlane (DM)
Languages	Chair (CS)
Music	Jennifer Kay (JK)
PE	Emma Lowe (EL)
Safeguarding	Sarah Pickup (SP)
EYFS	Samantha Blackshaw (SB)
Pupil Premium/CIOC	Michelle Pilkington (MP)
SEN	Debbie Davies (DD)

In terms of Committee membership it was agreed that:

Curriculum: MS, MP, KM (Ch), IS, Headteacher, SB (VC), EL

Finance and Staffing: JB, Headteacher, CS, SB (Ch), DD, IS (VC), JK

Premises: Headteacher, SB (VC), KM, DM (Ch), SY

Standards and Effectiveness: CS (Ch), Headteacher, EL (VC), DD

The clerk agreed to make the changes to the Committee schedule including updating

membership of other committees.

Clerk

3. **DECLARATION OF INTEREST**

There were no declarations of interest made.

4. **MINUTES OF THE GOVERNING BODY MEETING HELD ON 15 NOVEMBER 2016**

The minutes of the meeting held on 15 November having previously been circulated were agreed as an accurate record and were signed by the Chair.

5. **MATTERS ARISING FROM THE MINUTES**

(Item 10 on previous minutes refers). Mrs Davies reported that she had made enquiries about the MBE application process for Mr O'Dea. An application form is available and to accompany this there would need to be supporting statements, testimonials from parents, colleagues and others. Mrs Davies agreed to complete the application and the Headteacher agreed to facilitate the evidence including statements from children that have been taught by Mr O'Dea. Mrs Davies was asked to update the governing body on progress at the next meeting.

Mrs Davies

(Item 12 on previous minutes refers). The Headteacher clarified the position of governor reports. When governors meet with staff they should complete a visits proforma (available in school or on the website), and their findings would be shared at the next meeting of the Governing Body. It was agreed that a copy of the form should also be given to the member of staff concerned.

All

(Item 13 on previous minutes refers). The Chair reported that Sarah Pickup had agreed to carry out a 3 hour bespoke safeguarding session for governors (5.00pm – 8.00pm) and it was suggested that this should take place on 4th or 25th May. The Chair agreed to contact SP to check on her availability and then advise of the time and date. It was expected that a mop up session could be arranged for those governors not able to attend.

Chair

6. **HEADTEACHER'S REPORT**

Received: Headteacher's Report

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

1. Key facts

There are 413 children on roll and this puts the school in a positive position. 19% of children have SEN, and 31% are pupil premium children. Efforts have been made at parents' evening to encourage those that felt they may qualify to complete the FSM paperwork and 22 applications have been made to the LA.

Question: A governor asked if parents were happy to apply?

The Headteacher confirmed that nobody had objected and that the funding that could be received was a compelling reason to apply.

The numbers of pupils for Sept 2017 are down slightly on last year but this can be accounted for due to a low birth year. Despite this the school expect to be full in September.

2. Staffing

There have been staffing resignations and changes. Miss Scott resigned from her teaching post in reception and this is a blow to the school and to the profession. Whilst she will not be pursuing teaching as a career at the moment it was hoped that she could be persuaded to carry out some supply work. On a positive note Mrs Duckett was successful in her interview and was appointed to the position of Assistant Headteacher.

Question: A governor noted that Mrs Duckett and her team had written a plan to support

staff wellbeing and asked what the plan included?

Mrs Duckett explained that staff are being encouraged to have a greater say in their own wellbeing and to make suggestions to help with their work life balance. Examples so far have included arranging car valeting, and mental health training. In addition a family day has been arranged for 25th March, and a weekly walking club has been established. These initiatives and one off events are being considered to maintain and improve staff morale and wellbeing.

Question: The Chair asked how the impact of these measures will be monitored?

Mrs Duckett explained that the team will look at the suggestions and test out through staff surveys and evaluations.

3. Outcomes

Meetings have taken place with Bernie Bickerton from the LA to review the data in school. These meetings have been positive and have helped to reassure senior leaders of the progress being made. Overall the results are as expected but there is a gap with PP children.

Question: A governor referred to the year 3 results and asked whether comments were made about these by parents?

The Headteacher explained that the feedback to the report cards has been positive and that it was a question of informing parents what the new assessment descriptors mean. She added that all children begin the new year in the below category and this has been communicated to parents.

It was noted that parents evening was excellent with around 95% attendance from parents.

4. Monitoring

Pupil tracking and the monitoring of this is robust and comprehensive. Teachers have a better understanding of their pupils and their strengths and weaknesses.

5. Teaching and Learning

There are weekly lesson observations and feedback is given at staff meetings. The judgements made about the lessons are solid and this enables the school to have confidence in the teaching and learning.

Question: Are outstanding lessons shared to spread good practice ?

The Headteacher confirmed that where outstanding practice is identified this is shared in a coaching way with other practitioners.

The Headteacher explained that she would like to visit other schools to observe practice elsewhere. It was also noted that children behave differently in class if they feel that they are being observed, and 2 governors explained that in their schools they use IRIS which is a portable camera. The Headteacher agreed to look into whether this would be useful to trial.

Headteacher

6. Leadership and Management

Morale in school amongst staff is good with full engagement at staff meetings. Middle leaders continue to develop and by the next inspection this will be a strength in school. The NQT audit by the Tauheedul Trust recognised the excellent support that was being given and this external recognition was timely and has helped to galvanise and improve morale.

7. Early Years

Mrs Taylor referred to the report acknowledging the progress being made and the activities and interventions that are in place to support children in the Early Years.

8. Sites and Buildings

A meeting has taken place with the LA regarding potential building improvements to the school entrance and governors will be given an update as information is received.

7. **SCHOOL IMPROVEMENT ARRANGEMENTS**

Received: Visit Report Mrs B. Bickerton 11.01.2017

The Headteacher referred to the summary report from Mrs Bickerton's visit on the 11 January. This was fully discussed at the Curriculum meeting. There have been two further meetings with Mrs Bickerton and her notes will be shared with governors at the next meeting.

8. **REPORTS OF COMMITTEES AND/OR DESIGNATED GOVERNORS**

Received: Minutes of the Health and Safety Committee and Finance and Staffing Committee meetings dated 23 January, the Curriculum Committee meeting dated 31 January, and the Standards and Effectiveness Committee dated 26th January

The Headteacher asked whether there were any questions in relation to the minutes. None were asked

Resolved: Governors noted and accepted the minutes.

The Chair asked if any designated governors wanted to feedback in relation to visits made with school staff. Mrs Lowe gave a brief report of her findings noting that she had been very impressed with the practice that she had observed in year 3. The Chair added that she had met with Mrs Morgan to review actions associated with pupil premium funding. She reported that monitoring systems are in place and are working well; that teachers accurately track the progress of children so they know where they are and where they should be. She commented that PP children are taken out of lessons at the same time every week which could have a negative impact on these children but that strategies are in place to account for this

The Headteacher confirmed that SLAs had been discussed and agreed at the Finance and Staffing Committee. They had also noted Mrs Duckett's permanent appointment. The outturn position is likely to be in the region of £145,000 and members of the Committee had approved Option 3 showing a budget for the school for 2017/2018 of £1, 873,438

The SFVS has been completed and returned to the LA.

Resolved: Governors noted and agreed the actions taken at the Staffing and Finance Committee.

9. **STANDARD REPORTS**

A **School funding arrangements 2017/2018**

The report was noted.

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

The clerk reported that the annual Governors' Conference will take place on Saturday 13th May and that all governors are welcome and an invite will be sent in due course. The clerk also mentioned the need to maintain a record of training that has been undertaken by governors and that the team could help with providing information of sessions attended through the LA's governor training programme.

C. **Service Level Agreement 2017/2018**

SLAs will be purchased on line through the services for schools website.

D. Consideration of the Director's Report

The clerk introduced the Director's Report

1. Virtual School Report: Attainment and progress of Blackburn with Darwen Children in our Care 2016. The report was noted.
2. Long Service Award and Long Service Retirement Gift Guidance. It was agreed that the report would be taken to the next Finance and Staffing meeting for further consideration.
3. Governance Update. The report was noted.
4. Local Authority position in relation to the issuing of penalty notices. The report was noted.
5. Local Safeguarding Children's Board – Annual Report for 2015/2016. The report was noted
6. Overview of the work of the School Improvement Board and Priorities of the School Improvement Groups. The report was noted.
7. Governors' guide to Academy Conversion. The report was noted
8. School Admission Policy 2018- own admission authorities only. The report was noted.

Headteacher

E. Governor Training Programme (for information only)

The training sessions were noted.

10. DATE AND TIME OF NEXT MEETING (S)

The next meeting of the governing body was arranged for Tuesday 13th June at 7.00pm
The meeting finished at 9.00pm